

GRADUATE

TO A BETTER FUTURE

2017-2018
Undergraduate Catalog



 Berkeley College®

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Berkeley College Overview

Founded in 1931, Berkeley College is committed to preparing students for professional and personal success in the workplace by offering programs in a wide range of business-related fields. Berkeley is comprised of the Larry L. Luing School of Business[®], the School of Professional Studies, the School of Health Studies, the School of Liberal Arts, and the **School of Graduate Studies**. The College offers Bachelor's degrees, Associate's degrees, Certificate programs, and an M.B.A. in Management.

Our approach to career-focused education combines:

- Programs and curricula that are developed and regularly updated with input from industry experts to ensure that students have the skills and knowledge demanded by employers
- Classroom and "hands-on" training from faculty chosen for academic excellence and professional experience in the subjects they teach
- Valuable career experience through internships, practicums, or job-related assignments
- Lifetime career assistance for graduates*



Today, more than 7,100 students study at campuses in New York and New Jersey, plus Berkeley College Online[®]. Our programs, facilities, and resources are constantly expanding to meet professional market demands, but our focus remains the same: We strive to offer a wealth of resources and opportunities to help students **graduate to a better future**.

- **The Berkeley Advantage[®]**
- **Mission, Vision, and Values**
- **Accreditations and Approvals**
- **Campuses**
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- **International Students**
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Berkeley College reserves the right to add, discontinue, or modify its programs and policies at any time. Modifications subsequent to the original publication of this catalog may be reflected here or elsewhere on the BerkeleyCollege.edu website.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/disclosures.

*while the College is in operation

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The Berkeley Advantage®

The Berkeley Advantage® is part of a proven approach to career-focused education that can help students prepare for success.

- A comprehensive array of degree and certificate programs that meet business and professional demands
- The flexibility of day, evening/weekend, and online classes
- More than \$59 million in Berkeley College grants and scholarships provided during the 2016-2017 award year
- A tuition freeze for students who meet continuous enrollment requirements
- An outstanding, supportive faculty with relevant professional experience
- Career Services specialists who identify and prepare students for career opportunities
- Valuable, practical career experience through internships, practicums, or job-related assignments
- Extensive network of employer contacts
- Free lifetime career assistance for graduates*

*while the College is in operation

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Mission, Vision, and Values

Mission Statement:

Berkeley College empowers students to achieve lifelong success in dynamic careers.

Vision:

Berkeley College will be the college of choice for students pursuing lifelong success in dynamic careers and employers seeking graduates prepared to meet the demands of the global marketplace.

Values:

In achieving its mission, Berkeley College is guided by the values of:

- Students First
- Applied Learning
- Integrity
- Respect
- Renewal

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Accreditations and Approvals

Berkeley College is accredited by the **Middle States Commission on Higher Education**, 3624 Market Street, Philadelphia, PA 19104, 267-284-5000. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

Berkeley College is authorized by the Secretary of Higher Education of the State of New Jersey to offer programs in New Jersey leading to the degrees of Master of Business Administration (M.B.A.), Bachelor of Fine Arts (B.F.A.), Bachelor of Science (B.S.), Bachelor of Business Administration (B.B.A.), Bachelor of Science in Nursing (B.S.N.), Associate in Science (A.S.), and Associate in Applied Science (A.A.S.), as well as certificates in Medical Assistant; Medical Insurance, Billing, and Coding; Patient Care Technician; Practical Nurse; and Surgical Processing Technician.

Berkeley College is authorized by the New York State Board of Regents to offer programs in New York leading to the degrees of Bachelor of Business Administration (B.B.A.), Bachelor of Science (B.S.), Associate in Science (A.S.), and Associate in Applied Science (A.A.S.).

All Berkeley College programs of study are approved for veterans and their eligible dependents under the GI Bill, and Berkeley College is an approved participant of the Department of Veterans Affairs Yellow Ribbon program. The College is also certified to enroll foreign students under the Student and Exchange Visitor Program (SEVP).

Berkeley College has received specialized accreditation for its business programs through the International Accreditation Council for Business Education (IACBE) located at 11374 Strang Line Road in Lenexa, Kansas, USA. The business programs in the following degrees are accredited by the IACBE:

- Bachelor of Business Administration in Accounting, Business Administration-Management, General Business, Fashion Merchandising and Management, Financial Services, Health Services Management, International Business, Marketing Communications
- Bachelor of Science in Information Technology Management
- Associate of Applied Science in Business Administration-Accounting, Business Administration-Management, Fashion Merchandising and Management, Financial Services, Health Services Administration, Information Technology Management, International Business, Marketing Communications
- Associate of Science in International Business

The Interior Design program leading to the Bachelor of Fine Arts degree is accredited by the Council for Interior Design Accreditation, www.accredit-id.org, 206 Grandville Avenue, Suite 350, Grand Rapids, MI, 49503-4014; telephone: 616-458-0400.

The LPN to B.S.N. program is provisionally accredited by the New Jersey Board of Nursing (124 Halsey Street, Newark, NJ 07102; telephone: 973-504-6430; website: www.njconsumeraffairs.gov/nur/Pages/default.aspx).

The Practical Nurse program is approved by the New Jersey Board of Nursing (124 Halsey Street, Newark, NJ 07102; telephone: 973-504-6430; website: www.njconsumeraffairs.gov/nur/Pages/default.aspx).

The Medical Assistant certificate program is accredited by the Commission on Accreditation of Allied Health Education Programs (25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763; telephone: 727-210-2350; website: www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763; telephone: 727-210-2350; website: www.caahep.org) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

Berkeley College Online[®] has been awarded United States Distance Learning Association (USDLA)/Quality Standards certification by the USDLA.

Berkeley College is approved by the New York State Education Department and the New Jersey Office of the Secretary of Higher Education to participate in and offer online education programs under the State Authorization Reciprocity Agreement ("SARA"). Colleges and universities that are SARA members may provide online education to residents of SARA member states. For more information, see the **Online Programs: State Authorization page**.

Approval documents are available for review upon request to the Provost's Office.

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Campuses

Modern facilities in a range of settings—all focused on effective career education.

From the heart of the world's greatest city, to the top of a wooded mountain, and everything in between, each of the Berkeley College campuses creates an environment that enhances the educational experience. Modern facilities and technology help prepare students for the professional marketplace. Comprehensive support resources provide a wealth of assistance, and there's no shortage of comfortable spaces to relax or network with classmates. Each campus offers an impressive list of standard features:

- Wireless Internet access
- Student computer labs
- Professionally staffed libraries with program-specific resources in print, media, and electronic/online formats
- Comfortable student lounges
- Center for Academic Success

Medical laboratory environments for hands-on healthcare learning, as well as current medical instruments, devices, and software for training purposes, can be found at the Dover, Newark, Woodbridge, and Woodland Park, New Jersey campuses, along with current medical instruments, devices, and software for training purposes. Dover and Woodland Park also feature fully equipped nursing instruction laboratories and simulated operating rooms.*

Major updates have been made to the buildings and grounds at the "Woodland Park Renaissance," which includes a new entrance and visitor center, an expanded Student Center, dining services, new versatile classrooms and computer labs, conference rooms, an ultra modern library, Center for Academic Success, the Berkeley Store, fitness room, and Veterans Resource Center.

*Berkeley College to phase out Dover campus by April 2018

New York

- **New York City (Midtown Manhattan)**
- **Brooklyn**
- **White Plains**

New Jersey

- **Dover**
- **Newark**
- **Paramus**
- **Woodbridge**
- **Woodland Park**

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New York City (Midtown Manhattan)

3 East 43rd Street, New York, NY – Between 5th and Madison Avenues, in close proximity to Grand Central Station

12 East 41st Street, New York, NY – One block from the New York Public Library and Bryant Park

Occupying some of the most prestigious real estate in the world, Berkeley College's New York City – Midtown Manhattan campus includes two separate facilities, which create a convenient, friendly environment that's conducive to an outstanding education. The Midtown campus is home to Berkeley's International Student Department and attracts an extremely diverse student body, with nearly 100 countries represented.

The facilities and resources—classrooms, libraries, lounges, and more—are truly outstanding, and also include computer labs and wireless Internet access.

Easily accessible by public transportation, the campuses are convenient to all five boroughs and the outlying suburbs. Museums, libraries, restaurants, and the finest in performing and visual arts provide access to world-class culture. The College can provide assistance with off-campus housing.



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Brooklyn

255 Duffield Street, Brooklyn, NY

The Berkeley College campus is in the growing MetroTech business district, one of Brooklyn's liveliest neighborhoods. Situated near the BAM Cultural District, as well as the Brooklyn Public Library, Brooklyn Botanical Gardens, the Barclays Center, and other historical and cultural landmarks, the facility is also within walking distance of many major employers, retailers, and government offices. This proximity creates many opportunities for interaction between the College and these important organizations.

The inviting, modern environment at the Brooklyn campus offers a wealth of student resources and adds to the energy of an outstanding career-focused education. It's easy to reach by mass transit from all city boroughs and the LIRR. Information regarding off-campus housing is available.



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White Plains

99 Church Street, White Plains, NY

The White Plains campus incorporates a traditional setting with modern technology. Students enjoy all the advantages of campus life—classrooms, student services, library, Center for Academic Success, theater, student lounge, and more—in one contemporary building. The campus, in the heart of the White Plains business district, is convenient to major highways as well as train and bus terminals. Internships are also available at many nearby corporations.

Two apartment residences, Sussex House and Cottage Place, provide comfortable and convenient housing options for students.



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Dover

Berkeley College to Phase Out Dover Campus by April 2018

Berkeley College is no longer accepting new enrollments at its Dover, NJ, campus, located at 1 West Blackwell Street. Classes for continuing students will be offered through April 2018. All other Berkeley College campuses continue to enroll new students.

College officials continue to work with local high schools, community colleges, and community-based organizations to provide information about academic offerings, financial aid, scholarships, and resources available to area students interested in learning more about Berkeley College and its additional campuses throughout New Jersey, New York, and Berkeley College Online®.

A leader in providing career-focused education since 1931, Berkeley College is accredited by the Middle States Commission on Higher Education and enrolls more than 7,100 students – including more than 440 international students – in its Master's, Bachelor's, and Associate's degree and Certificate programs. Students can study in more than 20 career fields. Berkeley College is comprised of the Larry L. Luig School of Business®, the School of Professional Studies, the School of Health Studies, the School of Liberal Arts, and the School of Graduate Studies, which offers an MBA in Management online and in Woodland Park.

For Frequently Asked Questions about the Dover campus, [click here](#).

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Newark

536 Broad Street, Newark, NJ

Berkeley College's campus in downtown Newark is a return to its roots in Essex County, where its first campus opened in 1931. The location—in the heart of the central business district across from Washington Park—is truly exceptional. It's also easily accessible from points in New Jersey and New York by an outstanding public transportation system, which includes trains, buses, the NJ Transit Light Rail (which stops right in front of the building), and the PATH system.

The Newark campus is within walking distance of major employers, retailers, government offices, and cultural attractions. The Newark Museum, New Jersey Performing Arts Center, and the Newark Public Library are also near the Newark facility.



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Paramus

64 East Midland Avenue, Paramus, NJ

In the heart of Bergen County's shopping and business community, the Berkeley College Paramus campus gives students the individual attention of a small campus in a convenient, corporate location that's accessible to major highways and public transportation. Placement and career services are available, including internships at nearby corporations. The library includes program-focused collections and materials. The on-campus Center for Academic Success offers free faculty and peer tutoring programs, and Student Development and Campus Life provides a range of student-centered programs, activities, clubs, and services to enhance the student experience.



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Woodbridge

430 Rahway Avenue, Woodbridge, NJ

Known as "The Crossroads of New Jersey," the bustling town of Woodbridge is home to a variety of shops, cultural restaurants, and historic points of interest, along with the excellent educational opportunities found at Berkeley College. It's simple to reach the inviting Woodbridge Berkeley campus—trains and buses are within steps and it's accessible from many major highways. Plenty of parking is available on-site. The diverse student body is drawn mainly from Middlesex, Union, Mercer, Monmouth, and Ocean counties in New Jersey. Many Staten Island residents also choose the proximity and accessibility of the Woodbridge campus. Popular shopping malls, retailers, government offices, hospitals, day care centers, and housing options are all nearby, making the area extremely convenient for college students. The Jersey shore is just a short distance south of Woodbridge.



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Woodland Park

44 Rifle Camp Road, Woodland Park, NJ

In a wooded setting on a lush mountaintop adjacent to parklands and a reservoir, the Woodland Park campus is an idyllic environment for the college experience. Beautiful architecture combines with modern technology in a setting that is conveniently located in the suburbs of New York City. Ample parking is available and major highways are easily accessible.

The Woodland Park campus grounds include:

- Renaissance Hall as the picturesque focal point; a glass atrium building houses the Admissions Welcome Center. Additions also include an expanded Student Center, dining services, versatile classrooms, medical and computer labs, conference rooms, and small group meeting rooms.
- Students also benefit from an ultra-modern library, Center for Academic Success, Berkeley Store, fitness room, and Veterans Resource Center.

Student internships and employment opportunities are available at many nearby corporations. An abundance of educational resources are also in close proximity, as are cultural and recreational attractions, restaurants, and shopping options.



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National publications have recently honored Berkeley College for its outstanding programs. Berkeley College Online® is one of the first college or university online programs worldwide to be awarded Quality Standards certification by the United States Distance Learning Association (USDLA), placing Berkeley among an elite group of institutions recognized for excellence in distance learning. In addition, *U.S. News & World Report* has lauded Berkeley College as one of America's "Best Online Colleges" for Bachelor's degrees and Veterans programs. Berkeley has also been named as one of the nation's "Top Veteran-Friendly Schools" in the *Best of the Best* issue of *U.S. Veterans Magazine*, a valuable resource for transitioning veterans published by DiversityComm. The press is taking note of what our students already know: great things are happening at Berkeley College!

Online Learning Worldwide – Access to Berkeley College's outstanding academic programs, support services, and online community is available on the Internet. Enrolling in online courses affords students opportunities to improve their communication, technology, and research skills. Those skills, which are often sought by employers, can help prepare students for career success.

It's flexible and convenient – Log onto courses with a PC, Mac, tablet, or smartphone 24 hours a day, seven days a week, from any location where Internet access is available and permitted by law. Students can balance coursework with family, job, and social responsibilities and work at their own pace within a weekly schedule of discussion topics, readings, and assignments.

It's supportive – Students find support every step of the way. Instructors, classmates, and academic advisors are just an email, phone call, or video chat away. In addition, students are able to access the services of the Center for Academic Success for tutoring and other academic assistance at no additional charge. The online library provides electronic resources, as well as "Live Help." The Online Student Development and Campus Life Department provides support through counseling services, as well as opportunities for leadership, engagement, and community through online clubs and outreach initiatives.

It's career focused – A team of Career Services professionals assists students with identifying and preparing for internship and job opportunities. Graduates are eligible for free lifetime career assistance*.

- **Professional** – Learn from Berkeley College's accomplished faculty members, whose real-world experience brings expert knowledge to the subjects they teach.
- **Economical** – Save significantly on room, board, and transportation expenses.
- **Quality** – Berkeley College Online® has been delivering online learning since 1998, with the same high standards as on-site classes.

Minimum computer/software requirements

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International Students

Berkeley College's programs of study, multicultural student body, multiple campuses, and overseas partnerships offer international students a number of exciting opportunities to experience an American education.

- **Convenience** – With campuses in New York and New Jersey plus online, the College is proud to serve the special needs of international students with an intensive curriculum.
- **International Student Department** - Berkeley's International Student Department provides help with visa procedures, housing information, orientation to college life, and adjusting to educational practices and life in the United States.
- **Programs of Study** – International students may enroll in any of the programs of study at Berkeley College. Many of the courses can also be taken through Berkeley College Online[®]. (Please note, however, that federal regulations limit the number of online classes per term for international students on F-1 student visas. Students interested in online study may contact the International Department for more information about applicable requirements.)


For more information

To learn more about opportunities for international students at Berkeley College, visit:

BerkeleyCollege.edu/international_students/index.htm

Or contact:

Berkeley College
International Student Department
12 East 41st Street, 14th Floor
New York, NY 10017 USA
Telephone: US Dialing Code-212-687-3730
Fax: US Dialing Code-212-986-7827
Email: International@BerkeleyCollege.edu

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Military and Veteran Students

Berkeley College is committed to helping veterans and their families succeed.

Our Office of Military and Veterans Affairs will be with you every step of the way.

Getting Started

We proudly support the GI Bill® and Yellow Ribbon Program. Berkeley College also adheres to the terms of Executive Order 13607, *The Principles of Excellence*, and supports the United States Department of Education's *8 Keys to Veterans' Success*.

Academic Assistance

Flexible academic programs can help accommodate your situation, and you may be eligible for credit for prior learning. Tutoring is available at no additional charge.

Social Support

We offer many programs, resources, and activities for veterans, including:

- On-site and online Veterans Resource Centers
- Veterans Affairs Work-Study Program
- GoArmyEd Partnership
- Student-veteran-led clubs affiliated with the Student Veterans of America (SVA)
- Veterans Day and Memorial Day events

Awards and Acknowledgments

- Berkeley College named a 'Top Colleges and Universities' by *Military Advanced Education and Transition* for 2018
- Berkeley College named a 'Top 10 Military Friendly College' by *GI Jobs Magazine* for 2017
- Berkeley College named a 'Top 10 Military Friendly College for Spouse' by *GI Jobs Magazine* for 2017
- Berkeley College named a 'Best Online College for Veterans' by *US News and World Report* 2014-2018
- Berkeley College named a 'Best for Vets' College by *Military Times* 2013 and 2014 and 2017
- Berkeley College named a 'Military Friendly College' by *GI Jobs Magazine* 2010-2014; 2016 and 2017
- Berkeley College named a 'Military Friendly College' by *Military Advanced Education Magazine* 2010-2015 and 2017
- Berkeley College named a 'Best of the Best,' Top Veteran-Friendly School by *U.S. Veterans Magazine* 2014-2015 and 2017-2018

Talk to us. We're here to help.

To learn more about opportunities for military and veteran students at Berkeley College, visit:

BerkeleyCollege.edu/military/





GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

[Berkeley College](http://berkeleycollege.edu) 1-800-446-5400 ext. WBW

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Academic Programs

Combining rigorous, career-focused classroom instruction with practical learning experiences, academic programs at Berkeley College provide students with comprehensive preparation to enter the professional world. Degree and certificate programs are carefully developed and regularly updated and supplemented to ensure marketplace relevance. All programs require faculty-monitored internships, practicums, or job-related assignments as part of the curriculum, allowing students to apply what they've learned and giving them valuable experience for beginning a career.



DEGREES OFFERED

Berkeley College offers the following undergraduate programs of study:

- Associate in Applied Science (A.A.S.)
- Associate in Science (A.S.)
- Bachelor of Business Administration (B.B.A.)
- Bachelor of Fine Arts (B.F.A.)
- Bachelor of Science (B.S.)
- Bachelor of Science in Nursing (B.S.N.)

The majority of the College's academic programs are available in day, evening, and weekend sessions through Berkeley's various campuses and online. It is important to note, however, that not all programs are offered at every campus and not all courses are offered every term or at every campus. Specifically, the Graphic Design program is only available at the Woodland Park campus and the Interior Design program is only available at the Woodland Park and Paramus campuses. Furthermore, scheduled course offerings may be canceled at the discretion of the College. Students enrolled in certain programs may therefore need to complete their studies at an alternative Berkeley campus or online. For current information about course schedules, please go to BerkeleyCollege.edu/Academics/CourseSchedules.htm.

PROGRAMS OF STUDY

Accounting

- **A.A.S., Business Administration - Accounting**
- **B.B.A., Accounting**

Fashion Merchandising and Management

- **A.A.S., Fashion Merchandising and Management**
- **B.B.A., Fashion Merchandising and Management**

Financial Services

- **A.A.S., Financial Services**
- **B.B.A., Financial Services**

General Business

- **B.B.A., General Business**

Graphic Design

- **B.F.A., Graphic Design**

Health Sciences

- **A.A.S., Health Sciences**
- **Patient Care Technician Certificate**
- **Surgical Processing Technician Certificate**

Health Services Management

- **A.A.S., Health Services Administration**
- **B.B.A., Health Services Management**

Information Technology Management

- **A.A.S., Information Technology Management**
- **B.S., Information Technology Management**

Interior Design

- **A.A.S., Interior Design**
- **B.F.A., Interior Design**

International Business

- **A.A.S., International Business**
- **A.S., International Business**
- **B.B.A., International Business**

Justice Studies - Criminal Justice

- **A.A.S., Justice Studies - Criminal Justice**
- **B.S., Justice Studies - Criminal Justice**

Legal Studies

- **A.A.S., Legal Studies**
- **B.S., Legal Studies**

Management

- **A.A.S., Business Administration - Management**
- **B.B.A., Business Administration - Management**

Marketing Communications

- **A.A.S., Marketing Communications**
- **B.B.A., Marketing Communications**

Medical Assistant

- **A.A.S., Medical Assistant**
- **Medical Assistant Certificate**

Medical Insurance, Billing, and Coding

- **A.A.S., Health Services Administration - Medical Insurance, Billing, and Coding**
- **Medical Insurance, Billing, and Coding Certificate**

Nursing

- **B.S.N., LPN to B.S.N.**
- **Practical Nurse Certificate**

Surgical Technology

- **A.A.S., Surgical Technology**

A **four-year combined B.B.A./M.B.A.** option exists for students interested in pursuing graduate studies.

Learn more about Berkeley's academic programs by clicking the links below:

- **Programs of Study**
- **New York State Education Department Registered Programs**
- **Larry L. Luing School of Business®**
- **School of Health Studies**
- **School of Liberal Arts**
- **School of Professional Studies**
- **The Berkeley College Honors Program**
- **Learning Communities**
- **The Gateway Program**
- **The Jumpstart Program**
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- **Course Descriptions**
- **Employment, Retention, and Graduation Rates**

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/disclosures/.

Please note: Berkeley College reserves the right to revise course offerings, cancel scheduled courses, or make any other curriculum changes that the College, in its sole discretion, deems appropriate. The College may limit an individual student's course load as needed to facilitate the student's academic success. Such changes may affect the estimated duration and cost of the student's program. For more information, students should consult with an Academic Advisor.

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Accounting

Learn the art and science of managing a company's finances.

Accounting professionals are critical to the success of virtually every company and organization. At Berkeley College, degree programs cover varying levels of accounting theory and practical knowledge, preparing students with the skills and qualifications necessary to enter the professional world.

The Accounting program at Berkeley College is designed to prepare students for a range of career opportunities with accounting firms, public and private companies, and numerous other types of organizations. Participation in student chapters of professional associations, student clubs, and alumni interaction can help students make important industry connections.

Benefit from:

- Understanding financial and managerial accounting theory and applying that knowledge in a business environment
- The development of critical-thinking and problem-solving skills in business settings
- Mastering the technology used by accounting professionals, including the creation and management of spreadsheets, databases, and more
- Curricula that include courses in Government, Nonprofit, and Tax Accounting
- Hands-on learning from instructors chosen for academic excellence as well as relevant professional experience
- A baccalaureate program that contributes to preparing students for the rigorous Certified Public Accountant (CPA) exam
- Participation in a capstone course designed to put theory into practice
- Valuable, practical experience through program-related, faculty-monitored internships or job-related assignments
- A seamless transition between Associate's and Bachelor's degrees

Degree Programs

- **A.A.S., Business Administration - Accounting**
- **B.B.A., Accounting**

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Business Administration - Accounting Associate in Applied Science Degree (A.A.S.)

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

ACC1112 Financial Accounting II 3

Covers the corporate form of a business organization. Students learn accounting principles for the valuation of receivables, the recording of long-term assets, current liabilities, and long-term liabilities. Includes an accounting software component.

Prerequisite: ACC1111

ACC2201 Intermediate Accounting I 3

Presents an in-depth study of concepts, principles, and processes with an emphasis on contemporary theory. Students learn about working papers, cost and revenue apportionments, and adjusting/closing entries. Emphasis is given to certain balance sheet classifications including cash, receivables, inventories, and fixed assets.

Prerequisite: ACC1112

ACC2202 Intermediate Accounting II 3

Builds on the concepts presented in Intermediate Accounting I. Special attention is given to certain balance sheet classifications, including intangible assets, current and long-term liabilities, and stockholders' equity. Students explore contemporary accounting topics as enumerated in FASB pronouncements.

Prerequisite: ACC2201

ACC2240 Cost Accounting 3

Examines accounting procedures and concepts applicable to the distribution of costs of business enterprises. Emphasizes the determination of unit costs using job orders and process costs systems. Students study the valuation of expenses and distribution of overhead in order to facilitate the preparation of statements.

Prerequisite: ACC1112

BUSINESS CORE COURSES

ACC1111 Financial Accounting I 3

Introduces the basic structure of accounting terminology and procedures of a business organization. Students learn about recording and reporting functions, adjusting entries, and the preparation of financial statements.

BUS1101 Career and Business Essentials 3

Explores the nature and scope of business, examines its component parts, and describes how it is organized and managed. Students learn about the internal and external forces that comprise our business and economic system. This course covers career development and teaches practical techniques and strategies for success.

BUS2293 Internship 3

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisite: Departmental permission

CIS1115 Computer Applications 3

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel. This course provides an orientation to Berkeley College's computer framework including Blackboard, content collection, and portfolio development.

IBS2201 International Business 3

Explores the diverse environment, management concerns, financial issues, and marketing questions faced by international business organizations. Students gain a heightened global awareness as they seek the knowledge and skills needed to function competitively in an increasingly interdependent world.

Prerequisite: BUS1101

MGT2220 Principles of Management 3

Examines operational theories of management under the functions of planning, organizing, staffing, directing, and controlling. Emphasizes the manager's role in creating and maintaining an internal environment for performance. Students discuss cases in detail.

Prerequisite: BUS1101

MKT2220 Principles of Marketing 3

Provides an introduction to the fundamental principles and practices in the marketing process. Provides a detailed study of each marketing mix tool (product, price, place, promotion) along with an introduction to marketing research and consumer behavior.

LIBERAL ARTS AND SCIENCE CORE COURSES
ENG1105 Writing and Research 3

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

ENG2205 Writing Through Literature 3

Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres.

Prerequisite: ENG1105

HUM2225 Introduction to Ethics 3

Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.

MAT2212 Quantitative Methods 3

Introduces students to the personal use of mathematics and the applications for various business disciplines. This course will explore the business applications of linear functions, quadratic functions, and systems of linear equations. Emphasis will be placed on the use of Excel to solve real-world business problems.

Prerequisite: CSK85 or placement-based score

MAT2215 Statistics I 3

Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.

SOC1123 Psychology of Adjustment 3

Explores the psychological principles involved in coping with the challenges of moving through changes in life stages and life circumstances. Topics include stress management, communication, time management, healthy relationships, positive thinking, conflict management, and balancing home, education, and work.

SOC2231 Human Relations 3

Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with

difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.

FREE ELECTIVES*

6

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

*Students who intend to continue into the Bachelor's degree program and take the Certified Public Accountant (CPA) exam in New Jersey should select free electives from the Liberal Arts and Sciences courses.

Accounting majors must achieve a minimum of a C average in Financial Accounting I and Financial Accounting II in order to enroll in Intermediate Accounting I.

Graduates of Berkeley College Accounting programs do not automatically become CPAs, and such programs are not specifically intended to prepare graduates for the CPA examination. CPA requirements vary by jurisdiction. Generally, to be licensed as a CPA an applicant must complete a combination of specified educational and/or experience requirements, demonstrate good moral character (which may include an absence of criminal convictions), and pass a CPA examination. Applicants for whom such requirements may be matters of concern are strongly advised to contact an Admissions counselor prior to enrolling in an accounting program.

SAMPLE PROGRAM SEQUENCE

[A.A.S., Business Administration - Accounting New Jersey Program Statistics](#)

[A.A.S., Business Administration - Accounting New York Program Statistics](#)

Associate in Applied Science Degree (A.A.S.) Business Administration – Accounting

SAMPLE PROGRAM SEQUENCE

	Semester Credits		Semester Credits
FIRST SEMESTER		THIRD SEMESTER	
CIS1115 Computer Applications	3	ACC2201 Intermediate Accounting I	3
ACC1111 Financial Accounting I	3	IBS2201 International Business	3
BUS1101 Career and Business Essentials	3	MKT2220 Principles of Marketing	3
SOC1123 Psychology of Adjustment	3	MAT2212 Quantitative Methods	3
ENG1105 Writing and Research	3	HUM2225 Introduction to Ethics	3
SECOND SEMESTER		FOURTH SEMESTER	
ACC1112 Financial Accounting II	3	ACC2202 Intermediate Accounting II	3
MGT2220 Principles of Management	3	ACC2240 Cost Accounting	3
ENG2205 Writing Through Literature	3	MAT2215 Statistics I	3
SOC2231 Human Relations	3	BUS2293 Internship	3
Free Elective	3	Free Elective	3

60 SEMESTER CREDITS
REQUIRED FOR GRADUATION

NOTE: Students who intend to continue into the Bachelor's degree program and take the CPA exam in New Jersey should select free electives from the Liberal Arts and Sciences courses.

Accounting majors must achieve a minimum of a C average in Financial Accounting I and Financial Accounting II in order to enroll in Intermediate Accounting I.

Under certain circumstances the need to take developmental College Skills courses may lengthen the time required to complete the student's program, and may result in increased costs to a student.

Not all programs and courses are offered at all campuses. You may be required to take some courses at another campus or online.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/aas_business_administration_accounting_nj_statistics.htm and BerkeleyCollege.edu/gainful-employment/aas_business_administration_accounting_ny_statistics.htm.

Berkeley College

Associate's degree in Business Administration

Program Length: 2 years

Print (52.0201-GedtPrint.html)

Students graduating on time

18% of Title IV students complete the program within 2 years ⓘ

Program Costs*

\$50,600 for tuition and fees

\$0 for books and supplies

\$21,956 for off-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

77% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

\$14,143 in debt ⓘ

The typical monthly loan payment

\$162 per month in student loans with **6.8%** interest rate. ⓘ

The typical graduate earns

\$26,455 per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Accountants (<http://online.onetcenter.org/link/summary/13-2011.01>)

[General and Operations Managers \(http://online.onetcenter.org/link/summary/11-1021.00\)](http://online.onetcenter.org/link/summary/11-1021.00)

[Sales Managers \(http://online.onetcenter.org/link/summary/11-2022.00\)](http://online.onetcenter.org/link/summary/11-2022.00)

[Administrative Services Managers \(http://online.onetcenter.org/link/summary/11-3011.00\)](http://online.onetcenter.org/link/summary/11-3011.00)

[Industrial Production Managers \(http://online.onetcenter.org/link/summary/11-3051.00\)](http://online.onetcenter.org/link/summary/11-3051.00)

[Transportation Managers \(http://online.onetcenter.org/link/summary/11-3071.01\)](http://online.onetcenter.org/link/summary/11-3071.01)

[Storage and Distribution Managers \(http://online.onetcenter.org/link/summary/11-3071.02\)](http://online.onetcenter.org/link/summary/11-3071.02)

[Social and Community Service Managers \(http://online.onetcenter.org/link/summary/11-9151.00\)](http://online.onetcenter.org/link/summary/11-9151.00)

[Cost Estimators \(http://online.onetcenter.org/link/summary/13-1051.00\)](http://online.onetcenter.org/link/summary/13-1051.00)

[Management Analysts \(http://online.onetcenter.org/link/summary/13-1111.00\)](http://online.onetcenter.org/link/summary/13-1111.00)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

Date Created 5/31/2017

These disclosures are required by the U.S. Department of Education

Berkeley College

Associate's degree in Business Administration - Accounting

Program Length: 2 years

Print (52.0301-GedtPrint.html)

Students graduating on time

12% of Title IV students complete the program within 2 years ⓘ

Program Costs*

\$50,600 for tuition and fees

\$0 for books and supplies

\$21,956 for off-campus room and board

\$32,408 for on-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

82% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

N/A* in debt ⓘ

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate. ⓘ

The typical graduate earns

\$28,223 per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

[Tax Preparers \(http://online.onetcenter.org/link/summary/13-2082.00\)](http://online.onetcenter.org/link/summary/13-2082.00)

[Accountants \(http://online.onetcenter.org/link/summary/13-2011.01\)](http://online.onetcenter.org/link/summary/13-2011.01)

[Budget Analysts \(http://online.onetcenter.org/link/summary/13-2031.00\)](http://online.onetcenter.org/link/summary/13-2031.00)

[Credit Analysts \(http://online.onetcenter.org/link/summary/13-2041.00\)](http://online.onetcenter.org/link/summary/13-2041.00)

Licensure Requirements

*Program has no licensure requirements in any state.

Additional Information

Date Created 5/31/2017

These disclosures are required by the U.S. Department of Education

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Accounting Bachelor of Business Administration Degree (B.B.A.)

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

ACC1112 Financial Accounting II

3

Covers the corporate form of a business organization. Students learn accounting principles for the valuation of receivables, the recording of long-term assets, current liabilities, and long-term liabilities. Includes an accounting software component.

Prerequisite: ACC1111

ACC2201 Intermediate Accounting I

3

Presents an in-depth study of concepts, principles, and processes with an emphasis on contemporary theory. Students learn about working papers, cost and revenue apportionments, and adjusting/closing entries. Emphasis is given to certain balance sheet classifications including cash, receivables, inventories, and fixed assets.

Prerequisite: ACC1112

ACC2202 Intermediate Accounting II

3

Builds on the concepts presented in Intermediate Accounting I. Special attention is given to certain balance sheet classifications, including intangible assets, current and long-term liabilities, and stockholders' equity. Students explore contemporary accounting topics as enumerated in FASB pronouncements.

Prerequisite: ACC2201

ACC2240 Cost Accounting

3

Examines accounting procedures and concepts applicable to the distribution of costs of business enterprises. Emphasizes the determination of unit costs using job orders and process costs systems. Students study the valuation of expenses and distribution of overhead in order to facilitate the preparation of statements.

Prerequisite: ACC1112

ACC3310 Advanced Accounting

3

Provides an analytical overview of the accounting problems associated with business combinations. Students learn how to prepare and interpret financial reports for combined corporate entities. Focuses on the theory, concepts, and procedures of government and nonprofit accounting and financial reporting.

Prerequisite: ACC2202

ACC3351 Federal Taxation I

3

Introduces the study of federal income tax. This course explores the principles of income recognition; business and non-business expense deductions; the concept of capital gains/losses for individuals; and tax situations specific to corporations including capital structure and earnings, profits, and dividend distributions.

Prerequisite: ACC2202

ACC4410 Auditing

3

Examines the role and function of the independent auditor. Provides analyses of court decisions and rulings by regulatory agencies. Students learn about the forces that have influenced philosophy and conceptual foundations of auditing, the standards that guide the auditor, and the methodology used in conducting an audit.

Prerequisites: ACC3310, MAT2215

BUS3331 Business Law II	3
Provides an in-depth examination of the political, legal, ethical, and regulatory issues related to managerial decisions. Topics include commercial paper, real and personal property, creditors' rights and bankruptcy, agency, estate planning, and government regulations.	
Prerequisite: BUS2231	
ECO4401 International Economics	3
Introduces the commercial and financial relationships between the United States and the rest of the world. The course emphasizes the development of the international monetary system, including a detailed comparison of floating exchange rates with the workings of the gold standard and the Bretton Woods system.	
Prerequisite: ECO2200	
FIN4415 Principles of Finance II	3
Analysis of advanced corporate finance concepts, including investment criteria, the use of techniques/tools such as net present value, internal rate of return, risk and return, cost of capital, and long-term financial policy. Financing with derivatives, capital structure management, and corporate restructuring will also be considered.	
Prerequisite: FIN3301	
<hr/>	
BUSINESS CORE COURSES	
ACC1111 Financial Accounting I	3
Introduces the basic structure of accounting terminology and procedures of a business organization. Students learn about recording and reporting functions, adjusting entries, and the preparation of financial statements.	
BUS1101 Career and Business Essentials	3
Explores the nature and scope of business, examines its component parts, and describes how it is organized and managed. Students learn about the internal and external forces that comprise our business and economic system. This course covers career development and teaches practical techniques and strategies for success.	
BUS2231 Business Law I	3
Provides students with detailed knowledge of the laws relating to contracts, commerce, property, sales, negotiable instruments, and employment. Students develop an awareness of business situations requiring legal counsel and a familiarization with the overall structure of the legal system.	
BUS4483 Internship	3
Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.	
Prerequisite: Departmental permission	
CIS1115 Computer Applications	3
Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel. This course provides an orientation to Berkeley College's computer framework including Blackboard, content collection, and portfolio development.	
ECO2200 Principles of Economics	3
Introduces the core principles of micro and macroeconomic theory while emphasizing real-world personal, business, and governmental applications. Topics include tradeoffs and opportunity costs, gains from specialization and trade, supply and demand, the role of government in the economy, inflation and unemployment, and the monetary system of the United States.	
FIN3301 Principles of Finance I	3
Provides an overview of the fundamental principles relating to the study of finance, including theories and practices in financial management. Students become familiar with the financial organization and operation of a business. Topics include financial analysis, planning and control, budgeting and forecasting, and financing.	
Prerequisites: ACC1111, MAT2215	
IBS2201 International Business	3

Explores the diverse environment, management concerns, financial issues, and marketing questions faced by international business organizations. Students gain a heightened global awareness as they seek the knowledge and skills needed to function competitively in an increasingly interdependent world.

Prerequisite: BUS1101

MGT2220 Principles of Management

3

Examines operational theories of management under the functions of planning, organizing, staffing, directing, and controlling. Emphasizes the manager's role in creating and maintaining an internal environment for performance. Students discuss cases in detail.

Prerequisite: BUS1101

MKT2220 Principles of Marketing

3

Provides an introduction to the fundamental principles and practices in the marketing process. Provides a detailed study of each marketing mix tool (product, price, place, promotion) along with an introduction to marketing research and consumer behavior.

LIBERAL ARTS AND SCIENCE CORE COURSES*

ENG1105 Writing and Research

3

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

ENG2205 Writing Through Literature

3

Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres.

Prerequisite: ENG1105

ENG3315 Advanced Writing

3

Explores a wide variety of professional and creative writing modes, from personal profiles to blogging and beyond. Students build their reading, writing, and researching skills while reinforcing the fundamental concepts and current developments associated with the areas of their respective majors.

Prerequisite: ENG2205

HUM2225 Introduction to Ethics

3

Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.

MAT2212 Quantitative Methods

3

Introduces students to the personal use of mathematics and the applications for various business disciplines. This course will explore the business applications of linear functions, quadratic functions, and systems of linear equations. Emphasis will be placed on the use of Excel to solve real-world business problems.

Prerequisite: CSK85 or placement-based score

MAT2215 Statistics I

3

Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.

SOC1123 Psychology of Adjustment

3

Explores the psychological principles involved in coping with the challenges of moving through changes in life stages and life circumstances. Topics include stress management, communication, time management, healthy relationships, positive thinking, conflict management, and balancing home, education, and work.

SOC2231 Human Relations

3

Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with

difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.

English Elective	3
Humanities Elective	3
Liberal Arts Electives	6
Mathematics/Science Elective	3
Science Elective	3
Social Science Elective	3
<hr/>	
FREE ELECTIVES**	15

120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

*12 credits of Liberal Arts Electives must be at the 3000/4000 level.

**Students who intend to take the Certified Public Accountant (CPA) exam in New Jersey should select Free Elective courses from the Liberal Arts and Sciences courses. Students who intend to take the CPA exam in New York should take BUS2245 Business Ethics as a Free Elective.

Accounting majors must achieve a minimum of a C average in Financial Accounting I and Financial Accounting II in order to enroll in Intermediate Accounting I.

Graduates of Berkeley College accounting programs do not automatically become CPAs, and such programs are not specifically intended to prepare graduates for the CPA examination. CPA requirements vary by jurisdiction. Generally, to be licensed as a CPA an applicant must complete a combination of specified educational and/or experience requirements, demonstrate good moral character (which may include an absence of criminal convictions), and pass a CPA examination. Applicants for whom such requirements may be matters of concern are strongly advised to contact an Admissions counselor prior to enrolling in an accounting program.

SAMPLE PROGRAM SEQUENCE

[B.B.A., Accounting New Jersey Program Statistics](#) 

[B.B.A., Accounting New York Program Statistics](#) 

Bachelor of Business Administration Degree (B.B.A.) Accounting

SAMPLE PROGRAM SEQUENCE

		Semester Credits			Semester Credits
FIRST SEMESTER			SIXTH SEMESTER		
CIS1115	Computer Applications.....	3	BUS3331	Business Law II.....	3
ACC1111	Financial Accounting I.....	3	FIN3301	Principles of Finance I.....	3
BUS1101	Career and Business Essentials.....	3	ACC3351	Federal Taxation I.....	3
SOC1123	Psychology of Adjustment.....	3	ENG3315	Advanced Writing.....	3
ENG1105	Writing and Research.....	3		Free Elective.....	3
SECOND SEMESTER			SEVENTH SEMESTER		
ACC1112	Financial Accounting II.....	3	ACC4410	Auditing.....	3
MGT2220	Principles of Management.....	3	FIN4415	Principles of Finance II.....	3
ENG2205	Writing Through Literature.....	3		Science Elective.....	3
SOC2231	Human Relations.....	3		English Elective.....	3
	Free Elective.....	3		Free Elective.....	3
THIRD SEMESTER			EIGHTH SEMESTER		
ACC2201	Intermediate Accounting I.....	3	BUS4483	Internship.....	3
IBS2201	International Business.....	3	ECO4401	International Economics.....	3
MKT2220	Principles of Marketing.....	3		Humanities Elective.....	3
MAT2212	Quantitative Methods.....	3		Social Science Elective.....	3
HUM2225	Introduction to Ethics.....	3		Free Elective.....	3
FOURTH SEMESTER			120 SEMESTER CREDITS REQUIRED FOR GRADUATION		
ACC2202	Intermediate Accounting II.....	3	NOTE: 12 credits of Liberal Arts Electives must be at the 3000/4000 level. Students who intend to take the CPA exam in New Jersey should select Free Elective courses from the Liberal Arts and Science courses. Students who intend to take the CPA exam in New York should take BUS2245 Business Ethics as a Free Elective.		
ACC2240	Cost Accounting.....	3			
MAT2215	Statistics I.....	3	Accounting majors must achieve a minimum of a C average in Financial Accounting I and Financial Accounting II in order to enroll in Intermediate Accounting I.		
	Liberal Arts Elective.....	3			
	Free Elective.....	3			
FIFTH SEMESTER					
ACC3310	Advanced Accounting.....	3			
ECO2200	Principles of Economics.....	3			
BUS2231	Business Law I.....	3			
	Mathematics/Science Elective.....	3			
	Liberal Arts Elective.....	3			

Under certain circumstances the need to take developmental College Skills courses may lengthen the time required to complete the student's program, and may result in increased costs to a student.

Not all programs and courses are offered at all campuses. You may be required to take some courses at another campus or online.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/bba_accounting_nj_statistics.htm and BerkeleyCollege.edu/gainful-employment/bba_accounting_ny_statistics.htm.

Berkeley College

Bachelor's degree in Accounting

Program Length: 4 years

Print (52.0301-GedtPrint.html)

Students graduating on time

N/A* of Title IV students complete the program within 4 years ⓘ

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$101,200 for tuition and fees

\$0 for books and supplies

\$43,912 for off-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

75% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

N/A* in debt ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate. ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

\$39,000 per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Bookkeeping, Accounting, and Auditing Clerks

(<http://online.onetcenter.org/link/summary/43-3031.00>)

Accountants (<http://online.onetcenter.org/link/summary/13-2011.01>)

Auditors (<http://online.onetcenter.org/link/summary/13-2011.02>)

Budget Analysts (<http://online.onetcenter.org/link/summary/13-2031.00>)

Credit Analysts (<http://online.onetcenter.org/link/summary/13-2041.00>)

Financial Examiners (<http://online.onetcenter.org/link/summary/13-2061.00>)

Tax Examiners and Collectors, and Revenue Agents

(<http://online.onetcenter.org/link/summary/13-2081.00>)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

Date Created 5/22/2017

These disclosures are required by the U.S. Department of Education

Berkeley College

Bachelor's degree in Accounting

Program Length: 4 years

Print (52.0301-GedtPrint.html)

Students graduating on time

26% of Title IV students complete the program within 4 years ⓘ

Program Costs*

\$101,200 for tuition and fees

\$0 for books and supplies

\$43,912 for off-campus room and board

\$64,816 for on-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

77% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

\$25,771 in debt ⓘ

The typical monthly loan payment

\$296 per month in student loans with **6.8%** interest rate. ⓘ

The typical graduate earns

\$39,268 per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Bookkeeping, Accounting, and Auditing Clerks(<http://online.onetcenter.org/link/summary/43-3031.00>)Accountants (<http://online.onetcenter.org/link/summary/13-2011.01>)Auditors (<http://online.onetcenter.org/link/summary/13-2011.02>)Budget Analysts (<http://online.onetcenter.org/link/summary/13-2031.00>)Credit Analysts (<http://online.onetcenter.org/link/summary/13-2041.00>)Financial Examiners (<http://online.onetcenter.org/link/summary/13-2061.00>)Tax Examiners and Collectors, and Revenue Agents(<http://online.onetcenter.org/link/summary/13-2081.00>)

Licensure Requirements

*Program has no licensure requirements in any state.

Additional Information

Date Created 5/31/2017

These disclosures are required by the U.S. Department of Education

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Fashion Merchandising and Management

Business with style.

The Fashion Merchandising and Management degree programs at Berkeley College integrate the creative and business aspects of the fashion industry. Incorporating current technologies, courses provide students with training in consumer behavior, product development, merchandising, retail distribution, marketing, and sales, covering the complete fashion global supply chain.

Potential career paths include:

- Product development
- Retail buying and merchandising
- Allocation and planning
- Omni-channel retail management
- Brand communications

Students benefit from courses taught by fashion faculty selected for their academic credentials and professional experience, in addition to guest lectures and presentations from industry experts. A comprehensive capstone course and participation in a supervised internship allow students to apply their education in the fashion workplace. Field trips to retailers and showrooms, as well as volunteer opportunities during New York Fashion Week, provide additional hands-on learning.

Benefit from:

- An understanding of the complete fashion global supply chain from materials sourcing to omni-channel retail distribution
- Opportunities to:
 - Explore consumer and buyer trends
 - Develop fashion products
 - Evaluate production needs and costs
 - Determine proper retail strategies
 - Use support technologies
- The ability to apply proper marketing and sales techniques to fashion business operations
- Participation in faculty-monitored fashion internships or industry-related activities
- Access to New York City's fashion industry and support network
- A seamless transition between Associate's and Bachelor's degrees

Degree Programs

- **A.A.S., Fashion Merchandising and Management**
- **B.B.A., Fashion Merchandising and Management**

Berkeley College Academic Program Statistics 

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Fashion Merchandising and Management Associate in Applied Science Degree (A.A.S.)

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

FAS1101 Introduction to the Fashion Business

3

Provides an overview of the fashion industry and its global reach. This course familiarizes students with fashion history and key milestones. Students learn about business categories including women's, men's, and children's ready-to-wear, accessories, shoes, innerwear, and outerwear. Further topics include consumer behaviors, marketing, product development, and sales.

FAS2230 Fashion Textiles for Apparel and Home

3

Provides an overview of the textiles industry. Students acquire the basic knowledge of fibers, yarns, cloth construction, finishes, and embellishments necessary to determine quality and to make appropriate fabric choices for contemporary fashion apparel and home furnishings. Students learn principles of sustainability as they relate to textile development, manufacturing, and reuse.

FAS2245 Merchandise Planning and Buying

3

Provides an overview of contemporary inventory control systems, sales records, and projections. Students learn the retail method of inventory, how to read operating statements, techniques for planning, and formulas to determine mark-ups, markdowns, open-to-buys, and terms of sales.

FAS2261 Trend Analysis and Product Development

3

Provides an overview of how color, fiber, and style trends are determined, researched, and analyzed to develop fashion products appropriate to a brand's unique selling proposition and target market. Students examine the product development process, learn product lifecycle management fundamentals, develop a product line, and apply strategies to achieve profitability.

Prerequisites: FAS1101, FAS2230, MKT2220

Fashion Elective

3

BUSINESS CORE COURSES

ACC1111 Financial Accounting I

3

Introduces the basic structure of accounting terminology and procedures of a business organization. Students learn about recording and reporting functions, adjusting entries, and the preparation of financial statements.

BUS1101 Career and Business Essentials

3

Explores the nature and scope of business, examines its component parts, and describes how it is organized and managed. Students learn about the internal and external forces that comprise our business and economic system. This course covers career development and teaches practical techniques and strategies for success.

BUS2293 Internship

3

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisite: Departmental permission

CIS1115 Computer Applications	3
Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel. This course provides an orientation to Berkeley College's computer framework including Blackboard, content collection, and portfolio development.	
IBS2201 International Business	3
Explores the diverse environment, management concerns, financial issues, and marketing questions faced by international business organizations. Students gain a heightened global awareness as they seek the knowledge and skills needed to function competitively in an increasingly interdependent world. Prerequisite: BUS1101	
MGT2220 Principles of Management	3
Examines operational theories of management under the functions of planning, organizing, staffing, directing, and controlling. Emphasizes the manager's role in creating and maintaining an internal environment for performance. Students discuss cases in detail. Prerequisite: BUS1101	
MKT2220 Principles of Marketing	3
Provides an introduction to the fundamental principles and practices in the marketing process. Provides a detailed study of each marketing mix tool (product, price, place, promotion) along with an introduction to marketing research and consumer behavior.	
<hr/>	
LIBERAL ARTS AND SCIENCE CORE COURSES	
ENG1105 Writing and Research	3
An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.	
ENG2205 Writing Through Literature	3
Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres. Prerequisite: ENG1105	
HUM2225 Introduction to Ethics	3
Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.	
MAT2215 Statistics I	3
Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.	
SOC1123 Psychology of Adjustment	3
Explores the psychological principles involved in coping with the challenges of moving through changes in life stages and life circumstances. Topics include stress management, communication, time management, healthy relationships, positive thinking, conflict management, and balancing home, education, and work.	
SOC2231 Human Relations	3
Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.	
Mathematics/Science Elective	3

FREE ELECTIVE

3

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

This program also requires students to obtain specific supplies, the cost of which totals approximately \$89.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/aas_fashion_marketing_management_nj_statistics.htm and BerkeleyCollege.edu/gainful-employment/aas_fashion_marketing_management_ny_statistics.htm.

SAMPLE PROGRAM SEQUENCE 

[A.A.S., Fashion Merchandising and Management New Jersey Program Statistics](#) **[A.A.S., Fashion Merchandising and Management New York Program Statistics](#)** 

Associate in Applied Science Degree (A.A.S.) Fashion Merchandising and Management

SAMPLE PROGRAM SEQUENCE

	Semester Credits		Semester Credits
FIRST SEMESTER		THIRD SEMESTER	
FAS1101	Introduction to the Fashion Business 3	FAS2245	Merchandise Planning and Buying 3
CIS1115	Computer Applications..... 3	IBS2201	International Business 3
BUS1101	Career and Business Essentials 3	MKT2220	Principles of Marketing 3
SOC1123	Psychology of Adjustment..... 3	SOC2231	Human Relations 3
ENG1105	Writing and Research 3	HUM2225	Introduction to Ethics 3
SECOND SEMESTER		FOURTH SEMESTER	
FAS2230	Fashion Textiles for Apparel and Home..... 3	BUS2293	Internship..... 3
ACC1111	Financial Accounting I 3	FAS2261	Trend Analysis and Product Development 3
MGT2220	Principles of Management..... 3		Fashion Elective..... 3
ENG2205	Writing Through Literature 3		Mathematics/Science Elective 3
MAT2215	Statistics I 3		Free Elective 3

60 SEMESTER CREDITS
REQUIRED FOR GRADUATION

This program also requires students to obtain specific supplies, the cost of which totals approximately \$89.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/aas_fashion_marketing_management_nj_statistics.htm and BerkeleyCollege.edu/gainful-employment/aas_fashion_marketing_management_ny_statistics.htm.

Under certain circumstances the need to take developmental College Skills courses may lengthen the time required to complete the student's program, and may result in increased costs to a student.

Not all programs and courses are offered at all campuses. You may be required to take some courses at another campus or online.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/aas_fashion_marketing_management_nj_statistics.htm and BerkeleyCollege.edu/gainful-employment/aas_fashion_marketing_management_ny_statistics.htm.

Berkeley College

Associate's degree in Fashion Merchandising and Management

Program Length: 2 years

Print (52.1902-GedtPrint.html)

Students graduating on time

22% of Title IV students complete the program within 2 years ⓘ

Program Costs*

\$50,600 for tuition and fees

\$0 for books and supplies

\$21,956 for off-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

81% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

\$8,888 in debt ⓘ

The typical monthly loan payment

\$102 per month in student loans with **6.8%** interest rate. ⓘ

The typical graduate earns

\$27,439 per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Wholesale and Retail Buyers, Except Farm Products

(<http://online.onetcenter.org/link/summary/13-1022.00>)

Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products (<http://online.onetcenter.org/link/summary/41-4012.00>)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

Date Created 5/31/2017

These disclosures are required by the U.S. Department of Education

Berkeley College

Associate's degree in Fashion Merchandising and Management

Program Length: 2 years

Print (52.1902-GedtPrint.html)

Students graduating on time

17% of Title IV students complete the program within 2 years ⓘ

Program Costs*

\$50,600 for tuition and fees

\$0 for books and supplies

\$21,956 for off-campus room and board

\$32,408 for on-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

56% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

\$13,291 in debt ⓘ

The typical monthly loan payment

\$152 per month in student loans with **6.8%** interest rate. ⓘ

The typical graduate earns

\$23,702 per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Wholesale and Retail Buyers, Except Farm Products

(<http://online.onetcenter.org/link/summary/13-1022.00>)

Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products (<http://online.onetcenter.org/link/summary/41-4012.00>)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

Date Created 5/31/2017

These disclosures are required by the U.S. Department of Education

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Fashion Merchandising and Management Bachelor of Business Administration Degree (B.B.A.)

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

FAS1101 Introduction to the Fashion Business

3

Provides an overview of the fashion industry and its global reach. This course familiarizes students with fashion history and key milestones. Students learn about business categories including women's, men's, and children's ready-to-wear, accessories, shoes, innerwear, and outerwear. Further topics include consumer behaviors, marketing, product development, and sales.

FAS2230 Fashion Textiles for Apparel and Home

3

Provides an overview of the textiles industry. Students acquire the basic knowledge of fibers, yarns, cloth construction, finishes, and embellishments necessary to determine quality and to make appropriate fabric choices for contemporary fashion apparel and home furnishings. Students learn principles of sustainability as they relate to textile development, manufacturing, and reuse.

FAS2245 Merchandise Planning and Buying

3

Provides an overview of contemporary inventory control systems, sales records, and projections. Students learn the retail method of inventory, how to read operating statements, techniques for planning, and formulas to determine mark-ups, markdowns, open-to-buys, and terms of sales.

FAS2261 Trend Analysis and Product Development

3

Provides an overview of how color, fiber, and style trends are determined, researched, and analyzed to develop fashion products appropriate to a brand's unique selling proposition and target market. Students examine the product development process, learn product lifecycle management fundamentals, develop a product line, and apply strategies to achieve profitability.

Prerequisites: FAS1101, FAS2230, MKT2220

FAS3335 Omni-Channel Retail Management

3

Provides an in-depth analysis of omni-channel retailing. Students learn to develop and manage a layered, digitally connected, and coordinated shopping experience across multiple channels, including brick and mortar, catalog, ecommerce, and mobile, with a focus on a customer-centric experience.

Prerequisites: FAS2261, MKT2220

FAS3365 Interactive Fashion Communication

3

Provides an overview on communicating a consistent fashion brand across multiple channels to a target consumer. Students will learn how to develop and create engaging brand experiences, promotions, and content through writing, photography, video, 3D displays, and brand partnerships.

Prerequisites: MKT2220, FAS2261

FAS4475 Fashion Innovation Capstone

3

Utilizes skills learned in previous courses to develop a successful fashion business. Students analyze current market trends and activities, assess consumer needs, and develop sustainable products/services that will meet market demand. Students develop strategies to sell and promote their products/services competitively across multiple distribution and marketing channels.

Prerequisites: FAS2245, FAS2261, FAS3335

Fashion Electives* 12

BUSINESS CORE COURSES

ACC1111 Financial Accounting I 3

Introduces the basic structure of accounting terminology and procedures of a business organization. Students learn about recording and reporting functions, adjusting entries, and the preparation of financial statements.

BUS1101 Career and Business Essentials 3

Explores the nature and scope of business, examines its component parts, and describes how it is organized and managed. Students learn about the internal and external forces that comprise our business and economic system. This course covers career development and teaches practical techniques and strategies for success.

BUS2231 Business Law I 3

Provides students with detailed knowledge of the laws relating to contracts, commerce, property, sales, negotiable instruments, and employment. Students develop an awareness of business situations requiring legal counsel and a familiarization with the overall structure of the legal system.

BUS4483 Internship 3

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisite: Departmental permission

CIS1115 Computer Applications 3

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel. This course provides an orientation to Berkeley College's computer framework including Blackboard, content collection, and portfolio development.

ECO2200 Principles of Economics 3

Introduces the core principles of micro and macroeconomic theory while emphasizing real-world personal, business, and governmental applications. Topics include tradeoffs and opportunity costs, gains from specialization and trade, supply and demand, the role of government in the economy, inflation and unemployment, and the monetary system of the United States.

FIN3301 Principles of Finance I 3

Provides an overview of the fundamental principles relating to the study of finance, including theories and practices in financial management. Students become familiar with the financial organization and operation of a business. Topics include financial analysis, planning and control, budgeting and forecasting, and financing.

Prerequisites: ACC1111, MAT2215

IBS2201 International Business 3

Explores the diverse environment, management concerns, financial issues, and marketing questions faced by international business organizations. Students gain a heightened global awareness as they seek the knowledge and skills needed to function competitively in an increasingly interdependent world.

Prerequisite: BUS1101

MGT2220 Principles of Management 3

Examines operational theories of management under the functions of planning, organizing, staffing, directing, and controlling. Emphasizes the manager's role in creating and maintaining an internal environment for performance. Students discuss cases in detail.

Prerequisite: BUS1101

MKT2220 Principles of Marketing 3

Provides an introduction to the fundamental principles and practices in the marketing process. Provides a detailed study of each marketing mix tool (product, price, place, promotion) along with an introduction to marketing research and consumer behavior.

LIBERAL ARTS AND SCIENCE CORE COURSES****ENG1105 Writing and Research**

3

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

ENG2205 Writing Through Literature

3

Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres.

Prerequisite: ENG1105

ENG3315 Advanced Writing

3

Explores a wide variety of professional and creative writing modes, from personal profiles to blogging and beyond. Students build their reading, writing, and researching skills while reinforcing the fundamental concepts and current developments associated with the areas of their respective majors.

Prerequisite: ENG2205

HUM2225 Introduction to Ethics

3

Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.

MAT2215 Statistics I

3

Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.

SOC1123 Psychology of Adjustment

3

Explores the psychological principles involved in coping with the challenges of moving through changes in life stages and life circumstances. Topics include stress management, communication, time management, healthy relationships, positive thinking, conflict management, and balancing home, education, and work.

SOC2231 Human Relations

3

Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.

English Elective

3

Humanities Elective

3

Liberal Arts Electives

6

Mathematics/Science Elective

3

Science Elective

3

Social Science Elective

3

FREE ELECTIVES

15

120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

*Nine Fashion Elective credits must be at the 3000/4000 level.

**12 Liberal Arts Elective credits must be at the 3000/4000 level.

This program also requires students to obtain specific supplies, the cost of which totals approximately \$89.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/bba_fashion_marketing_and_management_nj_statistics.htm and BerkeleyCollege.edu/gainful-employment/bba_fashion_marketing_management_ny_statistics.htm.

SAMPLE PROGRAM SEQUENCE 

B.B.A., Fashion Merchandising and Management New Jersey Program Statistics 

B.B.A., Fashion Merchandising and Management New York Program Statistics 

Bachelor of Business Administration Degree (B.B.A.) Fashion Merchandising and Management

SAMPLE PROGRAM SEQUENCE

	Semester Credits		Semester Credits
FIRST SEMESTER		FIFTH SEMESTER	
FAS1101 Introduction to the Fashion Business.....	3	FAS3335 Omni-Channel Retail Management	3
BUS1101 Career and Business Essentials	3	ECO2200 Principles of Economics	3
CIS1115 Computer Applications.....	3	BUS2231 Business Law I.....	3
SOC1123 Psychology of Adjustment.....	3	ENG3315 Advanced Writing	3
ENG1105 Writing and Research	3	Fashion Elective.....	3
SECOND SEMESTER		SIXTH SEMESTER	
FAS2230 Fashion Textiles for Apparel and Home.....	3	FAS3365 Interactive Fashion Communication.....	3
ACC1111 Financial Accounting I	3	FIN3301 Principles of Finance I	3
MGT2220 Principles of Management.....	3	Fashion Elective.....	3
ENG2205 Writing Through Literature	3	Humanities Elective	3
MAT2215 Statistics I	3	Free Elective	3
THIRD SEMESTER		SEVENTH SEMESTER	
FAS2245 Merchandise Planning and Buying	3	Fashion Elective.....	3
IBS2201 International Business	3	English Elective	3
MKT2220 Principles of Marketing.....	3	Science Elective	3
SOC2231 Human Relations	3	Liberal Arts Elective	3
HUM2225 Introduction to Ethics	3	Free Elective	3
FOURTH SEMESTER		EIGHTH SEMESTER	
FAS2261 Trend Analysis and Product Development	3	BUS4483 Internship.....	3
Mathematics/Science Elective	3	FAS4475 Fashion Innovation Capstone.....	3
Fashion Elective	3	Social Science Elective.....	3
Free Electives	6	Liberal Arts Elective	3
		Free Elective	3

120 SEMESTER CREDITS
REQUIRED FOR GRADUATION

NOTE: 12 credits of Liberal Arts Electives must be at the 3000/4000 level. Nine credits of Fashion Electives must be at 3000/4000 level.

This program also requires students to obtain specific supplies, the cost of which totals approximately \$89.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/bba_fashion_marketing_and_management_nj_statistics.htm and BerkeleyCollege.edu/gainful-employment/bba_fashion_marketing_and_management_ny_statistics.htm.

Under certain circumstances the need to take developmental College Skills courses may lengthen the time required to complete the student's program, and may result in increased costs to a student.

Not all programs and courses are offered at all campuses. You may be required to take some courses at another campus or online.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/bba_fashion_marketing_and_management_nj_statistics.htm and BerkeleyCollege.edu/gainful-employment/bba_fashion_marketing_and_management_ny_statistics.htm.

Berkeley College

Bachelor's degree in Fashion Merchandising and Management

Program Length: 4 years

Print (52.1902-GedtPrint.html)

Students graduating on time

N/A* of Title IV students complete the program within 4 years ⓘ

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$101,200 for tuition and fees

\$0 for books and supplies

\$43,912 for off-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

77% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

N/A* in debt ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate. ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

\$30,526 per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Market Research Analysts and Marketing Specialists

(<http://online.onetcenter.org/link/summary/13-1161.00>)

Wholesale and Retail Buyers, Except Farm Products

(<http://online.onetcenter.org/link/summary/13-1022.00>)

Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products (<http://online.onetcenter.org/link/summary/41-4012.00>)

Licensure Requirements 

*Program has no licensure requirements in any state.

Additional Information

Date Created 5/22/2017

These disclosures are required by the U.S. Department of Education

Berkeley College

Bachelor's degree in Fashion Merchandising and Management

Program Length: 4 years

Print (52.1902-GedtPrint.html)

Students graduating on time

30% of Title IV students complete the program within 4 years ⓘ

Program Costs*

\$101,200 for tuition and fees

\$0 for books and supplies

\$43,912 for off-campus room and board

\$64,816 for on-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

57% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

\$21,278 in debt ⓘ

The typical monthly loan payment

\$244 per month in student loans with **6.8%** interest rate. ⓘ

The typical graduate earns

\$30,698 per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Market Research Analysts and Marketing Specialists
(<http://online.onetcenter.org/link/summary/13-1161.00>)

Wholesale and Retail Buyers, Except Farm Products
(<http://online.onetcenter.org/link/summary/13-1022.00>)

Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products (<http://online.onetcenter.org/link/summary/41-4012.00>)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

Date Created 6/16/2017

These disclosures are required by the U.S. Department of Education

Berkeley College Overview

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Financial Services

Help others invest in a better future.

The Financial Services program at Berkeley College is designed to prepare students for a range of career opportunities. Upon completion, students will be able to choose a career path that will allow them to become Certified Financial Planners (CFP) or serve in various professional capacities, such as:

- Insurance
- Estate and retirement planning
- Investment portfolio planning
- Other fields related to finance

Participation in student chapters of professional associations, student clubs, and alumni interaction can help students make important industry connections.

Benefit from:

- A solid business core curriculum with an emphasis on financial planning
- The introductory concepts, basic theories, and fundamental practices in the principal functional areas of business, accounting, economics, management, and marketing
- Hands-on learning from instructors chosen for academic excellence as well as relevant professional experience
- A baccalaureate program that prepares students for the Certified Financial Planning Examination offered by the CFP Board of Standards, Inc.™
- Insights into investment and securities management
- Hands-on experience with software used by financial service professionals
- Valuable, practical experience through program-related, faculty-monitored internships or job-related assignments
- A seamless transition between Associate's and Bachelor's degree programs

Degree Programs

- **A.A.S., Financial Services**
- **B.B.A., Financial Services**

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Financial Services Associate in Applied Science Degree (A.A.S.)

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

ACC1112 Financial Accounting II

3

Covers the corporate form of a business organization. Students learn accounting principles for the valuation of receivables, the recording of long-term assets, current liabilities, and long-term liabilities. Includes an accounting software component.

Prerequisite: ACC1111

FIN2200 Introduction to Financial Services

3

Introduces the world of financial services, including banking, insurance, and securities/brokerage. Topics include financial planning, treasury management, risk management, financial analysis, and securities investments.

Prerequisite: ACC1111

FIN2204 Financial Markets and Institutions

3

Introduces students to the workings of financial markets and institutions. This course explores the role that financial markets and institutions play in the economy and their relationship to public policy issues.

Prerequisite: FIN2200

FIN2220 Financial Literacy

3

Presents students with the principles of personal finance, including learning skills to make informed choices regarding financial decisions.

BUSINESS CORE COURSES

ACC1111 Financial Accounting I

3

Introduces the basic structure of accounting terminology and procedures of a business organization. Students learn about recording and reporting functions, adjusting entries, and the preparation of financial statements.

BUS1101 Career and Business Essentials

3

Explores the nature and scope of business, examines its component parts, and describes how it is organized and managed. Students learn about the internal and external forces that comprise our business and economic system. This course covers career development and teaches practical techniques and strategies for success.

BUS2293 Internship

3

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisite: Departmental permission

CIS1115 Computer Applications

3

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel. This course provides an orientation to Berkeley College's

computer framework including Blackboard, content collection, and portfolio development.

IBS2201 International Business 3

Explores the diverse environment, management concerns, financial issues, and marketing questions faced by international business organizations. Students gain a heightened global awareness as they seek the knowledge and skills needed to function competitively in an increasingly interdependent world.

Prerequisite: BUS1101

MGT2220 Principles of Management 3

Examines operational theories of management under the functions of planning, organizing, staffing, directing, and controlling. Emphasizes the manager's role in creating and maintaining an internal environment for performance. Students discuss cases in detail.

Prerequisite: BUS1101

MKT2220 Principles of Marketing 3

Provides an introduction to the fundamental principles and practices in the marketing process. Provides a detailed study of each marketing mix tool (product, price, place, promotion) along with an introduction to marketing research and consumer behavior.

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research 3

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

ENG2205 Writing Through Literature 3

Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres.

Prerequisite: ENG1105

HUM2225 Introduction to Ethics 3

Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.

MAT2212 Quantitative Methods 3

Introduces students to the personal use of mathematics and the applications for various business disciplines. This course will explore the business applications of linear functions, quadratic functions, and systems of linear equations. Emphasis will be placed on the use of Excel to solve real-world business problems.

Prerequisite: CSK85 or placement-based score

MAT2215 Statistics I 3

Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.

SOC1123 Psychology of Adjustment 3

Explores the psychological principles involved in coping with the challenges of moving through changes in life stages and life circumstances. Topics include stress management, communication, time management, healthy relationships, positive thinking, conflict management, and balancing home, education, and work.

SOC2231 Human Relations 3

Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.

FREE ELECTIVES

6

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

Berkeley College's A.A.S., Financial Services degree program does not qualify students to sit for the Certified Financial Planner (CFP) Examination. Generally, candidates for such certification or registration need to complete a combination of specified educational programs registered with the CFP Board of Standards, Inc. and/or experience requirements, demonstrate good moral character (which may include an absence of criminal convictions), and pass a licensing examination. Applicants for whom such requirements may be matters of concern are strongly advised to contact an Admissions counselor prior to enrolling in a financial services program.

This program also requires students to obtain specific supplies, the cost of which totals approximately \$35.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/aas_financial_services_nj_statistics.htm and BerkeleyCollege.edu/gainful-employment/aas_financial_services_ny_statistics.htm.

SAMPLE PROGRAM SEQUENCE 

[A.A.S., Financial Services New Jersey Program Statistics](#) 

[A.A.S., Financial Services New York Program Statistics](#) 

Associate in Applied Science Degree (A.A.S.) Financial Services

SAMPLE PROGRAM SEQUENCE

	Semester Credits		Semester Credits
FIRST SEMESTER		THIRD SEMESTER	
BUS1101 Career and Business Essentials	3	ACC1112 Financial Accounting II	3
CIS1115 Computer Applications.....	3	FIN2200 Introduction to Financial Services	3
SOC1123 Psychology of Adjustment.....	3	MAT2212 Quantitative Methods	3
SOC2231 Human Relations	3	HUM2225 Introduction to Ethics	3
ENG1105 Writing and Research	3	MKT2220 Principles of Marketing.....	3
SECOND SEMESTER		FOURTH SEMESTER	
FIN2220 Financial Literacy.....	3	FIN2204 Financial Markets and Institutions.....	3
ACC1111 Financial Accounting I	3	MAT2215 Statistics I	3
MGT2220 Principles of Management.....	3	IBS2201 International Business	3
ENG2205 Writing Through Literature	3	BUS2293 Internship.....	3
Free Elective	3	Free Elective	3

60 SEMESTER CREDITS
REQUIRED FOR GRADUATION

This program also requires students to obtain specific supplies, the cost of which totals approximately \$35.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/aas_financial_services_nj_statistics.htm and BerkeleyCollege.edu/gainful-employment/aas_financial_services_ny_statistics.htm.

Under certain circumstances the need to take developmental College Skills courses may lengthen the time required to complete the student's program, and may result in increased costs to a student.

Not all programs and courses are offered at all campuses. You may be required to take some courses at another campus or online.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/aas_financial_services_nj_statistics.htm and BerkeleyCollege.edu/gainful-employment/aas_financial_services_ny_statistics.htm.

Berkeley College

Associate's degree in Financial Services

Program Length: 2 years

Print (52.0804-GedtPrint.html)

Students graduating on time

N/A* of Title IV students complete the program within 2 years ⓘ

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$50,600 for tuition and fees

\$0 for books and supplies

\$21,956 for off-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

N/A* of students who attend this program borrow money to pay for it ⓘ

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

The typical graduate leaves with

N/A* in debt ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate. ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

not provided per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

[Financial Analysts \(http://online.onetcenter.org/link/summary/13-2051.00\)](http://online.onetcenter.org/link/summary/13-2051.00)

[Personal Financial Advisors \(http://online.onetcenter.org/link/summary/13-2052.00\)](http://online.onetcenter.org/link/summary/13-2052.00)

[Credit Counselors \(http://online.onetcenter.org/link/summary/13-2071.00\)](http://online.onetcenter.org/link/summary/13-2071.00)

[Sales Agents, Securities and Commodities \(http://online.onetcenter.org/link/summary/41-3031.01\)](http://online.onetcenter.org/link/summary/41-3031.01)

[Sales Agents, Financial Services \(http://online.onetcenter.org/link/summary/41-3031.02\)](http://online.onetcenter.org/link/summary/41-3031.02)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

Date Created 5/31/2017

These disclosures are required by the U.S. Department of Education

Berkeley College

Associate's degree in Financial Services

Program Length: 2 years

Print (52.0804-GedtPrint.html)

Students graduating on time

N/A* of Title IV students complete the program within 2 years ⓘ

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$50,600 for tuition and fees

\$0 for books and supplies

\$21,956 for off-campus room and board

\$32,408 for on-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

76% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

N/A* in debt ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate. ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

not provided per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

[Financial Analysts \(http://online.onetcenter.org/link/summary/13-2051.00\)](http://online.onetcenter.org/link/summary/13-2051.00)

[Personal Financial Advisors \(http://online.onetcenter.org/link/summary/13-2052.00\)](http://online.onetcenter.org/link/summary/13-2052.00)

[Credit Counselors \(http://online.onetcenter.org/link/summary/13-2071.00\)](http://online.onetcenter.org/link/summary/13-2071.00)

[Sales Agents, Securities and Commodities \(http://online.onetcenter.org/link/summary/41-3031.01\)](http://online.onetcenter.org/link/summary/41-3031.01)

[Sales Agents, Financial Services \(http://online.onetcenter.org/link/summary/41-3031.02\)](http://online.onetcenter.org/link/summary/41-3031.02)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

Date Created 5/31/2017

These disclosures are required by the U.S. Department of Education

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Financial Services Bachelor of Business Administration Degree (B.B.A.)

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

ACC1112 Financial Accounting II

3

Covers the corporate form of a business organization. Students learn accounting principles for the valuation of receivables, the recording of long-term assets, current liabilities, and long-term liabilities. Includes an accounting software component.

Prerequisite: ACC1111

FIN2200 Introduction to Financial Services

3

Introduces the world of financial services, including banking, insurance, and securities/brokerage. Topics include financial planning, treasury management, risk management, financial analysis, and securities investments.

Prerequisite: ACC1111

FIN2204 Financial Markets and Institutions

3

Introduces students to the workings of financial markets and institutions. This course explores the role that financial markets and institutions play in the economy and their relationship to public policy issues.

Prerequisite: FIN2200

FIN2220 Financial Literacy

3

Presents students with the principles of personal finance, including learning skills to make informed choices regarding financial decisions.

FIN3305 Principles of Financial Planning

3

Presents the principles of constructing and managing investment vehicles in relation to client needs. Topics include an overview of investment vehicles, measures of investment risk and returns, portfolio management, asset pricing, leverage, and hedging options.

Prerequisites: FIN2204, MAT2212

FIN3315 Investment Planning

3

Explains the principles of constructing and managing investment vehicles in relation to client needs. Topics include an overview of investment vehicles, measures of investment risk and returns, portfolio management, asset pricing, leverage, and hedging options.

Prerequisite: FIN3305

FIN4400 Tax Planning

3

Provides an overview of the fundamental principles of income tax planning. Topics include income tax fundamentals; taxation of trusts and estates; and cost-recovery, basis, and charitable contributions.

Prerequisite: FIN3305

FIN4415 Principles of Finance II

3

Analysis of advanced corporate finance concepts, including investment criteria, the use of techniques/tools such as net present value, internal rate of return, risk and return, cost of capital, and long-term financial policy. Financing

with derivatives, capital structure management, and corporate restructuring will also be considered.

Prerequisite: FIN3301

FIN4425 Contemporary Issues in Financial Services 3

Explores contemporary issues in financial services. Students develop the skills necessary to construct a comprehensive policy paper that integrates knowledge gained through previous coursework and experience and builds on that conceptual foundation through academic research, practical application, critical thinking, and integrative analysis.

Prerequisites: FIN3315, FIN4400, FIN4415

Financial Services Electives*+ 6

BUSINESS CORE COURSES

ACC1111 Financial Accounting I 3

Introduces the basic structure of accounting terminology and procedures of a business organization. Students learn about recording and reporting functions, adjusting entries, and the preparation of financial statements.

BUS1101 Career and Business Essentials 3

Explores the nature and scope of business, examines its component parts, and describes how it is organized and managed. Students learn about the internal and external forces that comprise our business and economic system. This course covers career development and teaches practical techniques and strategies for success.

BUS2231 Business Law I 3

Provides students with detailed knowledge of the laws relating to contracts, commerce, property, sales, negotiable instruments, and employment. Students develop an awareness of business situations requiring legal counsel and a familiarization with the overall structure of the legal system.

BUS4483 Internship 3

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisite: Departmental permission

CIS1115 Computer Applications 3

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel. This course provides an orientation to Berkeley College's computer framework including Blackboard, content collection, and portfolio development.

ECO2200 Principles of Economics 3

Introduces the core principles of micro and macroeconomic theory while emphasizing real-world personal, business, and governmental applications. Topics include tradeoffs and opportunity costs, gains from specialization and trade, supply and demand, the role of government in the economy, inflation and unemployment, and the monetary system of the United States.

FIN3301 Principles of Finance I 3

Provides an overview of the fundamental principles relating to the study of finance, including theories and practices in financial management. Students become familiar with the financial organization and operation of a business. Topics include financial analysis, planning and control, budgeting and forecasting, and financing.

Prerequisites: ACC1111, MAT2215

IBS2201 International Business 3

Explores the diverse environment, management concerns, financial issues, and marketing questions faced by international business organizations. Students gain a heightened global awareness as they seek the knowledge and skills needed to function competitively in an increasingly interdependent world.

Prerequisite: BUS1101

MGT2220 Principles of Management 3

Examines operational theories of management under the functions of planning, organizing, staffing, directing, and controlling. Emphasizes the manager's role in creating and maintaining an internal environment for performance. Students discuss cases in detail.

Prerequisite: BUS1101

MKT2220 Principles of Marketing 3

Provides an introduction to the fundamental principles and practices in the marketing process. Provides a detailed study of each marketing mix tool (product, price, place, promotion) along with an introduction to marketing research and consumer behavior.

LIBERAL ARTS AND SCIENCE CORE COURSES****ENG1105 Writing and Research** 3

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

ENG2205 Writing Through Literature 3

Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres.

Prerequisite: ENG1105

ENG3315 Advanced Writing 3

Explores a wide variety of professional and creative writing modes, from personal profiles to blogging and beyond. Students build their reading, writing, and researching skills while reinforcing the fundamental concepts and current developments associated with the areas of their respective majors.

Prerequisite: ENG2205

HUM2225 Introduction to Ethics 3

Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.

MAT2212 Quantitative Methods 3

Introduces students to the personal use of mathematics and the applications for various business disciplines. This course will explore the business applications of linear functions, quadratic functions, and systems of linear equations. Emphasis will be placed on the use of Excel to solve real-world business problems.

Prerequisite: CSK85 or placement-based score

MAT2215 Statistics I 3

Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.

SOC1123 Psychology of Adjustment 3

Explores the psychological principles involved in coping with the challenges of moving through changes in life stages and life circumstances. Topics include stress management, communication, time management, healthy relationships, positive thinking, conflict management, and balancing home, education, and work.

SOC2231 Human Relations 3

Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.

English Elective 3

Humanities Elective 3

Liberal Arts Electives 6

Science Elective 3

Social Science Elective	3
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FREE ELECTIVES+	15
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120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

*6 Financial Services Electives must be at the 3000/4000 level.

**12 credits of Liberal Arts Electives must be at the 3000/4000 level.

+Students planning to take the CFP Examination must take the following pre-certification courses:

FIN3310 Insurance Planning	3
FIN3315 Investment Planning	3
FIN4400 Tax Planning	3
FIN4405 Retirement Planning	3
FIN4410 Estate Planning	3
FIN4420 Comprehensive Financial Planning	3

Berkeley College's B.B.A., Financial Services program is a registered education program with the Certified Financial Planner (CFP) Board of Standards, Inc. and, therefore, qualifies students to sit for the CFP Examination. However, students do not automatically become CFPs or Registered Investment Advisors, and such programs are not specifically intended to fulfill all the requirements for certification or registration for such positions. Generally, candidates for such certification or registration may need to complete a combination of specified educational and/or experience requirements, demonstrate good moral character (which may include an absence of criminal convictions), and pass a licensing examination. Applicants for whom such requirements may be matters of concern are strongly advised to contact an Admissions counselor prior to enrolling in a financial services program.

This program also requires students to obtain specific supplies, the cost of which totals approximately \$35.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/bba_financial_services_nj_statistics.htm and BerkeleyCollege.edu/gainful-employment/bba_financial_services_ny_statistics.htm.

SAMPLE PROGRAM SEQUENCE

[B.B.A., Financial Services New Jersey Program Statistics](#)

[B.B.A., Financial Services New York Program Statistics](#)

Bachelor of Business Administration Degree (B.B.A.) Financial Services

SAMPLE PROGRAM SEQUENCE

		Semester Credits
FIRST SEMESTER		
BUS1101	Career and Business Essentials	3
CIS1115	Computer Applications.....	3
SOC2231	Human Relations	3
SOC1123	Psychology of Adjustment.....	3
ENG1105	Writing and Research	3

SECOND SEMESTER		
FIN2220	Financial Literacy.....	3
ACC1111	Financial Accounting I	3
MGT2220	Principles of Management.....	3
ENG2205	Writing Through Literature	3
	Free Elective	3

THIRD SEMESTER		
ACC1112	Financial Accounting II	3
FIN2200	Introduction to Financial Services	3
MAT2212	Quantitative Methods	3
HUM2225	Introduction to Ethics	3
MKT2220	Principles of Marketing.....	3

FOURTH SEMESTER		
FIN2204	Financial Markets and Institutions.....	3
MAT2215	Statistics I.....	3
ECO2200	Principles of Economics	3
IBS2201	International Business	3
	Free Elective	3

FIFTH SEMESTER		
FIN3305	Principles of Financial Planning.....	3
BUS2231	Business Law I.....	3
ENG3315	Advanced Writing	3
	English Elective	3
	Free Elective	3

SIXTH SEMESTER		
FIN3301	Principles of Finance I	3
FIN3315	Investment Planning	3
FIN4400	Tax Planning	3
	Science Elective	3
	Free Elective	3

		Semester Credits
SEVENTH SEMESTER		
FIN4415	Principles of Finance II	3
	Financial Services Elective	3
	Liberal Arts Electives	6
	Free Elective	3

EIGHTH SEMESTER		
BUS4483	Internship.....	3
FIN4425	Contemporary Issues in Financial Services.....	3
	Financial Services Elective	3
	Humanities Elective	3
	Social Science Elective	3

120 SEMESTER CREDITS REQUIRED FOR GRADUATION

Students planning to take the CFP Examination must take the following pre-certification courses:

FIN3310	Insurance Planning	3
FIN3315	Investment Planning	3
FIN4400	Tax Planning.....	3
FIN4405	Retirement Planning	3
FIN4410	Estate Planning.....	3
FIN4420	Comprehensive Financial Planning.....	3

NOTE: 12 credits of Liberal Arts Electives must be at the 3000/4000 level. 6 credits of Financial Services Electives must be at the 3000/4000 level.

This program also requires students to obtain specific supplies, the cost of which totals approximately \$35.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/bba_financial_services_nj_statistics.htm and BerkeleyCollege.edu/gainful-employment/bba_financial_services_ny_statistics.htm.

Under certain circumstances the need to take developmental College Skills courses may lengthen the time required to complete the student's program, and may result in increased costs to a student.

Not all programs and courses are offered at all campuses. You may be required to take some courses at another campus or online.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/bba_financial_services_nj_statistics.htm and BerkeleyCollege.edu/gainful-employment/bba_financial_services_ny_statistics.htm.

Berkeley College

Bachelor's degree in Financial Services

Program Length: 4 years

Print (52.0804-GedtPrint.html)

Students graduating on time

N/A* of Title IV students complete the program within 4 years ⓘ

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$101,200 for tuition and fees

\$0 for books and supplies

\$43,912 for off-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

67% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

N/A* in debt ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate. ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

\$39,873 per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

[Financial Analysts \(http://online.onetcenter.org/link/summary/13-2051.00\)](http://online.onetcenter.org/link/summary/13-2051.00)

[Personal Financial Advisors \(http://online.onetcenter.org/link/summary/13-2052.00\)](http://online.onetcenter.org/link/summary/13-2052.00)

[Credit Counselors \(http://online.onetcenter.org/link/summary/13-2071.00\)](http://online.onetcenter.org/link/summary/13-2071.00)

[Sales Agents, Securities and Commodities \(http://online.onetcenter.org/link/summary/41-3031.01\)](http://online.onetcenter.org/link/summary/41-3031.01)

[Sales Agents, Financial Services \(http://online.onetcenter.org/link/summary/41-3031.02\)](http://online.onetcenter.org/link/summary/41-3031.02)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

Date Created 5/22/2017

These disclosures are required by the U.S. Department of Education

Berkeley College

Bachelor's degree in Financial Services

Program Length: 4 years

Print (52.0804-GedtPrint.html)

Students graduating on time

21% of Title IV students complete the program within 4 years ⓘ

Program Costs*

\$101,200 for tuition and fees

\$0 for books and supplies

\$43,912 for off-campus room and board

\$64,816 for on-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

67% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

\$11,529 in debt ⓘ

The typical monthly loan payment

\$132 per month in student loans with **6.8%** interest rate. ⓘ

The typical graduate earns

\$39,417 per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

[Financial Analysts \(http://online.onetcenter.org/link/summary/13-2051.00\)](http://online.onetcenter.org/link/summary/13-2051.00)

[Personal Financial Advisors \(http://online.onetcenter.org/link/summary/13-2052.00\)](http://online.onetcenter.org/link/summary/13-2052.00)

[Credit Counselors \(http://online.onetcenter.org/link/summary/13-2071.00\)](http://online.onetcenter.org/link/summary/13-2071.00)

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[Sales Agents, Financial Services \(http://online.onetcenter.org/link/summary/41-3031.02\)](http://online.onetcenter.org/link/summary/41-3031.02)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

Date Created 5/31/2017

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**Berkeley College
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General Business

Gain a broad base of powerful business knowledge.

This flexible program allows students to study in a variety of business areas related to a range of employment opportunities. Courses expose students to various areas of business, including the principles of management, finance, business law, and marketing. Graduates gain the necessary skills for the competitive marketplace, yet also have the option of continuing their education or exploring different roles and industries.

Instructors are selected for excellent academic credentials as well as relevant professional experience. The result is a career-focused education that combines a background in business theory with practical know-how based on real-world situations.

Benefit from:

- A well-rounded business curriculum that is ideal for students with transfer or prior learning credits
- Understanding the workings of a competitive business marketplace
- The opportunity to use critical-thinking and problem-solving skills and evaluate and apply legal and ethical principles in business settings
- Hands-on experience with the current technology used in business
- Valuable, practical experience through program-related, faculty-monitored internships or job-related assignments
- An online Executive B.B.A. option, which gives students the opportunity to take concentrated courses in 7-week intervals

Degree Program

- **B.B.A., General Business**

[Berkeley College Academic Program Statistics](#) 

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General Business Bachelor of Business Administration Degree (B.B.A.)

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

BUS4451 Business Strategy and Policy

3

Provides an overview of the most recent theories and the current practice in strategic management. Examines the development and implementation of strategies in various areas of business activity (finance, sourcing, production, human resource management, marketing, and international business).

Prerequisites: FIN3301, IBS2201, MGT2220, MKT2220

Business Electives

27

BUSINESS CORE COURSES

ACC1111 Financial Accounting I

3

Introduces the basic structure of accounting terminology and procedures of a business organization. Students learn about recording and reporting functions, adjusting entries, and the preparation of financial statements.

BUS1101 Career and Business Essentials

3

Explores the nature and scope of business, examines its component parts, and describes how it is organized and managed. Students learn about the internal and external forces that comprise our business and economic system. This course covers career development and teaches practical techniques and strategies for success.

BUS2231 Business Law I

3

Provides students with detailed knowledge of the laws relating to contracts, commerce, property, sales, negotiable instruments, and employment. Students develop an awareness of business situations requiring legal counsel and a familiarization with the overall structure of the legal system.

BUS4483 Internship

3

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisite: Departmental permission

CIS1115 Computer Applications

3

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel. This course provides an orientation to Berkeley College's computer framework including Blackboard, content collection, and portfolio development.

ECO2200 Principles of Economics

3

Introduces the core principles of micro and macroeconomic theory while emphasizing real-world personal, business, and governmental applications. Topics include tradeoffs and opportunity costs, gains from specialization and trade, supply and demand, the role of government in the economy, inflation and unemployment, and the monetary system of the United States.

FIN3301 Principles of Finance I

3

Provides an overview of the fundamental principles relating to the study of finance, including theories and practices in financial management. Students become familiar with the financial organization and operation of a business. Topics include financial analysis, planning and control, budgeting and forecasting, and financing.

Prerequisites: ACC1111, MAT2215

IBS2201 International Business 3

Explores the diverse environment, management concerns, financial issues, and marketing questions faced by international business organizations. Students gain a heightened global awareness as they seek the knowledge and skills needed to function competitively in an increasingly interdependent world.

Prerequisite: BUS1101

MGT2220 Principles of Management 3

Examines operational theories of management under the functions of planning, organizing, staffing, directing, and controlling. Emphasizes the manager's role in creating and maintaining an internal environment for performance. Students discuss cases in detail.

Prerequisite: BUS1101

MKT2220 Principles of Marketing 3

Provides an introduction to the fundamental principles and practices in the marketing process. Provides a detailed study of each marketing mix tool (product, price, place, promotion) along with an introduction to marketing research and consumer behavior.

LIBERAL ARTS AND SCIENCE CORE COURSES**

ENG1105 Writing and Research 3

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

ENG2205 Writing Through Literature 3

Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres.

Prerequisite: ENG1105

ENG3315 Advanced Writing 3

Explores a wide variety of professional and creative writing modes, from personal profiles to blogging and beyond. Students build their reading, writing, and researching skills while reinforcing the fundamental concepts and current developments associated with the areas of their respective majors.

Prerequisite: ENG2205

HUM2225 Introduction to Ethics 3

Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.

MAT2215 Statistics I 3

Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.

SOC1123 Psychology of Adjustment 3

Explores the psychological principles involved in coping with the challenges of moving through changes in life stages and life circumstances. Topics include stress management, communication, time management, healthy relationships, positive thinking, conflict management, and balancing home, education, and work.

SOC2231 Human Relations 3

Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with

difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.

English Elective	3
Humanities Elective	3
Liberal Arts Electives	6
Mathematics/Science Elective	3
Science Elective	3
Social Science Elective	3
<hr/>	
FREE ELECTIVES	18
<hr/>	

120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

*Business Electives can be from any business-related discipline. 12 credits of Business Electives must be at the 3000/4000 level.

**12 credits of Liberal Arts Electives must be at the 3000/4000 level.

SAMPLE PROGRAM SEQUENCE - BBA

[B.B.A., General Business New Jersey Program Statistics](#)

[B.B.A., General Business New York Program Statistics](#)

Bachelor of Business Administration Degree (B.B.A.) General Business

SAMPLE PROGRAM SEQUENCE

	Semester Credits		Semester Credits
FIRST SEMESTER		SIXTH SEMESTER	
CIS1115 Computer Applications.....	3	Business Electives.....	9
BUS1101 Career and Business Essentials.....	3	Free Electives.....	6
SOC1123 Psychology of Adjustment.....	3		
SOC2231 Human Relations.....	3	SEVENTH SEMESTER	
ENG1105 Writing and Research.....	3	BUS4451 Business Strategy and Policy.....	3
		English Elective.....	3
SECOND SEMESTER		Humanities Elective.....	3
MKT2220 Principles of Marketing.....	3	Liberal Arts Elective.....	3
MGT2220 Principles of Management.....	3	Social Science Elective.....	3
ENG2205 Writing Through Literature.....	3		
MAT2215 Statistics I.....	3	EIGHTH SEMESTER	
Business Elective.....	3	BUS4483 Internship.....	3
		Business Elective.....	3
THIRD SEMESTER		Science Elective.....	3
ACC1111 Financial Accounting I.....	3	Liberal Arts Elective.....	3
IBS2201 International Business.....	3	Free Elective.....	3
HUM2225 Introduction to Ethics.....	3		
Business Elective.....	3	120 SEMESTER CREDITS	
Business Elective.....	3	REQUIRED FOR GRADUATION	
FOURTH SEMESTER		Business Elective courses may be from any business category.	
ENG3315 Advanced Writing.....	3	NOTE: 12 credits of Liberal Arts Electives must be at the	
ECO2200 Principles of Economics.....	3	3000/4000 level. 12 credits of Business Electives must be at	
BUS2231 Business Law I.....	3	the 3000/4000 level. Business Electives can be from any	
Mathematics/Science Elective.....	3	business related discipline.	
Business Elective.....	3		
FIFTH SEMESTER			
FIN3301 Principles of Finance I.....	3		
Business Elective.....	3		
Free Electives.....	9		

Not all programs and courses are offered at all locations. You may be required to take some courses at another location or online.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/bba_general_business_nj_statistics.htm and BerkeleyCollege.edu/gainful-employment/bba_general_business_ny_statistics.htm.

Berkeley College

Bachelor's degree in General Business

Program Length: 4 years

Print (52.0201-GedtPrint.html)

Students graduating on time

N/A* of Title IV students complete the program within 4 years ⓘ

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$101,200 for tuition and fees

\$0 for books and supplies

\$43,912 for off-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

71% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

N/A* in debt ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate. ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

\$37,025 per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

[Financial Managers, Branch or Departmen \(http://online.onetcenter.org/link/summary/11-3031.02\)](http://online.onetcenter.org/link/summary/11-3031.02)

[General and Operations Managers \(http://online.onetcenter.org/link/summary/11-1021.00\)](http://online.onetcenter.org/link/summary/11-1021.00)

[Sales Managers \(http://online.onetcenter.org/link/summary/11-2022.00\)](http://online.onetcenter.org/link/summary/11-2022.00)

[Administrative Services Managers \(http://online.onetcenter.org/link/summary/11-3011.00\)](http://online.onetcenter.org/link/summary/11-3011.00)

[Industrial Production Managers \(http://online.onetcenter.org/link/summary/11-3051.00\)](http://online.onetcenter.org/link/summary/11-3051.00)

[Transportation Managers \(http://online.onetcenter.org/link/summary/11-3071.01\)](http://online.onetcenter.org/link/summary/11-3071.01)

[Storage and Distribution Managers \(http://online.onetcenter.org/link/summary/11-3071.02\)](http://online.onetcenter.org/link/summary/11-3071.02)

[Social and Community Service Managers \(http://online.onetcenter.org/link/summary/11-9151.00\)](http://online.onetcenter.org/link/summary/11-9151.00)

[Regulatory Affairs Managers \(http://online.onetcenter.org/link/summary/11-9199.01\)](http://online.onetcenter.org/link/summary/11-9199.01)

[Compliance Managers \(http://online.onetcenter.org/link/summary/11-9199.02\)](http://online.onetcenter.org/link/summary/11-9199.02)

[Supply Chain Managers \(http://online.onetcenter.org/link/summary/11-9199.04\)](http://online.onetcenter.org/link/summary/11-9199.04)

[Security Managers \(http://online.onetcenter.org/link/summary/11-9199.07\)](http://online.onetcenter.org/link/summary/11-9199.07)

[Loss Prevention Managers \(http://online.onetcenter.org/link/summary/11-9199.08\)](http://online.onetcenter.org/link/summary/11-9199.08)

[Wind Energy Operations Managers \(http://online.onetcenter.org/link/summary/11-9199.09\)](http://online.onetcenter.org/link/summary/11-9199.09)

[Wind Energy Project Managers \(http://online.onetcenter.org/link/summary/11-9199.10\)](http://online.onetcenter.org/link/summary/11-9199.10)

[Cost Estimators \(http://online.onetcenter.org/link/summary/13-1051.00\)](http://online.onetcenter.org/link/summary/13-1051.00)

[Management Analysts \(http://online.onetcenter.org/link/summary/13-1111.00\)](http://online.onetcenter.org/link/summary/13-1111.00)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

Date Created 5/31/2017

These disclosures are required by the U.S. Department of Education

Berkeley College

Bachelor's degree in General Business

Program Length: 4 years

Print (52.0201-GedtPrint.html)

Students graduating on time

18% of Title IV students complete the program within 4 years ⓘ

Program Costs*

\$101,200 for tuition and fees

\$0 for books and supplies

\$43,912 for off-campus room and board

\$64,816 for on-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

58% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

\$18,912 in debt ⓘ

The typical monthly loan payment

\$217 per month in student loans with **6.8%** interest rate. ⓘ

The typical graduate earns

\$35,982 per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

[Financial Managers, Branch or Department \(http://online.onetcenter.org/link/summary/11-3031.02\)](http://online.onetcenter.org/link/summary/11-3031.02)

[General and Operations Managers \(http://online.onetcenter.org/link/summary/11-1021.00\)](http://online.onetcenter.org/link/summary/11-1021.00)

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[Administrative Services Managers \(http://online.onetcenter.org/link/summary/11-3011.00\)](http://online.onetcenter.org/link/summary/11-3011.00)

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[Wind Energy Operations Managers \(http://online.onetcenter.org/link/summary/11-9199.09\)](http://online.onetcenter.org/link/summary/11-9199.09)

[Wind Energy Project Managers \(http://online.onetcenter.org/link/summary/11-9199.10\)](http://online.onetcenter.org/link/summary/11-9199.10)

[Cost Estimators \(http://online.onetcenter.org/link/summary/13-1051.00\)](http://online.onetcenter.org/link/summary/13-1051.00)

[Management Analysts \(http://online.onetcenter.org/link/summary/13-1111.00\)](http://online.onetcenter.org/link/summary/13-1111.00)

Licensure Requirements

*Program has no licensure requirements in any state.

Additional Information

Date Created 5/31/2017

These disclosures are required by the U.S. Department of Education

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us

Student Handbook

Graphic Design

Learn the skills needed for exciting careers in the fields of visual communications.

Virtually all organizations depend on compelling visual communication to successfully convey ideas and engage customers. The Graphic Design program at Berkeley College is both innovative to give you more career options and thorough to help you stand out in the job market.

Along with the history of graphic design and a strong foundation in art and design principles, the curriculum exposes students to the problem-solving process using a broad range of traditional, digital, and emerging media. Courses are taught in modern studio/lab environments at our Woodland Park campus and online, encouraging entrepreneurial teamwork and collaboration. Critical thinking, conceptual problem solving, and creativity are emphasized as students learn about:

- Web design
- User interface and interactive design
- Motion graphics and animation
- Digital photography and imaging
- Illustration
- Filmmaking
- Game design
- Packaging
- Advertising
- Publication design
- Typographic design
- And more

Instructors are chosen for both academic excellence and relevant professional experience. They share firsthand occupational knowledge that can help prepare students to enter the job market. Portfolios, internships, and capstone projects are completed prior to graduation, as students work closely with the Career Services Department to secure future employment.

Students have the opportunity to interact with Interior Design and Design Management students, exhibit their work in the Gallery at Woodland Park, and contribute to the department website. Students may also participate in field trips, attend guest lectures and opening receptions, and network with members of the professional design, art, and film community.

Benefit from:

- A program that provides a strong foundation in the practice of graphic design as a fine art
- Hands-on learning that emphasizes skills required by employers
- Proficiency in industry technology, including current computer graphic software
- Valuable, practical experience through program-related, faculty-monitored internships or job-related assignments

Degree Program

- **B.F.A., Graphic Design**

[Berkeley College Academic Program Statistics](#) 

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[Admissions and Finances](#)
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[Contact Us](#)
[Student Handbook](#)

Graphic Design

Bachelor of Fine Arts Degree (B.F.A.)

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

GRD1100 Graphic Design Principles I

3

Introduces two-dimensional design and color theory and their relational aspects. This course explores the elements and principles of design, color, and light in the creative process. Students learn about the design process, from concept to completion, and explore the fundamentals of Adobe Illustrator.

GRD1105 Painting I

3

Approaches two-dimensional theory through the freeform and experiential painterly process. Students recreate and build on elements of design in a painterly manner through their own work. Subject matters range from the traditional painting genre of still life, interiors, and the figure, to the abstract.

GRD1120 3D Design and Modeling

3

Introduces the principles and applications of design as it relates to the synthesis of three-dimensional form, space, light, shadow, relief, and motion. The relationship of material and form and its application to packaging are explored. Subjects range from man-made geometric forms to architecture and nature.

GRD1130 Digital Page Layout

3

Explores the integration of type and images in digital page layouts and multiple-page projects. This course emphasizes the application of industry standard software for both print and digital output.

Prerequisite: GRD1100

GRD1170 Drawing I

3

Develops drawing skills for graphic design and the visual arts. Includes genres of fine art such as observation of the human figure in composition. Drawings will include three-dimensional objects, perspective, still life, and the landscape.

GRD1190 Typography 1

3

Introduces the history, physical attributes, family classification, terminology, and structural aspects of type. Students explore typography as a medium that conveys aesthetic, emotional, and intellectual meaning. Students create effective marketing materials by incorporating type as an integrated and active element.

Prerequisite: GRD1100

GRD2200 Graphic Design Principles II

3

Integrates the skills acquired in Graphic Design Principles I, incorporating typography and graphics to create effective communications design from concept through completion, utilizing industry-standard software.

Prerequisites: GRD1110, GRD1190

GRD2210 Graphic Design in Visual Culture

3

Traces the development of visual communication from the first cave paintings to present-day digital marketing. This course examines how cultural and technological developments have affected our viewpoints of the relationship, and use of images and typography.

GRD2226 Professional Development Seminar

3

Investigates career-development opportunities and strategies. This course focuses on entry-level job requirements and career research. Students learn resume writing and interviewing skills. Emphasis is placed on creating conceptual approaches for communicating ideas visually and project development and management.

GRD2230 Digital Photography and Creative Media

3

Introduces the basic concepts, terminology, and applications of digital photography. This course explores the creative transformation of images for effective visual communication. Students develop critical thinking and technical skills needed to use photography in their work as designers.

Prerequisite: GRD1100

GRD2233 Web Design I

3

Explores the role of artists and designers in the web environment. Students are introduced to the concepts, process, and applications of programming code for creating and styling web pages, and preparing images and graphics for the web environment.

GRD2234 Web Design II

3

Develops the skills acquired in Web Design I. Students continue learning programming code with an emphasis on interaction design, user-interface design, and front-end development.

Prerequisite: GRD2233

GRD2235 Web Design III

3

Develops the skills acquired in Web Design II. Students explore design for both web and mobile apps incorporating multimedia, video, audio, and responsive design. Prototype development and testing are explored.

Prerequisite: GRD2234

GRD2290 Typography II

3

Develops the skills acquired in Typography I. Projects incorporate type as a decorative element to produce creative marketable design results. Principles of selecting typeface, use of grids, and basic layout designs and formats are addressed.

Prerequisite: GRD1190

GRD3320 Graphic Design Principles III and Game Development

3

Integrates the skills acquired in the foundation courses and conceptual abilities developed in Graphic Design Principles II. Emphasis is on developing design thinking and building visual problem-solving skills. Students are introduced to Motion Graphics and Game Design Graphics.

Prerequisite: GRD2200

GRD3330 Digital Filmmaking

3

Develops the skills acquired in Digital Photography and Creative Media. This course includes advanced digital imaging techniques and introduces students to a wide range of styles in contemporary photography as well as video.

Prerequisite: GRD2230

GRD3360 Packaging Design I

3

Incorporates the history, purpose, types, materials, environmental considerations, symbols, labels, and security measures of packaging. Students study packaging as a new-product development process, explore graphic design for marketing options, and produce models with industry standard specifications sheets.

Prerequisite: GRD2200

GRD3395 Branding and Information Design

3

Explores various processes and the translation of information in a visual format for data visualization in current media. Marketing trends and strategies are explored in the development of creative solutions to design problems. Students create functional design solutions for identity systems across multiple points of contact.

Prerequisite: GRD2200

GRD4400 Animation Foundations

3

Explores the foundation of animation, including the basic concepts of animation and what makes things move. This course covers X, Y, and Z planes; keyframes; animation paths; hierarchies; pivots and rotation; and the importance of timing.

Prerequisite: GRD2230

GRD4410 Publication Design

3

Explores publication design procedures and techniques, from planning to production. Students research and analyze graphic design in multi-page publications and create their own multi-page publication designs. This course covers procedures and techniques for the successful printing of projects.

Prerequisite: GRD1130

GRD4415 UI/UX Design

3

Explores aspects of user interface design engineering. The preparation of concepts will utilize the principles of design, typography, color, and problem solving skills. Concepts include wireframes, user testing, personas, scenarios and storyboards, applied to front-end and back-end web and app development.

Prerequisite: GRD2235

GRD4420 Game Design

3

Introduces the theory and practice of game creation and design for interactive home entertainment, arcade games, education, and multiplayer online environments. Students study the history, genres, technology, organization, psychology, and story of games. Students will then gain mastery over the Unity 3D engine.

Prerequisite: GRD2200

GRD4460 Capstone Project

3

Requires students to utilize cumulative skills acquired in advanced course studies to work on an individual research project for their portfolio with the help of a faculty mentor. This course is taken in a student's senior year.

Prerequisite: GRD3360

GRD4470 Special Topics in Graphic Design

1 to 3

Focuses in depth on a particular period area of interest within graphic design to further develop conceptual and technical skills and create professional work for portfolio development.

Prerequisite: GRD3320

GRD4481 Portfolio

3

Provides a studio and critique workshop. Students edit, create, add, highlight, and refine projects to meet industry standards and promote individual graphic design skills in their specialized area. This course is taken in a student's senior year.

Prerequisite: GRD3395

GRD4483 Internship

3

Provides a field-based internship experience where students acquire career/professional skills within the graphic design industry. This course is taken during a student's last semester of study.

Prerequisite: Departmental permission

LIBERAL ARTS AND SCIENCE CORE COURSES***ENG1105 Writing and Research**

3

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

ENG2205 Writing Through Literature

3

Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres.

Prerequisite: ENG1105

ENG3315 Advanced Writing

3

Explores a wide variety of professional and creative writing modes, from personal profiles to blogging and beyond. Students build their reading, writing, and researching skills while reinforcing the fundamental concepts and current developments associated with the areas of their respective majors.

Prerequisite: ENG2205

HUM2225 Introduction to Ethics 3

Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.

MAT2215 Statistics I 3

Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.

SOC1123 Psychology of Adjustment 3

Explores the psychological principles involved in coping with the challenges of moving through changes in life stages and life circumstances. Topics include stress management, communication, time management, healthy relationships, positive thinking, conflict management, and balancing home, education, and work.

SOC2231 Human Relations 3

Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.

English Elective 3

Humanities Elective 3

Liberal Arts Electives 6

Mathematics/Science Elective 3

Science Elective 3

Social Science Elective 3

120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

*12 credits of Liberal Arts Electives must be at the 3000/4000 level.

This program also requires students to obtain specific supplies, the cost of which totals approximately \$125.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/bfa_graphic_design_statistics.htm.

SAMPLE PROGRAM SEQUENCE**B.F.A., Graphic Design Program Statistics**

Bachelor of Fine Arts Degree (B.F.A.) Graphic Design

SAMPLE PROGRAM SEQUENCE

		Semester Credits			Semester Credits
FIRST SEMESTER			SIXTH SEMESTER		
GRD1100	Graphic Design Principles I	3	GRD3395	Branding and Information Design.....	3
GRD1170	Drawing I.....	3	GRD4400	Animation Foundations.....	3
GRD1120	3D Design and Modeling	3	GRD4410	Publication Design.....	3
ENG1105	Writing and Research	3	ENG3315	Advanced Writing	3
SOC1123	Psychology of Adjustment.....	3		Liberal Arts Elective.....	3
SECOND SEMESTER			SEVENTH SEMESTER		
GRD1105	Painting I.....	3	GRD4415	UI/UX Design	3
GRD1130	Digital Page Layout.....	3	GRD4420	Game Design	3
GRD1190	Typography I.....	3	GRD4460	Capstone Project.....	3
MAT2215	Statistics I.....	3		Science Elective	3
ENG2205	Writing Through Literature.....	3		English Elective.....	3
THIRD SEMESTER			EIGHTH SEMESTER		
GRD2200	Graphic Design Principles II	3	GRD4470	Special Topics in Graphic Design.....	3
GRD2210	Graphic Design in Visual Culture	3	GRD4481	Portfolio	3
GRD2230	Digital Photography and Creative Media.....	3	GRD4483	Internship.....	3
GRD2233	Web Design I.....	3		Humanities Elective	3
SOC2231	Human Relations	3		Social Science Elective.....	3
FOURTH SEMESTER			120 SEMESTER CREDITS REQUIRED FOR GRADUATION		
GRD2226	Professional Development Seminar	3	NOTE: 12 credits of Liberal Arts Electives must be at the 3000/4000 level.		
GRD2234	Web Design II.....	3	This program also requires students to obtain specific supplies, the cost of which totals approximately \$125.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and/or BerkeleyCollege.edu/ gainful-employment/bfa_graphic_design_statistics.htm.		
GRD2290	Typography II	3			
HUM2225	Introduction to Ethics	3			
	Mathematics/Science Elective	3			
FIFTH SEMESTER					
GRD2235	Web Design III.....	3			
GRD3320	Graphic Design Principles III and Game Development.....	3			
GRD3330	Digital Filmmaking	3			
GRD3360	Packaging Design I.....	3			
	Liberal Arts Elective	3			

Under certain circumstances the need to take developmental College Skills courses may lengthen the time required to complete the student's program, and may result in increased costs to a student.

Not all programs and courses are offered at all campuses. You may be required to take some courses at another campus or online.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/bfa_graphic_design_statistics.htm.

Berkeley College

Bachelor's degree in Graphic Design

Program Length: 4 years

Print (50.0409-GedtPrint.html)

Students graduating on time

N/A* of Title IV students complete the program within 4 years ⓘ

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$101,200 for tuition and fees

\$0 for books and supplies

\$43,912 for off-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

67% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

N/A* in debt ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate. ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

not provided per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

[Art Directors \(http://online.onetcenter.org/link/summary/27-1011.00\)](http://online.onetcenter.org/link/summary/27-1011.00)

[Multimedia Artists and Animators \(http://online.onetcenter.org/link/summary/27-1014.00\)](http://online.onetcenter.org/link/summary/27-1014.00)

[Artists and Related Workers, All Other \(http://online.onetcenter.org/link/summary/27-1019.00\)](http://online.onetcenter.org/link/summary/27-1019.00)

[Graphic Designers \(http://online.onetcenter.org/link/summary/27-1024.00\)](http://online.onetcenter.org/link/summary/27-1024.00)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

Date Created 6/1/2017

These disclosures are required by the U.S. Department of Education

**Berkeley College
Overview****Academic Programs****Academic Policies
and Procedures****Admissions and
Finances****Administration,
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Health Sciences

The first step toward many healthcare career options.

The Health Sciences Associate's degree program prepares students to meet the challenges of today's complex healthcare environment through a combination of concentration-specific and general coursework. Students are able to select either a Patient Care Technician or Surgical Processing Technician concentration, based on their individual interests and career goals.

Benefit from:

- A program that provides a strong foundation in the fundamentals of healthcare
- Hands-on learning using modern equipment in simulated healthcare environments
- Opportunities to practice communication and interpersonal skills needed for developing a rapport with colleagues and patients
- Valuable, practical experience through a program-related, faculty-monitored internship
- Liberal arts and science courses, including a humanities elective, that provides students with the foundation of skills and knowledge necessary to reason clearly and communicate effectively

Academic Programs

- **A.A.S., Health Sciences**
- **Patient Care Technician Certificate**
- **Surgical Processing Technician Certificate**

[Berkeley College Academic Program Statistics](#) 

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Health Sciences

Associate in Applied Science Degree (A.A.S.)

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

HEA1101 Foundations of Health Services

3

Provides students with a comprehensive introduction to the American healthcare system. This course explains the structures and operations of healthcare organizations, explores the forces responsible for shaping the system, and considers the policies influencing the system's current and future performance.

HEA2200 Medical Terminology

3

Provides a solid foundation and understanding of the medical language used by healthcare professionals through the introduction, reinforcement, and combination of medical word parts including prefixes, suffixes, and combining forms. Emphasis is placed on word building, analysis of word parts, spelling, special endings, plural forms, correct pronunciation of terminology related to procedures, and diseases of the various body systems. Commonly used abbreviations and symbols will also be introduced.

HEA2203 Ethical and Legal Aspects of Health Services

3

An introduction to the principles of law as applied to the healthcare field. Students learn ethical standards and issues as related to healthcare.

Select Patient Care Technician or Surgical Processing Technician Specialization Courses below*

24

BUSINESS CORE COURSES

CIS1115 Computer Applications

3

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel. This course provides an orientation to Berkeley College's computer framework including Blackboard, content collection, and portfolio development.

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research

3

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

ENG2205 Writing Through Literature

3

Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres.

Prerequisite: ENG1105

SCI1100 Anatomy and Physiology I

3

Study of the structure, function, and pathology (disease) of the human body. Students are introduced to various body systems including the musculoskeletal, digestive, nervous, and integumentary, as well as the special senses.

SCI2100 Anatomy and Physiology II 3

Study of the structure, function, and pathology (disease) of the human body. Students are introduced to various body systems including the cardiovascular, respiratory, urinary, endocrine, lymphatic, and reproductive systems.

Prerequisite: SCI1100

SCI2228 Microbiology 3

The morphology and function of microorganisms, especially viruses and bacteria, are studied. The characteristics of microorganisms, the disease process, and the immune response are discussed.

SOC2225 Introduction to Psychology 3

Survey of the basic principles of psychology and their direct application to the understanding of human behavior so as to allow students to gain an understanding and awareness of their own everyday existence. Topics include human development, learning, memory, thinking, intelligence, creativity, motivation, emotion, adjustment, perception, abnormal behavior, and therapy.

Humanities Elective 3

Science Elective 3

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

*PATIENT CARE TECHNICIAN SPECIALIZATION

MED1130 Medical Emergencies and Electrocardiography	3
MED1140 Specimen Collection and Procedures	3
PCT1010 Foundations of Patient Care	6
PCT1320 Advanced Patient Care	3
PCT2320 Patient Care Practicum	3
PCT2700 Patient Care Capstone	3
Patient Care Technician Elective (PCT2560 Home Health Aide or PCT2310 Patient Care Communication)	3

OR

*SURGICAL PROCESSING TECHNICIAN SPECIALIZATION

SPT1110 Fundamentals of Surgical Processing	4
SPT2100 Surgical Instrumentation	4
SPT2110 Basic Infection Control	3
SPT2150 Surgical Processing Clinical Practicum	8
SPT2151 Surgical Processing Clinical Seminar	2
Free Elective	3

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Extensive criminal background checks may be repeated after admission at the request of clinical facilities, and positive findings may prevent students from completing the clinical portion of the program, graduating, and participating in certification exams. Health requirements required for clinical courses are extensive and may total several hundred dollars. The costs of these health requirements are borne by the student.

The minimum passing grade required for a Patient Care Technician (PCT) course is a C. Any grade below a C is a failing grade. In order to pass a PCT course that consists of both didactic and clinical/laboratory portions, students must receive at least a C for the didactic portion of the course and a P for the clinical/laboratory portion. A failure in either the didactic or clinical/laboratory portion of a PCT course will result in a failing grade for the entire course. Therefore, only a PCT course in which students receive at least a C will satisfy the course requirements for the Patient Care Technician program.

To qualify for graduation, students enrolled in the Patient Care Technician (PCT) specialization must pass all PCT courses with a minimum grade of C as well as participate in the Certified Patient Care Technician/Assistant (CPCT/A) certification examination. Although certification is not required to work in most states, employers prefer to hire certified Patient Care Technicians.

To qualify for graduation, students enrolled in the Surgical Processing Technician (SPT) specialization must pass all SPT courses and Microbiology with a minimum grade of C+, as well as participate in the Certified Registered Central Service Technician (CRCST) certification examination. Passing this examination is required to work as a Surgical Processing Technician in some states, including New Jersey and New York.

The A.A.S., Health Sciences - Patient Care Technician program also requires students to obtain specific supplies, the cost of which totals approximately \$845.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/aas_health_sciences_pct_statistics_sem.htm.

The A.A.S., Health Sciences - Surgical Processing Technician program also requires students to obtain specific supplies, the cost of which totals approximately \$790.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/aas_health_sciences_spt_statistics_sem.htm.

Any required traditional textbooks and/or some required supplies are included as part of the charge for tuition and fees and will be distributed to students. Please note, however, that students have the right to obtain traditional textbooks, and/or certain required items, from other sources. Students who demonstrate that they have obtained required item(s) from another source may return the items distributed by the College and receive a refund of the amount charged by the College for the specific item.

SAMPLE PROGRAM SEQUENCE - Patient Care Technician Specialization

[A.A.S., Health Sciences - Patient Care Technician Specialization New Jersey Program Statistics](#)

[A.A.S., Health Sciences - Surgical Processing Technician Specialization New Jersey Program Statistics](#)

Associate in Applied Science Degree (A.A.S.) Health Sciences: Patient Care Technician Specialization

SAMPLE PROGRAM SEQUENCE

	Semester Credits
FIRST SEMESTER	
HEA1101 Foundations of Health Services.....	3
HEA2200 Medical Terminology.....	3
SCI1100 Anatomy and Physiology I.....	3
CIS1115 Computer Applications.....	3
ENG1105 Writing and Research	3
SECOND SEMESTER	
PCT1010 Foundations of Patient Care.....	6
MED1130 Medical Emergencies and Electrocardiography	3
MED1140 Specimen Collection and Procedures	3
SCI2100 Anatomy and Physiology II.....	3
THIRD SEMESTER	
PCT1320 Advanced Patient Care.....	3
PCT2320 Patient Care Practicum.....	3
PCT2700 Patient Care Capstone	3
SCI2228 Microbiology.....	3
Patient Care Technician Elective	3
FOURTH SEMESTER	
SOC2225 Introduction to Psychology.....	3
HEA2203 Ethical and Legal Aspects of Health Services.....	3
ENG2205 Writing Through Literature	3
Humanities Elective	3
Science Elective	3

60 SEMESTER CREDITS
REQUIRED FOR GRADUATION

PATIENT CARE TECHNICIAN ELECTIVES

PCT2310 Patient Care Communication	3
PCT2560 Home Health Aide.....	3

NOTE: Governing regulations may disqualify individuals from obtaining professional certification in this field based upon health or criminal records. Therefore, in addition to meeting the immunization requirements of Berkeley College and the State of New Jersey, students applying to the Health Sciences program must provide authorization for a criminal background check prior to registration and submit a physical assessment by a licensed medical professional prior to participating in clinical rotations. Students enrolled in the Patient Care Technician specialization are required to purchase their own malpractice insurance.

Extensive criminal background checks may be repeated after admission at the request of clinical facilities, and positive findings may prevent students from completing the clinical portion of the program, graduating, and participating in certification exams. Health requirements required for clinical courses are extensive and may total several hundred dollars. The costs of these health requirements are borne by the student.

The minimum passing grade required for a Patient Care Technician (PCT) course is a C. Any grade below a C is a failing grade. In order to pass a PCT course that consists of both didactic and clinical/laboratory portions, students must receive at least a C for the didactic portion of the course and a P for the clinical/laboratory portion. A failure in either the didactic or clinical/laboratory portion of a PCT course will result in a failing grade for the entire course. Therefore, only a PCT course in which students receive at least a C will satisfy the course requirements for the Patient Care Technician program.

To qualify for graduation, students enrolled in this specialization must pass all PCT courses with a minimum grade of C as well as participate in the Certified Patient Care Technician/Assistant (CPCT/A) certification examination. Although certification is not required to work in most states, employers prefer to hire certified Patient Care Technicians.

The A.A.S., Health Sciences - Patient Care Technician program also requires students to obtain specific supplies, the cost of which totals approximately \$845.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/aas_health_sciences_pct_statistics_sem.htm.

Any required traditional textbooks and/or some required supplies are included as part of the charge for tuition and fees and will be distributed to students. Please note, however, that students have the right to obtain traditional textbooks, and/or certain required items, from other sources. Students who demonstrate that they have obtained required item(s) from another source may return the items distributed by the College and receive a refund of the amount charged by the College for the specific item.

Under certain circumstances the need to take developmental College Skills courses may lengthen the time required to complete the student's program, and may result in increased costs to a student.

Not all programs and courses are offered at all campuses. You may be required to take some courses at another campus or online.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/aas_health_sciences_pct_statistics_sem.htm.

Berkeley College

Associate's degree in Health Sciences - Patient Care Technician

Program Length: 2 years

Students graduating on time

N/A* of Title IV students complete the program within 2 years¹

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$50,600 for tuition and fees

\$0 for books and supplies

\$21,956 for off-campus room and board

Other Costs:

Students in the A.A.S. Health Sciences - Patient Care Technician program are required to purchase their own malpractice insurance. An estimated fee of \$35 provides \$1,000,000 per occurrence and \$3,000,000 in the aggregate. Additional charges may be incurred for a drug screen, physical, flu vaccine, immunizations, shoes, and a watch totaling approximately \$690.00. Students with health insurance will pay less for the physical, flu vaccine and immunizations which will lower these additional charges based on their insurance policy. The total additional cost for the program is approximately \$725.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at <http://berkeleystore.berkeleycollege.edu/>

Visit website for more program cost information: berkeleystore.berkeleycollege.edu/

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

N/A* of students who attend this program borrow money to pay for it²

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

The typical graduate leaves with

N/A* in debt³

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate⁴.

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

not provided per year after leaving this program⁵

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Nursing Assistants: <http://onetonline.org/link/summary/31-1014.00>

Licensure Requirements⁶

*Program has no licensure requirements in any state.

Additional Information:

Governing regulations may disqualify individuals from obtaining professional certification in this field based upon health or criminal records. Therefore, in addition to meeting the immunization requirements of Berkeley College and the State of New Jersey, students applying to the Health Sciences program must provide authorization for a criminal background check prior to registration and submit a physical assessment by a licensed medical professional prior to participating in clinical rotations. Students enrolled in the Patient Care Technician specialization are required to purchase their own malpractice insurance. To qualify for graduation, students enrolled in the Patient Care Technician specialization must pass all PCT courses with a minimum grade of C as well as participate in the Patient Care Technician certification examination.

Date Created: 8/29/2017

These disclosures are required by the U.S. Department of Education

Footnotes:

- ¹ The share of students who completed the program within 100% of normal time (2 years).
- ² The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
- ³ The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
- ⁴ The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA* interest rate.
- ⁵ The median earnings of program graduates who received Federal aid.
- ⁶ Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.
- ⁷ State Job Placement Rate: N/A
- ⁸ Accreditor Job Placement Rate: N/A

Berkeley College

Associate's degree in Health Sciences - Surgical Processing Technician

Program Length: 2 years

Print (51.0000-GedtPrint.html)

Students graduating on time

N/A* of Title IV students complete the program within 2 years ⓘ

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$50,600 for tuition and fees

\$0 for books and supplies

\$21,956 for off-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

N/A* of students who attend this program borrow money to pay for it ⓘ

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

The typical graduate leaves with

N/A* in debt ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate. ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

not provided per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Medical Equipment Preparers (<http://online.onetcenter.org/link/summary/31-9093.00>)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

Date Created 6/14/2017

These disclosures are required by the U.S. Department of Education

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Student Handbook

Patient Care Technician Certificate Program

Patient Care Technicians work with doctors, nurses, and other healthcare professionals to oversee and monitor patients. As vital members of the healthcare team, they provide direct patient care and comfort measures, take vital signs, collect specimens, and much more.

Graduates of the Patient Care Technician program are eligible to sit for a variety of certification examinations, including:

- Certified Patient Care Technician (CPCT)
- Certified Home Health Aide Elective (CHHA)
- Certified Electrocardiography (CET)
- Certified Phlebotomy (CPT)
- Basic Cardiac Life Support for Healthcare Providers (BLS)

Although certification is not required to work in most states, employers prefer to hire certified Patient Care Technicians.

Students who wish to enhance their career opportunities can apply Patient Care Technician program credits toward the Berkeley College Health Sciences Associate in Applied Science degree program.

Benefit from:

- A strong foundation in both the theory and techniques of patient care
- Hands-on learning in on-site medical laboratories that simulate the clinical environment
- Opportunities to practice communication and interpersonal skills needed for developing a rapport with colleagues and patients
- Valuable, practical experience gained through the completion of a Patient Care Practicum at off-campus healthcare facilities, under the supervision of New Jersey licensed Registered Professional Nurse (RN) instructors

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

HEA2200 Medical Terminology

3

Provides a solid foundation and understanding of the medical language used by healthcare professionals through the introduction, reinforcement, and combination of medical word parts including prefixes, suffixes, and combining forms. Emphasis is placed on word building, analysis of word parts, spelling, special endings, plural forms, correct pronunciation of terminology related to procedures, and diseases of the various body systems. Commonly used abbreviations and symbols will also be introduced.

MED1130 Medical Emergencies and Electrocardiography

3

Introduction to the anatomy and physiology of the cardiac system. Students learn how to perform electrocardiogram (EKG) on patients, troubleshoot EKG machine problems, and recognize basic cardiac arrhythmias. Spirometry testing is performed. Students will also learn to respond to common emergency situations, administer first aid in accordance with Occupational Safety and Health Administration (OSHA) standards, recognize the effect of stress on all persons involved in emergency situations, and demonstrate self-awareness in responding to emergency situations. Emphasis is placed on professional attitudes and the principles and basic concepts of ethics and laws involved in providing medical services. Students must obtain Basic Life Support (BLS) for Healthcare Providers certification through the American Heart Association.

Prerequisites or Corequisites: HEA2200, SCI1120

MED1140 Specimen Collection and Procedures

3

Students learn a variety of laboratory procedures, specimen collection, Clinical Laboratory Improvement Amendment Waiver Test, and Point of Care Testing (PoCT). Includes performing proper venipuncture and finger-stick techniques for obtaining human blood specimens, as well as other methods of collecting body fluid specimens while complying with OSHA Standards.

Prerequisites or Corequisites: HEA2200, SCI1120

PCT1010 Foundations of Patient Care

6

Introduces students to the roles and responsibilities of healthcare providers in nursing care settings, as well as the associated legal and ethical considerations. This course also introduces students to the fundamental components of patient care and the application of techniques and procedures required to provide basic care.

PCT1320 Advanced Patient Care

3

Builds the foundational knowledge required to provide safe and effective patient care; nutrition and fluid intake; comfort, rest and sleep; as well as the management of patients with injuries; and how to assist in the nursing process of patient admission, discharge, and transfer.

Prerequisite: PCT1010

PCT2320 Patient Care Practicum

3

Provides students with the opportunity to apply the knowledge and skills learned in all previously completed courses to the acute care environment or laboratory with the supervision of a New Jersey Licensed Registered Nurse.

Prerequisite: CPR certification and completion of all departmental physical forms, including purchase of malpractice insurance

Corequisite: PCT2700

PCT2700 Patient Care Capstone

3

Requires the integration of knowledge, skills, and techniques attained throughout the program. Critical thinking and teamwork skills are assessed through workplace-based case studies. This course stresses entry-level job requirements, upward career paths, resume writing skills, interviewing techniques, and networking.

Prerequisite or Corequisite: PCT1320

LIBERAL ARTS AND SCIENCES CORE COURSES

SCI1120 Human Biology

3

Study of the structure and function of the human body. Students are introduced to the various body systems, including the integumentary, skeletal, muscular, nervous, special senses, endocrine, respiratory, digestive, urinary, reproductive, hematological/immunological, and cardiovascular. Course includes definitions, terminology, chemical basis of life, and energy, as well as microbiology.

SOC2225 Introduction to Psychology

3

Survey of the basic principles of psychology and their direct application to the understanding of human behavior so as to allow students to gain an understanding and awareness of their own everyday existence. Topics include human development, learning, memory, thinking, intelligence, creativity, motivation, emotion, adjustment, perception, abnormal behavior, and therapy.

PATIENT CARE TECHNICIAN ELECTIVES - Choose One

PCT2310 Patient Care Communication

3

Examines key communication techniques utilized to facilitate effective communication between healthcare workers and patients. Students are exposed to relevant federal regulations and accreditation standards, electronic medical records and language lines, as well as verbal and non-verbal communication techniques.

Prerequisite: PCT1010

PCT2560 Home Health Aide

3

Builds on patient care knowledge and skills through a focus on the elderly, adults, infants, and children in the home care setting. This course is taught in the classroom and laboratory, and practiced in a clinical setting under the supervision of a New Jersey Licensed Registered Nurse.

Prerequisite: PCT1010, CPR certification, and completion of all departmental physical forms, including purchase of malpractice insurance

33 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

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Extensive criminal background checks may be repeated after admission at the request of clinical facilities, and positive findings may prevent students from completing the clinical portion of the program, graduating, and participating in certification exams. Health requirements required for clinical courses are extensive and may total several hundred dollars. The costs of these health requirements are borne by the student.

The minimum passing grade required for a Patient Care Technician (PCT) course is a C. Any grade below a C is a failing grade. In order to pass a PCT course that consists of both didactic and clinical/laboratory portions, students must receive at least a C for the didactic portion of the course and a P for the clinical/laboratory portion. A failure in either the didactic or clinical/laboratory portion of a PCT course will result in a failing grade for the entire course. Therefore, only a PCT course in which students receive at least a C will satisfy the course requirements for the Patient Care Technician program.

To qualify for graduation, students enrolled in this specialization must pass all PCT courses with a minimum grade of C as well as participate in the Certified Patient Care Technician/Assistant (CPCT/A) certification examination. Although certification is not required to work in most states, employers prefer to hire certified Patient Care Technicians.

This program also requires students to obtain specific supplies, the cost of which totals approximately \$725.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/patient_care_technician_certificate_statistics_sem.htm.

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[SAMPLE PROGRAM SEQUENCE](#)

[Patient Care Technician Certificate Program Statistics](#)

Patient Care Technician Certificate

SAMPLE PROGRAM SEQUENCE

	Semester Credits
FIRST SEMESTER	
SCI1120 Human Biology	3
PCT1010 Foundations of Patient Care.....	6
MED1130 Medical Emergencies and Electrocardiography	3
SOC2225 Introduction to Psychology.....	3
HEA2200 Medical Terminology.....	3

SECOND SEMESTER

PCT1320 Advanced Patient Care.....	3
MED1140 Specimen Collection and Procedures	3
PCT2320 Patient Care Practicum.....	3
PCT2700 Patient Care Capstone	3
Patient Care Technician Elective	3

33 SEMESTER CREDITS
REQUIRED FOR GRADUATION

PATIENT CARE TECHNICIAN ELECTIVES

PCT2310 Patient Care Communication	3
PCT2560 Home Health Aide.....	3

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Not all programs and courses are offered at all campuses. You may be required to take some courses at another campus or online.

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Berkeley College

Undergraduate certificate in Patient Care Technician

Program Length: 1 year

Print (51.3902-GedtPrint.html)

Students graduating on time

N/A* of Title IV students complete the program within 1 year ⓘ

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$19,200 for tuition and fees

\$0 for books and supplies

\$10,978 for off-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

92% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

N/A* in debt ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate. ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

not provided per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Nursing Assistants (<http://online.onetcenter.org/link/summary/31-1014.00>)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

Date Created 6/1/2017

These disclosures are required by the U.S. Department of Education

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Surgical Processing Technician Certificate Program

Explore one of the most exciting, highly technical, and specialized environments in healthcare. The surgical processing department of a healthcare facility is the center of all activity involving cleaning and sterilizing supplies and equipment needed for surgery and other patient care areas.

The Surgical Processing Technician program provides students with the knowledge and professional skills necessary to deliver support to all patient care areas within a healthcare facility. Students learn processes for maintaining medical instruments and devices that must be decontaminated, processed, sterilized, and distributed in hospitals and surgical centers. Graduates have in-depth knowledge of operating rooms, operating room procedures, instruments used in operating rooms, and processes for sterilizing and packaging instruments used during surgery.

Students who wish to enhance their career opportunities can apply Surgical Processing Technician program credits toward the Berkeley College Health Sciences Associate in Applied Science degree program.

Benefit from:

- A strong foundation in both the theory and techniques of decontamination
- Hands-on learning in on-site medical laboratories that simulate the surgical processing environment
- Opportunities to practice communication and interpersonal skills needed for developing a rapport with colleagues and patients
- Valuable, practical experience gained through the completion of a practicum at an off-campus healthcare facility

The Berkeley College Surgical Processing Technician program meets the requirements of the International Association of Healthcare Central Service Materiel Management (IAHCSCMM). As a result, graduates of the Surgical Processing Technician program are eligible to sit for the Certified Registered Central Service Technician (CRCST) examination. Passing this examination is required to work as a Surgical Processing Technician in some states, including New Jersey and New York.

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES
Semester credits
HEA2200 Medical Terminology

3

Provides a solid foundation and understanding of the medical language used by healthcare professionals through the introduction, reinforcement, and combination of medical word parts including prefixes, suffixes, and combining forms. Emphasis is placed on word building, analysis of word parts, spelling, special endings, plural forms, correct pronunciation of terminology related to procedures, and diseases of the various body systems. Commonly used abbreviations and symbols will also be introduced.

HEA2203 Ethical and Legal Aspects of Health Services

3

An introduction to the principles of law as applied to the healthcare field. Students learn ethical standards and issues as related to healthcare.

SPT1110 Fundamentals of Surgical Processing

4

Introduces the important role of the Central Service Department. Government regulations/standards, infection prevention/control, quality assurance, safety, communication, human relations skills, body systems and related surgical procedures, and medical terms and abbreviations used in surgery are discussed.

SPT2100 Surgical Instrumentation

4

Examines the basic categories of surgical instruments (simple to complex), processing standards accompanying flash sterilization, concepts of inventory management, and management of commonly used patient care equipment. Students learn the sterile packaging process and factors impacting sterilization.

Prerequisite or Corequisite: SPT1110

SPT2110 Basic Infection Control

3

Provides an overview of water purification systems, factors impacting water quality, distillation, deionization, reverse osmosis systems, cleaning chemicals, and various methods of cleaning and decontamination.

Prerequisite: SPT2100

SPT2150 Surgical Processing Clinical Practicum

8

Offers supervised practical work experience in a sterile processing environment, which provides students with hands-on experience. Didactic and laboratory skills acquired in the program are applied in the clinical setting.

Prerequisite: Departmental permission

Corequisite: SPT2151

SPT2151 Surgical Processing Clinical Seminar

2

Focuses on integrating the skills learned throughout the program with the work experience while also participating in focused discussions and special projects. This course stresses entry-level job requirements and upward career paths, resume writing skills, interviewing techniques, and networking.

Corequisite: SPT2150

LIBERAL ARTS AND SCIENCES CORE COURSES

SCI1120 Human Biology

3

Study of the structure and function of the human body. Students are introduced to the various body systems, including the integumentary, skeletal, muscular, nervous, special senses, endocrine, respiratory, digestive, urinary, reproductive, hematological/immunological, and cardiovascular. Course includes definitions, terminology, chemical basis of life, and energy, as well as microbiology.

SCI2228 Microbiology

3

The morphology and function of microorganisms, especially viruses and bacteria, are studied. The characteristics of microorganisms, the disease process, and the immune response are discussed.

33 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

Governing regulations may disqualify individuals from obtaining professional certification in this field based upon health or criminal records. Therefore, in addition to meeting the **immunization requirements** of Berkeley College and the State of New Jersey, students applying to the Health Sciences program must provide authorization for a criminal background check prior to registration and submit a physical assessment by a licensed medical professional prior to participating in clinical rotations.

Extensive criminal background checks may be repeated after admission at the request of clinical facilities, and positive findings may prevent students from completing the clinical portion of the program, graduating, and participating in certification exams. Health requirements required for clinical courses are extensive and may total several hundred dollars. The costs of these health requirements are borne by the student.

To qualify for graduation, students enrolled in the Surgical Processing Technician (SPT) specialization must pass all SPT courses and Microbiology with a minimum grade of C+, as well as participate in the Certified Registered Central Service Technician (CRCST) certification examination. Passing this examination is required to work as a Surgical Processing Technician in some states, including New Jersey and New York.

This program also requires students to obtain specific supplies, the cost of which totals approximately \$670.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/surgical_processing_technician_certificate_statistics_sem.htm.

Any required traditional textbooks and/or some required supplies are included as part of the charge for tuition and fees and will be distributed to students. Please note, however, that students have the right to obtain traditional textbooks, and/or certain required items, from other sources. Students who demonstrate that they have obtained required item(s) from another source may return the items distributed by the College and receive a refund of the amount charged by the College for the specific item.

SAMPLE PROGRAM SEQUENCE

Surgical Processing Technician Certificate Program Statistics

Surgical Processing Technician Certificate

SAMPLE PROGRAM SEQUENCE

	Semester Credits
FIRST SEMESTER	
SPT1110	Fundamentals of Surgical Processing 4
SPT2100	Surgical Instrumentation..... 4
HEA2200	Medical Terminology..... 3
SCI1120	Human Biology 3
SCI2228	Microbiology..... 3

SECOND SEMESTER

SPT2110	Basic Infection Control 3
SPT2150	Surgical Processing Clinical Practicum..... 8
SPT2151	Surgical Processing Clinical Seminar 2
HEA2203	Ethical and Legal Aspects of Health Services..... 3

33 SEMESTER CREDITS
REQUIRED FOR GRADUATION

NOTE: Governing regulations may disqualify individuals from obtaining professional certification in this field based upon health or criminal records. Therefore, in addition to meeting the immunization requirements of Berkeley College and the State of New Jersey, students applying to the Surgical Processing Technician program must provide authorization for a criminal background check prior to registration and submit a physical assessment by a licensed medical professional prior to participating in clinical rotations.

Extensive criminal background checks may be repeated after admission at the request of clinical facilities, and positive findings may prevent students from completing the clinical portion of the program, graduating, and participating in certification exams. Health requirements required for clinical courses are extensive and may total several hundred dollars. The costs of these health requirements are borne by the student.

To qualify for graduation, students enrolled in the Surgical Processing Technician program must pass all Surgical Processing Technician (SPT) courses and Microbiology with a minimum grade of C+, as well as participate in the Certified Registered Central Service Technician (CRCST) examination. Passing this examination is required to work as a Surgical Processing Technician in some states, including New Jersey and New York.

This program also requires students to obtain specific supplies, the cost of which totals approximately \$670.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/surgical_processing_technician_certificate_statistics_sem.htm.

Any required traditional textbooks and/or some required supplies are included as part of the charge for tuition and fees and will be distributed to students. Please note, however, that students have the right to obtain traditional textbooks, and/or certain required items, from other sources. Students who demonstrate that they have obtained required item(s) from another source may return the items distributed by the College and receive a refund of the amount charged by the College for the specific item.

Under certain circumstances the need to take developmental College Skills courses may lengthen the time required to complete the student's program, and may result in increased costs to a student.

Not all programs and courses are offered at all campuses. You may be required to take some courses at another campus or online.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/surgical_processing_technician_certificate_statistics_sem.htm.

Berkeley College

Undergraduate certificate in Surgical Processing Technician

Program Length: 1 year

Print (51.1012-GedtPrint.html)

Students graduating on time

N/A* of Title IV students complete the program within 1 year ⓘ

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$18,050 for tuition and fees

\$0 for books and supplies

\$10,978 for off-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

91% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

N/A* in debt ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate. ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

not provided per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Medical Equipment Preparers (<http://online.onetcenter.org/link/summary/31-9093.00>)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

Date Created 6/1/2017

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Health Services Management

Help manage the business of health.

The healthcare field is one of the fastest-growing industries. Berkeley College offers degree programs to prepare students with the important business and technology skills needed for positions in administration, management, and more. A range of curricula explores the operations and challenges of various types and sizes of organizations delivering and supporting health services. Graduates may pursue positions with hospitals, physicians' offices, clinics, rehabilitation centers, long-term care facilities, and numerous other types of healthcare-related facilities.

Faculty members in this program are selected for both academic excellence and relevant professional experience in healthcare administration and management. They combine firsthand knowledge and know-how with classroom instruction to help prepare students to enter this in-demand field.

Benefit from:

- Curricula that focus on the structure and dynamics of the healthcare industry
- An exploration of the role and contributions of hospitals, rehabilitation centers, long-term care facilities, and practitioners
- Opportunities for student interactions with healthcare providers and private and governmental funding agencies
- An emphasis on technology and specialized software to collect, process, and use information essential to the industry and its clients
- The development of critical-thinking and problem-solving skills, as well as the ability to produce and present effective oral and written forms of communication
- Valuable, practical experience through program-related, faculty-monitored internships or job-related assignments
- A seamless transition between Associate's and Bachelor's degrees

Degree Programs

- **A.A.S., Health Services Administration**
- **B.B.A., Health Services Management**

[Berkeley College Academic Program Statistics](#) 

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Health Services Administration Associate in Applied Science Degree (A.A.S.)

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

HEA1101 Foundations of Health Services

3

Provides students with a comprehensive introduction to the American healthcare system. This course explains the structures and operations of healthcare organizations, explores the forces responsible for shaping the system, and considers the policies influencing the system's current and future performance.

HEA2200 Medical Terminology

3

Provides a solid foundation and understanding of the medical language used by healthcare professionals through the introduction, reinforcement, and combination of medical word parts including prefixes, suffixes, and combining forms. Emphasis is placed on word building, analysis of word parts, spelling, special endings, plural forms, correct pronunciation of terminology related to procedures, and diseases of the various body systems. Commonly used abbreviations and symbols will also be introduced.

HEA2203 Ethical and Legal Aspects of Health Services

3

An introduction to the principles of law as applied to the healthcare field. Students learn ethical standards and issues as related to healthcare.

HEA2205 Managed Care and Health Insurance

3

Provides an overview of the principles and practices of managed care and health insurance. Students analyze and evaluate private and government-sponsored programs with relation to systems in other countries.

HEA2215 Health Communications

3

Provides the effective health communication skills necessary for employment and career success in the health services industry. Students learn to write accurate and concise health reports, develop familiarity with terms commonly used in healthcare, and practice verbal communication skills.

HEA2220 Management of Healthcare Delivery Services

3

Provides an introduction to health insurance products and various approaches to the delivery of healthcare services. Students learn how to manage the issues of consumers, providers, and insurers and explore the organization and structure of the current healthcare system with a view toward options for its future direction.

Prerequisites: HEA1101, MGT2220

BUSINESS CORE COURSES

ACC1111 Financial Accounting I

3

Introduces the basic structure of accounting terminology and procedures of a business organization. Students learn about recording and reporting functions, adjusting entries, and the preparation of financial statements.

BUS1101 Career and Business Essentials

3

Explores the nature and scope of business, examines its component parts, and describes how it is organized and managed. Students learn about the internal and external forces that comprise our business and economic system. This course covers career development and teaches practical techniques and strategies for success.

BUS2293 Internship	3
Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects. Prerequisite: Departmental permission	
CIS1115 Computer Applications	3
Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel. This course provides an orientation to Berkeley College's computer framework including Blackboard, content collection, and portfolio development.	
IBS2201 International Business	3
Explores the diverse environment, management concerns, financial issues, and marketing questions faced by international business organizations. Students gain a heightened global awareness as they seek the knowledge and skills needed to function competitively in an increasingly interdependent world. Prerequisite: BUS1101	
MGT2220 Principles of Management	3
Examines operational theories of management under the functions of planning, organizing, staffing, directing, and controlling. Emphasizes the manager's role in creating and maintaining an internal environment for performance. Students discuss cases in detail. Prerequisite: BUS1101	
MKT2220 Principles of Marketing	3
Provides an introduction to the fundamental principles and practices in the marketing process. Provides a detailed study of each marketing mix tool (product, price, place, promotion) along with an introduction to marketing research and consumer behavior.	
<hr/>	
LIBERAL ARTS AND SCIENCE CORE COURSES	
ENG1105 Writing and Research	3
An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.	
ENG2205 Writing Through Literature	3
Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres. Prerequisite: ENG1105	
HUM2225 Introduction to Ethics	3
Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.	
MAT2215 Statistics I	3
Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.	
SOC1123 Psychology of Adjustment	3
Explores the psychological principles involved in coping with the challenges of moving through changes in life stages and life circumstances. Topics include stress management, communication, time management, healthy relationships, positive thinking, conflict management, and balancing home, education, and work.	
SOC2231 Human Relations	3
Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some	

major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.

Mathematics/Science Elective

3

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

Eligibility for internships required to obtain a Berkeley College degree and employment opportunities in the healthcare field may be contingent upon the results of a post-offer medical examination, which may include drug and alcohol testing, and receipt of satisfactory references. Applicants for whom such requirements may be matters of concern are strongly advised to contact an Admissions counselor prior to enrolling in a healthcare-related program.

SAMPLE PROGRAM SEQUENCE

[A.A.S., Health Services Administration New Jersey Program Statistics](#) 

[A.A.S., Health Services Administration New York Program Statistics](#) 

Associate in Applied Science Degree (A.A.S.) Health Services Administration

SAMPLE PROGRAM SEQUENCE

	Semester Credits		Semester Credits
FIRST SEMESTER		THIRD SEMESTER	
BUS1101	Career and Business Essentials 3	HEA2203	Ethical and Legal Aspects of Health Services 3
CIS1115	Computer Applications..... 3	HEA2205	Managed Care and Health Insurance..... 3
SOC1123	Psychology of Adjustment..... 3	IBS2201	International Business 3
ENG1105	Writing and Research 3	MKT2220	Principles of Marketing 3
HEA1101	Foundations of Health Services..... 3	ENG2205	Writing Through Literature 3
SECOND SEMESTER		FOURTH SEMESTER	
HEA2200	Medical Terminology..... 3	BUS2293	Internship..... 3
ACC1111	Financial Accounting I 3	HEA2215	Health Communications 3
HUM2225	Introduction to Ethics 3	HEA2220	Management of Healthcare Delivery Services..... 3
MGT2220	Principles of Management..... 3	SOC2231	Human Relations 3
MAT2215	Statistics I 3		Mathematics/Science Elective 3

60 SEMESTER CREDITS
REQUIRED FOR GRADUATION

Under certain circumstances the need to take developmental College Skills courses may lengthen the time required to complete the student's program, and may result in increased costs to a student.

Not all programs and courses are offered at all campuses. You may be required to take some courses at another campus or online.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/aas_health_services_administration_nj_statistics.htm and BerkeleyCollege.edu/gainful-employment/aas_health_services_administration_ny_statistics.htm.

Berkeley College

Associate's degree in Health Services Administration

Program Length: 2 years

Print (51.0701-GedtPrint.html)

Students graduating on time

9% of Title IV students complete the program within 2 years ⓘ

Program Costs*

\$50,600 for tuition and fees

\$0 for books and supplies

\$21,956 for off-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

87% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

N/A* in debt ⓘ

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate. ⓘ

The typical graduate earns

\$17,504 per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Medical and Health Services Managers (<http://online.onetcenter.org/link/summary/11-9111.00>)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

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Berkeley College

Associate's degree in Health Services Administration

Program Length: 2 years

Print (51.0701-GedtPrint.html)

Students graduating on time

18% of Title IV students complete the program within 2 years ⓘ

Program Costs*

\$50,600 for tuition and fees

\$0 for books and supplies

\$21,956 for off-campus room and board

\$32,408 for on-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

91% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

N/A* in debt ⓘ

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate. ⓘ

The typical graduate earns

\$17,106 per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Medical and Health Services Managers (<http://online.onetcenter.org/link/summary/11-9111.00>)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

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Health Services Management Bachelor of Business Administration Degree (B.B.A.)

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

HEA1101 Foundations of Health Services

3

Provides students with a comprehensive introduction to the American healthcare system. This course explains the structures and operations of healthcare organizations, explores the forces responsible for shaping the system, and considers the policies influencing the system's current and future performance.

HEA2200 Medical Terminology

3

Provides a solid foundation and understanding of the medical language used by healthcare professionals through the introduction, reinforcement, and combination of medical word parts including prefixes, suffixes, and combining forms. Emphasis is placed on word building, analysis of word parts, spelling, special endings, plural forms, correct pronunciation of terminology related to procedures, and diseases of the various body systems. Commonly used abbreviations and symbols will also be introduced.

HEA2203 Ethical and Legal Aspects of Health Services

3

An introduction to the principles of law as applied to the healthcare field. Students learn ethical standards and issues as related to healthcare.

HEA2205 Managed Care and Health Insurance

3

Provides an overview of the principles and practices of managed care and health insurance. Students analyze and evaluate private and government-sponsored programs with relation to systems in other countries.

HEA2215 Health Communications

3

Provides the effective health communication skills necessary for employment and career success in the health services industry. Students learn to write accurate and concise health reports, develop familiarity with terms commonly used in healthcare, and practice verbal communication skills.

HEA2220 Management of Healthcare Delivery Services

3

Provides an introduction to health insurance products and various approaches to the delivery of healthcare services. Students learn how to manage the issues of consumers, providers, and insurers and explore the organization and structure of the current healthcare system with a view toward options for its future direction.

Prerequisites: HEA1101, MGT2220

HEA3309 Health Services Finance

3

Introduces the foundations of financing health services in a dynamically changing environment. Topics include healthcare costs, reimbursement systems, insurance issues, the roles of budgeting and accounts, the multifunctionality of financial services within the health services industry, and trends in health services financing.

Prerequisites: FIN3301, HEA1101

HEA4410 Research Methods for Health Services

3

Develops an awareness of the various frameworks for technical writing and research in the health services field. This course emphasizes effective written communication and analytical skills in health services.

Prerequisites: ENG1105, HEA1101

HEA4440 Health Policy and Politics 3

Develops an awareness of the political processes available for the creation of rules, regulations, and laws affecting healthcare policies. Local, national, and global impacts of healthcare financing, health insurance, and healthcare reform upon individuals, communities, and nations are explored.

Prerequisite: HEA2220

HEA4470 Health Services Management Capstone 3

Requires students to examine and apply the most recent theories and current practices in the healthcare industry. Students are encouraged to develop the vision, problem-solving, and analytical skills essential for leadership in the healthcare environment.

Prerequisites: HEA2203, HEA2220, HEA3309

Health Services Electives* 6

BUSINESS CORE COURSES**ACC1111 Financial Accounting I** 3

Introduces the basic structure of accounting terminology and procedures of a business organization. Students learn about recording and reporting functions, adjusting entries, and the preparation of financial statements.

BUS1101 Career and Business Essentials 3

Explores the nature and scope of business, examines its component parts, and describes how it is organized and managed. Students learn about the internal and external forces that comprise our business and economic system. This course covers career development and teaches practical techniques and strategies for success.

BUS2231 Business Law I 3

Provides students with detailed knowledge of the laws relating to contracts, commerce, property, sales, negotiable instruments, and employment. Students develop an awareness of business situations requiring legal counsel and a familiarization with the overall structure of the legal system.

BUS4483 Internship 3

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisite: Departmental permission

CIS1115 Computer Applications 3

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel. This course provides an orientation to Berkeley College's computer framework including Blackboard, content collection, and portfolio development.

ECO2200 Principles of Economics 3

Introduces the core principles of micro and macroeconomic theory while emphasizing real-world personal, business, and governmental applications. Topics include tradeoffs and opportunity costs, gains from specialization and trade, supply and demand, the role of government in the economy, inflation and unemployment, and the monetary system of the United States.

FIN3301 Principles of Finance I 3

Provides an overview of the fundamental principles relating to the study of finance, including theories and practices in financial management. Students become familiar with the financial organization and operation of a business. Topics include financial analysis, planning and control, budgeting and forecasting, and financing.

Prerequisites: ACC1111, MAT2215

IBS2201 International Business 3

Explores the diverse environment, management concerns, financial issues, and marketing questions faced by international business organizations. Students gain a heightened global awareness as they seek the knowledge and skills needed to function competitively in an increasingly interdependent world.

Prerequisite: BUS1101

MGT2220 Principles of Management 3

Examines operational theories of management under the functions of planning, organizing, staffing, directing, and controlling. Emphasizes the manager's role in creating and maintaining an internal environment for performance. Students discuss cases in detail.

Prerequisite: BUS1101

MKT2220 Principles of Marketing 3

Provides an introduction to the fundamental principles and practices in the marketing process. Provides a detailed study of each marketing mix tool (product, price, place, promotion) along with an introduction to marketing research and consumer behavior.

LIBERAL ARTS AND SCIENCE CORE COURSES****ENG1105 Writing and Research** 3

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

ENG2205 Writing Through Literature 3

Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres.

Prerequisite: ENG1105

ENG3315 Advanced Writing 3

Explores a wide variety of professional and creative writing modes, from personal profiles to blogging and beyond. Students build their reading, writing, and researching skills while reinforcing the fundamental concepts and current developments associated with the areas of their respective majors.

Prerequisite: ENG2205

HUM2225 Introduction to Ethics 3

Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.

MAT2215 Statistics I 3

Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.

SOC1123 Psychology of Adjustment 3

Explores the psychological principles involved in coping with the challenges of moving through changes in life stages and life circumstances. Topics include stress management, communication, time management, healthy relationships, positive thinking, conflict management, and balancing home, education, and work.

SOC2231 Human Relations 3

Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.

English Elective 3

Humanities Elective 3

Liberal Arts/Science Electives 6

Mathematics/Science Elective 3

Science Elective 3

Social Science Elective 3

FREE ELECTIVES

12

120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

*Six credits of Health Services Electives must be at the 3000/4000 level.

**12 credits of Liberal Arts Electives must be at the 3000/4000 level.

Eligibility for internships required to obtain a Berkeley College degree and employment opportunities in the healthcare field may be contingent upon the results of a post-offer medical examination, which may include drug and alcohol testing, and receipt of satisfactory references. Applicants for whom such requirements may be matters of concern are strongly advised to contact an Admissions counselor prior to enrolling in a healthcare-related program.

SAMPLE PROGRAM SEQUENCE

[B.B.A., Health Services Management New Jersey Program Statistics](#)

[B.B.A., Health Services Management New York Program Statistics](#)

Bachelor of Business Administration Degree (B.B.A.) Health Services Management

SAMPLE PROGRAM SEQUENCE

	Semester Credits				Semester Credits
FIRST SEMESTER			FIFTH SEMESTER		
BUS1101	Career and Business Essentials	3	FIN3301	Principles of Finance I	3
CIS1115	Computer Applications.....	3	ENG3315	Advanced Writing	3
SOC1123	Psychology of Adjustment.....	3		Liberal Arts Elective.....	3
ENG1105	Writing and Research	3		Mathematics/Science Elective	3
HEA1101	Foundations of Health Services.....	3		Free Elective	3
SECOND SEMESTER			SIXTH SEMESTER		
HEA2200	Medical Terminology.....	3	HEA3309	Health Services Finance.....	3
ACC1111	Financial Accounting I	3	HEA4410	Research Methods for Health Services	3
HUM2225	Introduction to Ethics	3		Science Elective	3
MGT2220	Principles of Management.....	3		Humanities Elective	3
MAT2215	Statistics I	3		Liberal Arts Elective.....	3
THIRD SEMESTER			SEVENTH SEMESTER		
HEA2203	Ethical and Legal Aspects of Health Services	3	HEA4440	Health Policy and Politics.....	3
HEA2205	Managed Care and Health Insurance.....	3		Health Services Elective	3
IBS2201	International Business	3		Social Science Elective.....	3
MKT2220	Principles of Marketing	3		English Elective.....	3
ENG2205	Writing Through Literature	3		Free Elective	3
FOURTH SEMESTER			EIGHTH SEMESTER		
BUS2231	Business Law I.....	3	BUS4483	Internship.....	3
HEA2215	Health Communications	3	HEA4470	Health Services Management Capstone.....	3
HEA2220	Management of Healthcare Delivery Services.....	3		Health Services Elective	3
SOC2231	Human Relations	3		Free Electives	6
ECO2200	Principles of Economics	3			

**120 SEMESTER CREDITS
REQUIRED FOR GRADUATION**

NOTE: 12 credits of Liberal Arts Electives must be at the 3000/4000 level. Six credits of Health Services Electives must be at the 3000/4000 level.

Under certain circumstances the need to take developmental College Skills courses may lengthen the time required to complete the student's program, and may result in increased costs to a student.

Not all programs and courses are offered at all campuses. You may be required to take some courses at another campus or online.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/bba_health_services_management_nj_statistics.htm and BerkeleyCollege.edu/gainful-employment/bba_health_services_management_ny_statistics.htm.

Berkeley College

Bachelor's degree in Health Services Management

Program Length: 4 years

Print (51.0701-GedtPrint.html)

Students graduating on time

N/A* of Title IV students complete the program within 4 years ⓘ

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$101,200 for tuition and fees

\$0 for books and supplies

\$43,912 for off-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

82% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

N/A* in debt ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate. ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

\$38,392 per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Medical and Health Services Managers (<http://online.onetcenter.org/link/summary/11-9111.00>)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

Date Created 5/22/2017

These disclosures are required by the U.S. Department of Education

Berkeley College

Bachelor's degree in Health Services Management

Program Length: 4 years

Print (51.0701-GedtPrint.html)

Students graduating on time

28% of Title IV students complete the program within 4 years ⓘ

Program Costs*

\$101,200 for tuition and fees

\$0 for books and supplies

\$43,912 for off-campus room and board

\$64,816 for on-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

80% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

\$27,240 in debt ⓘ

The typical monthly loan payment

\$313 per month in student loans with **6.8%** interest rate. ⓘ

The typical graduate earns

\$30,761 per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Medical and Health Services Managers (<http://online.onetcenter.org/link/summary/11-9111.00>)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

Date Created 5/31/2017

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**Berkeley College
Overview****Academic Programs****Academic Policies
and Procedures****Admissions and
Finances****Administration,
Faculty, and Staff****Contact Us****Student Handbook**

Information Technology Management

Combine information technology with business management to enhance your career potential.

Information technology plays a critical and growing role in organizational operations. Students in the Berkeley College Information Technology Management program build on an IT/Business core and may choose to concentrate in one of three areas:

- Network security
- Database management
- Web design

The program's unique focus on the management of technology effectively prepares students for successful careers in the dynamic and fast-paced information technology marketplace. Unlike programs that focus just on one or the other, this combination of business and technical savvy sets Berkeley graduates apart.

Benefit from:

- Learning how businesses use information technology resources to perform business functions and gain competitive advantage
- Working with current web, networking, and database technologies
- Integrating technical and business applications in course projects
- Exceptional faculty, including information technology professionals with industry experience
- Valuable, practical experience through program-related, faculty-monitored internships or job-related assignments
- Building a student portfolio of technology projects that will demonstrate competency in business applications to potential employers

Degree Programs

- **A.A.S., Information Technology Management**
- **B.S., Information Technology Management**

[Berkeley College Academic Program Statistics](#) 

[Berkeley College Overview](#)
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Information Technology Management Associate in Applied Science Degree (A.A.S.)

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

ITM1100 Introduction to Information Technology

3

Explores fundamental technical issues pertaining to computers and information technology. This course introduces hardware and software components of an information system and explores their mutual relationship, dependency, and historical evolution.

ITM2200 Introduction to Networking

3

Introduces underlying concepts of data communications, telecommunications, and networking. This course emphasizes terminology and technologies in networking environments and provides a general overview of the field of networking.

ITM2210 Introduction to Database Management

3

Provides an overview of the skills and knowledge necessary for the development and management of relational database systems. Topics include database creation, modeling structures, physical and logical components, accessing techniques, and Structured Query Language (SQL). Concepts are explored through the use of MS Access.

ITM2220 Introduction to Web Design and Graphics

3

Introduces students to concepts of a website structure, basic web page layout using text and multimedia, content management, and user experience. This course explores the essentials of conceptual design of web pages and basic Internet topics.

ITM2240 Information Systems Analysis and Design

3

Covers the analysis, planning, and development of information systems. This course explores the different phases and related activities of the system-development life cycle, and how system components should be implemented in solving defined business problems.

Prerequisites: ITM2200, ITM2210, ITM2220

BUSINESS CORE COURSES

ACC1111 Financial Accounting I

3

Introduces the basic structure of accounting terminology and procedures of a business organization. Students learn about recording and reporting functions, adjusting entries, and the preparation of financial statements.

BUS1101 Career and Business Essentials

3

Explores the nature and scope of business, examines its component parts, and describes how it is organized and managed. Students learn about the internal and external forces that comprise our business and economic system. This course covers career development and teaches practical techniques and strategies for success.

BUS2293 Internship

3

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisite: Departmental permission

CIS1115 Computer Applications

3

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel. This course provides an orientation to Berkeley College's computer framework including Blackboard, content collection, and portfolio development.

IBS2201 International Business

3

Explores the diverse environment, management concerns, financial issues, and marketing questions faced by international business organizations. Students gain a heightened global awareness as they seek the knowledge and skills needed to function competitively in an increasingly interdependent world.

Prerequisite: BUS1101

MGT2220 Principles of Management

3

Examines operational theories of management under the functions of planning, organizing, staffing, directing, and controlling. Emphasizes the manager's role in creating and maintaining an internal environment for performance. Students discuss cases in detail.

Prerequisite: BUS1101

MKT2220 Principles of Marketing

3

Provides an introduction to the fundamental principles and practices in the marketing process. Provides a detailed study of each marketing mix tool (product, price, place, promotion) along with an introduction to marketing research and consumer behavior.

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research

3

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

ENG2205 Writing Through Literature

3

Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres.

Prerequisite: ENG1105

HUM2225 Introduction to Ethics

3

Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.

MAT2215 Statistics I

3

Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.

SOC1123 Psychology of Adjustment

3

Explores the psychological principles involved in coping with the challenges of moving through changes in life stages and life circumstances. Topics include stress management, communication, time management, healthy relationships, positive thinking, conflict management, and balancing home, education, and work.

SOC2231 Human Relations

3

Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.

Liberal Arts Elective

3

Mathematics/Science Elective

3

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

SAMPLE PROGRAM SEQUENCE 

[A.A.S., Information Technology Management New Jersey Program Statistics](#) 

[A.A.S., Information Technology Management New York Program Statistics](#) 

Associate in Applied Science Degree (A.A.S.) Information Technology Management

SAMPLE PROGRAM SEQUENCE

	Semester Credits		Semester Credits
FIRST SEMESTER		THIRD SEMESTER	
BUS1101 Career and Business Essentials	3	ITM2210 Introduction to Database Management.....	3
CIS1115 Computer Applications.....	3	ITM2220 Introduction to Web Design and Graphics	3
SOC1123 Psychology of Adjustment.....	3	MKT2220 Principles of Marketing.....	3
SOC2231 Human Relations	3	IBS2201 International Business	3
ENG1105 Writing and Research	3	HUM2225 Introduction to Ethics	3
SECOND SEMESTER		FOURTH SEMESTER	
ITM2200 Introduction to Networking.....	3	MGT2220 Principles of Management.....	3
ACC1111 Financial Accounting I	3	ITM2240 Information Systems Analysis and Design	3
ITM1100 Introduction to Information Technology.....	3	BUS2293 Internship.....	3
ENG2205 Writing Through Literature	3	Mathematics/Science Elective	3
MAT2215 Statistics I	3	Liberal Arts Elective.....	3

60 SEMESTER CREDITS
REQUIRED FOR GRADUATION

Under certain circumstances the need to take developmental College Skills courses may lengthen the time required to complete the student's program, and may result in increased costs to a student.

Not all programs and courses are offered at all campuses. You may be required to take some courses at another campus or online.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/aas_information_technology_management_nj_statistics.htm and BerkeleyCollege.edu/gainful-employment/aas_information_technology_management_ny_statistics.htm.

Berkeley College

Associate's degree in Information Technology Management

Program Length: 2 years

Print (11.1099-GedtPrint.html)

Students graduating on time

N/A* of Title IV students complete the program within 2 years ⓘ

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$50,600 for tuition and fees

\$0 for books and supplies

\$21,956 for off-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

77% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

N/A* in debt ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate. ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

not provided per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Computer User Support Specialists (<http://online.onetcenter.org/link/summary/15-1151.00>)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

Date Created 5/31/2017

These disclosures are required by the U.S. Department of Education

Berkeley College

Associate's degree in Information Technology Management

Program Length: 2 years

Print (11.1099-GedtPrint.html)

Students graduating on time

12% of Title IV students complete the program within 2 years ⓘ

Program Costs*

\$50,600 for tuition and fees

\$0 for books and supplies

\$21,956 for off-campus room and board

\$32,408 for on-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

74% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

N/A* in debt ⓘ

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate. ⓘ

The typical graduate earns

not provided per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Computer User Support Specialists (<http://online.onetcenter.org/link/summary/15-1151.00>)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

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Information Technology Management Bachelor of Science Degree (B.S.)

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

ITM1100 Introduction to Information Technology 3

Explores fundamental technical issues pertaining to computers and information technology. This course introduces hardware and software components of an information system and explores their mutual relationship, dependency, and historical evolution.

ITM2200 Introduction to Networking 3

Introduces underlying concepts of data communications, telecommunications, and networking. This course emphasizes terminology and technologies in networking environments and provides a general overview of the field of networking.

ITM2210 Introduction to Database Management 3

Provides an overview of the skills and knowledge necessary for the development and management of relational database systems. Topics include database creation, modeling structures, physical and logical components, accessing techniques, and Structured Query Language (SQL). Concepts are explored through the use of MS Access.

ITM2220 Introduction to Web Design and Graphics 3

Introduces students to concepts of a website structure, basic web page layout using text and multimedia, content management, and user experience. This course explores the essentials of conceptual design of web pages and basic Internet topics.

ITM2240 Information Systems Analysis and Design 3

Covers the analysis, planning, and development of information systems. This course explores the different phases and related activities of the system-development life cycle, and how system components should be implemented in solving defined business problems.

Prerequisites: ITM2200, ITM2210, ITM2220

ITM4498 Capstone Senior Project 3

Provides an independent capstone experience. Students select a topic and conduct an exploratory research project utilizing guidelines provided by the professor. Topics will be related to computer architecture and networking, information security, database management systems, or web design and development.

Prerequisites: ITM1100, ITM2240

Information Technology Management Electives* 12

BUSINESS CORE COURSES

ACC1111 Financial Accounting I 3

Introduces the basic structure of accounting terminology and procedures of a business organization. Students learn about recording and reporting functions, adjusting entries, and the preparation of financial statements.

BUS1101 Career and Business Essentials 3

Explores the nature and scope of business, examines its component parts, and describes how it is organized and managed. Students learn about the internal and external forces that comprise our business and economic system. This course covers career development and teaches practical techniques and strategies for success.

BUS2231 Business Law I 3

Provides students with detailed knowledge of the laws relating to contracts, commerce, property, sales, negotiable instruments, and employment. Students develop an awareness of business situations requiring legal counsel and a familiarization with the overall structure of the legal system.

BUS4483 Internship 3

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisite: Departmental permission

CIS1115 Computer Applications 3

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel. This course provides an orientation to Berkeley College's computer framework including Blackboard, content collection, and portfolio development.

ECO2200 Principles of Economics 3

Introduces the core principles of micro and macroeconomic theory while emphasizing real-world personal, business, and governmental applications. Topics include tradeoffs and opportunity costs, gains from specialization and trade, supply and demand, the role of government in the economy, inflation and unemployment, and the monetary system of the United States.

FIN3301 Principles of Finance I 3

Provides an overview of the fundamental principles relating to the study of finance, including theories and practices in financial management. Students become familiar with the financial organization and operation of a business. Topics include financial analysis, planning and control, budgeting and forecasting, and financing.

Prerequisites: ACC1111, MAT2215

IBS2201 International Business 3

Explores the diverse environment, management concerns, financial issues, and marketing questions faced by international business organizations. Students gain a heightened global awareness as they seek the knowledge and skills needed to function competitively in an increasingly interdependent world.

Prerequisite: BUS1101

MGT2220 Principles of Management 3

Examines operational theories of management under the functions of planning, organizing, staffing, directing, and controlling. Emphasizes the manager's role in creating and maintaining an internal environment for performance. Students discuss cases in detail.

Prerequisite: BUS1101

MKT2220 Principles of Marketing 3

Provides an introduction to the fundamental principles and practices in the marketing process. Provides a detailed study of each marketing mix tool (product, price, place, promotion) along with an introduction to marketing research and consumer behavior.

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research 3

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

ENG2205 Writing Through Literature 3

Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres.

Prerequisite: ENG1105

ENG3315 Advanced Writing 3

Explores a wide variety of professional and creative writing modes, from personal profiles to blogging and beyond. Students build their reading, writing, and researching skills while reinforcing the fundamental concepts and current developments associated with the areas of their respective majors.

Prerequisite: ENG2205

HUM2225 Introduction to Ethics 3

Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.

MAT2215 Statistics I 3

Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.

SOC1123 Psychology of Adjustment 3

Explores the psychological principles involved in coping with the challenges of moving through changes in life stages and life circumstances. Topics include stress management, communication, time management, healthy relationships, positive thinking, conflict management, and balancing home, education, and work.

SOC2231 Human Relations 3

Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.

English Elective 3

Humanities Elective 3

Liberal Arts Electives** 24

Mathematics/Science Elective 3

Science Elective 3

Social Science Elective 3

120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

*12 credits of Information Technology Management Electives must be at the 3000/4000 level.

**15 credits of Liberal Arts Electives must be at the 3000/4000 level.

This program also requires online degree students only to obtain specific supplies, the cost of which totals approximately \$160.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/bs_information_technology_management_nj_statistics.htm and BerkeleyCollege.edu/gainful-employment/bs_information_technology_management_ny_statistics.htm.

SAMPLE PROGRAM SEQUENCE

B.S., Information Technology Management New Jersey Program Statistics

B.S., Information Technology Management New York Program Statistics

Bachelor of Science Degree (B.S.) Information Technology Management

SAMPLE PROGRAM SEQUENCE

		Semester Credits
FIRST SEMESTER		
BUS1101	Career and Business Essentials	3
CIS1115	Computer Applications.....	3
SOC2231	Human Relations	3
SOC1123	Psychology of Adjustment.....	3
ENG1105	Writing and Research	3

		Semester Credits
SECOND SEMESTER		
ITM2200	Introduction to Networking	3
ACC1111	Financial Accounting I	3
ITM1100	Introduction to Information Technology.....	3
ENG2205	Writing Through Literature	3
MAT2215	Statistics I	3

		Semester Credits
THIRD SEMESTER		
MKT2220	Principles of Marketing	3
IBS2201	International Business	3
ITM2210	Introduction to Database Management.....	3
ITM2220	Introduction to Web Design and Graphics	3
HUM2225	Introduction to Ethics	3

		Semester Credits
FOURTH SEMESTER		
MGT2220	Principles of Management.....	3
ITM2240	Information Systems Analysis and Design	3
	Mathematics/Science Elective	3
	Liberal Arts Electives	6

		Semester Credits
FIFTH SEMESTER		
FIN3301	Principles of Finance I	3
ECO2200	Principles of Economics	3
BUS2231	Business Law I.....	3
ENG3315	Advanced Writing	3
	Information Technology Management Elective	3

		Semester Credits
SIXTH SEMESTER		
	Information Technology Management	
	Electives	6
	Liberal Arts Electives	9

		Semester Credits
SEVENTH SEMESTER		
	Information Technology Management	
	Elective	3
	English Elective.....	3
	Humanities Elective	3
	Liberal Arts Elective.....	3
	Social Science Elective.....	3

		Semester Credits
EIGHTH SEMESTER		
ITM4498	Capstone Senior Project.....	3
BUS4483	Internship.....	3
	Science Elective	3
	Liberal Arts Electives	6

120 SEMESTER CREDITS
REQUIRED FOR GRADUATION

NOTE: 15 credits of Liberal Arts Electives must be at the 3000/4000 level. 12 credits of Information Technology Management Electives must be at the 3000/4000 level.

This program also requires online degree students only to obtain specific supplies, the cost of which totals approximately \$160.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/bs_information_technology_management_nj_statistics.htm and BerkeleyCollege.edu/gainful-employment/bs_information_technology_management_ny_statistics.htm.

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Berkeley College

Bachelor's degree in Information Technology Management

Program Length: 4 years

Print (11.1099-GedtPrint.html)

Students graduating on time

N/A* of Title IV students complete the program within 4 years ⓘ

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$101,200 for tuition and fees

\$0 for books and supplies

\$43,912 for off-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

76% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

N/A* in debt ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate. ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

not provided per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Computer User Support Specialists (<http://online.onetcenter.org/link/summary/15-1151.00>)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

Date Created 6/1/2017

These disclosures are required by the U.S. Department of Education

Berkeley College

Bachelor's degree in Information Technology Management

Program Length: 4 years

Print (11.1099-GedtPrint.html)

Students graduating on time

N/A* of Title IV students complete the program within 4 years ⓘ

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

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\$101,200 for tuition and fees

\$0 for books and supplies

\$43,912 for off-campus room and board

\$64,816 for on-campus room and board

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76% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

N/A* in debt ⓘ

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The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate. ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

not provided per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Computer User Support Specialists (<http://online.onetcenter.org/link/summary/15-1151.00>)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

Date Created 6/13/2017

These disclosures are required by the U.S. Department of Education

**Berkeley College
Overview****Academic Programs****Academic Policies
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Interior Design

The art and technique of creating functional and aesthetic environments for living and working.

Interior Design degree programs at Berkeley College focus on the creative and technical aspects of this exciting industry. Graduates are prepared with the necessary skills and practical knowledge to enter the industry in a range of roles.

Bachelor of Fine Arts (B.F.A.) and Associate's degree programs prepare students to pursue careers in creative positions, as residential or commercial interior designers, exhibit designers, designers in architectural firms, and more.

Faculty members in this program are selected for both academic excellence and relevant professional experience in interior design. They combine firsthand knowledge and know-how with classroom instruction for a thorough education for entry into the professional world.

Benefit from:

- A curriculum that focuses on exploring design fundamentals, theory, visual communication, culture, and history
- Studio-based, hands-on projects, exploring all aspects of design through sketching, drafting, and color composition
- Modern computer-aided design learning current programs used in the design industry, such as AutoCAD, Revit, SketchUp Pro, Rhino, 3ds Max, and rendering with V-Ray
- Valuable, practical experience through program-related, faculty-monitored internships or job-related assignments
- A seamless transition between Associate's and Bachelor's degrees

Berkeley College collects and publishes the following information in connection with an application for accreditation with the Council for Interior Design Accreditation (CIDA). To view the CIDA information, [click here](#). Note: this data is separate and apart from the retention, graduation, and employment rates calculated and disclosed in accordance with federal law. To view the federal disclosure information, see the [Berkeley College Academic Program Statistics page](#).

Degree Programs

- [A.A.S., Interior Design](#)
- [B.F.A., Interior Design](#)

[Berkeley College Academic Program Statistics](#) 

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Interior Design

Associate in Applied Science Degree (A.A.S.)

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

INT1100 Architectural Visualization

3

Provides a solid foundation in basic drafting techniques through hands-on instruction in the proper use of drafting materials and tools. Topics include plan, elevation, section, and scale.

INT1110 Sketching and Color Composition

3

Introduces the development of basic freehand sketches. This course emphasizes quick sketch techniques and rapid visualization. Students learn a variety of drawing media and rendering techniques for visually communicating design concepts.

INT1120 Studio I: Conceptual Design

3

Introduces the principles and elements of design. This course emphasizes conceptual analysis and problem solution in two- and three-dimensional design. Students examine the psychological and cultural impact of form, space, and volume in making appropriate design decisions.

INT1150 CAD I

3

Introduces AutoCAD as a drafting tool. Students learn to use CAD to create and edit plans, elevations, and section views of designs for use in design studies and presentations. Students also learn presentation styles, drawing organization, and other techniques used in professional practice.

Prerequisite: INT1100

INT1160 Studio II: Space Planning

3

Introduces space planning with an emphasis upon conceptual analysis. Students learn space planning and furniture arrangement from a functional and aesthetic viewpoint. This course addresses the major parameters of interior design, including human factors, ADA, and universal design as well as design theory.

Prerequisite: INT1120

INT1170 History of Architecture and Interior Design I

3

Surveys the history of architecture and interior design from the earliest civilizations through the late 18th century. The material will be presented chronologically, and various themes in the development of interior design will be traced throughout the period covered. Influence and originality in a design context will be examined.

INT2200 CAD II

3

Instructs students in the use of Rhinoceros 5.0, Vray, and 3ds Max to create, manipulate, and render three-dimensional views of interior spaces. Students master modeling, materials, and lighting to develop striking renderings of their design solutions.

Prerequisite: INT1150

INT2220 Studio III: Residential I

3

Introduces the study of residential environments and the planning of interior spaces. This course emphasizes the design process from initial client contact/programming through final design. Topics include space planning/presentation skills, review of human factors, and the needs of clients and the public.

Prerequisite: INT1160

INT2230 Materials, Textiles, and Finishes 3

Explores the appropriate selection, application, and installation of materials and finishes used in the interior environment. This course emphasizes the basic materials, manufacturing, and specification processes and characteristics of goods specified by the interior designer.

Prerequisite: INT1150

INT2240 History of Architecture and Interior Design II 3

Provides a survey of the history of architecture and interior design from the 19th century to the present. Course material will be presented chronologically and various themes in the development of interior design will be traced throughout the period covered. Influence and originality in a design context will be examined.

Prerequisite: INT1170

INT2250 Studio IV: Commercial I 3

Presents the fundamentals of commercial design through lectures, discussions, readings, and studio projects. This course provides an introduction and expert guidance on practical, aesthetic, and social issues involved in designing non-residential interiors.

Prerequisite: INT2220

INT2260 Architectural Construction and Methods I 3

Studies the relationship between Interior Design and Architectural systems. Topics include construction methods and materials. This course covers foundation, floor and wall systems; construction techniques and building materials; and elements of site analysis, regulatory factors, and zoning ordinances.

Prerequisite: INT2230

INT2293 Internship 3

Provides a field-based internship experience. Students work for an interior design/architecture firm under the direction of a mentor, who provides necessary guidance/direction to meet job requirements. Student interns meet/communicate weekly with a faculty instructor to assess/evaluate their programs.

Prerequisite: Departmental permission

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research 3

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

ENG2205 Writing Through Literature 3

Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres.

Prerequisite: ENG1105

HUM2225 Introduction to Ethics 3

Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.

MAT2215 Statistics I 3

Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.

SOC1123 Psychology of Adjustment 3

Explores the psychological principles involved in coping with the challenges of moving through changes in life stages and life circumstances. Topics include stress management, communication, time management, healthy relationships, positive thinking, conflict management, and balancing home, education, and work.

SOC2231 Human Relations

3

Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.

Mathematics/Science Elective

3

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

This program also requires students to obtain specific supplies, the cost of which totals approximately \$200.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/aas_interior_design_statistics.htm.

SAMPLE PROGRAM SEQUENCE

A.A.S., Interior Design Program Statistics

Associate in Applied Science Degree (A.A.S.) Interior Design

SAMPLE PROGRAM SEQUENCE

		Semester Credits			Semester Credits
FIRST SEMESTER			THIRD SEMESTER		
INT1100	Architectural Visualization.....	3	INT2200	CAD II	3
INT1110	Sketching and Color Composition	3	INT2220	Studio III: Residential I.....	3
INT1120	Studio I: Conceptual Design.....	3	INT2230	Materials, Textiles, and Finishes.....	3
ENG1105	Writing and Research	3	INT2240	History of Architecture and Interior Design II.....	3
SOC1123	Psychology of Adjustment.....	3	SOC2231	Human Relations	3
SECOND SEMESTER			FOURTH SEMESTER		
INT1150	CAD I	3	INT2250	Studio IV: Commercial I	3
INT1160	Studio II: Space Planning	3	INT2260	Architectural Construction and Methods I.....	3
INT1170	History of Architecture and Interior Design I	3	HUM2225	Introduction to Ethics	3
MAT2215	Statistics I	3	INT2293	Internship.....	3
ENG2205	Writing Through Literature	3		Mathematics/Science Elective	3

60 SEMESTER CREDITS
REQUIRED FOR GRADUATION

This program also requires students to obtain specific supplies, the cost of which totals approximately \$200.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore. BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/aas_interior_design_statistics.htm.

Under certain circumstances the need to take developmental College Skills courses may lengthen the time required to complete the student's program, and may result in increased costs to a student.

Not all programs and courses are offered at all campuses. You may be required to take some courses at another campus or online.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/aas_interior_design_statistics.htm.

Berkeley College

Associate's degree in Interior Design

Program Length: 2 years

Print (50.0408-GedtPrint.html)

Students graduating on time

14% of Title IV students complete the program within 2 years ⓘ

Program Costs*

\$50,600 for tuition and fees

\$0 for books and supplies

\$21,956 for off-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

59% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

N/A* in debt ⓘ

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate. ⓘ

The typical graduate earns

\$19,647 per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Interior Designers (<http://online.onetcenter.org/link/summary/27-1025.00>)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

Date Created 6/1/2017

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Interior Design

Bachelor of Fine Arts Degree (B.F.A.)

The Interior Design program leading to the Bachelor of Fine Arts degree is accredited by the Council for Interior Design Accreditation, www.accredit-id.org, 206 Grandville Avenue, Suite 350, Grand Rapids, MI, 49503-4014; telephone: 616-458-0400.

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

INT1100 Architectural Visualization

3

Provides a solid foundation in basic drafting techniques through hands-on instruction in the proper use of drafting materials and tools. Topics include plan, elevation, section, and scale.

INT1110 Sketching and Color Composition

3

Introduces the development of basic freehand sketches. This course emphasizes quick sketch techniques and rapid visualization. Students learn a variety of drawing media and rendering techniques for visually communicating design concepts.

INT1120 Studio I: Conceptual Design

3

Introduces the principles and elements of design. This course emphasizes conceptual analysis and problem solution in two- and three-dimensional design. Students examine the psychological and cultural impact of form, space, and volume in making appropriate design decisions.

INT1150 CAD I

3

Introduces AutoCAD as a drafting tool. Students learn to use CAD to create and edit plans, elevations, and section views of designs for use in design studies and presentations. Students also learn presentation styles, drawing organization, and other techniques used in professional practice.

Prerequisite: INT1100

INT1160 Studio II: Space Planning

3

Introduces space planning with an emphasis upon conceptual analysis. Students learn space planning and furniture arrangement from a functional and aesthetic viewpoint. This course addresses the major parameters of interior design, including human factors, ADA, and universal design as well as design theory.

Prerequisite: INT1120

INT1170 History of Architecture and Interior Design I

3

Surveys the history of architecture and interior design from the earliest civilizations through the late 18th century. The material will be presented chronologically, and various themes in the development of interior design will be traced throughout the period covered. Influence and originality in a design context will be examined.

INT2200 CAD II

3

Instructs students in the use of Rhinoceros 5.0, Vray, and 3ds Max to create, manipulate, and render three-dimensional views of interior spaces. Students master modeling, materials, and lighting to develop striking renderings of their design solutions.

Prerequisite: INT1150

INT2220 Studio III: Residential I

3

Introduces the study of residential environments and the planning of interior spaces. This course emphasizes the design process from initial client contact/programming through final design. Topics include space

planning/presentation skills, review of human factors, and the needs of clients and the public.

Prerequisite: INT1160

INT2230 Materials, Textiles, and Finishes 3

Explores the appropriate selection, application, and installation of materials and finishes used in the interior environment. This course emphasizes the basic materials, manufacturing, and specification processes and characteristics of goods specified by the interior designer.

Prerequisite: INT1150

INT2240 History of Architecture and Interior Design II 3

Provides a survey of the history of architecture and interior design from the 19th century to the present. Course material will be presented chronologically and various themes in the development of interior design will be traced throughout the period covered. Influence and originality in a design context will be examined.

Prerequisite: INT1170

INT2250 Studio IV: Commercial I 3

Presents the fundamentals of commercial design through lectures, discussions, readings, and studio projects. This course provides an introduction and expert guidance on practical, aesthetic, and social issues involved in designing non-residential interiors.

Prerequisite: INT2220

INT2260 Architectural Construction and Methods I 3

Studies the relationship between Interior Design and Architectural systems. Topics include construction methods and materials. This course covers foundation, floor and wall systems; construction techniques and building materials; and elements of site analysis, regulatory factors, and zoning ordinances.

Prerequisite: INT2230

INT2290 Lighting 3

Introduces the student to the basic principles of lighting design. This will include technical, sustainable, and creative aspects of producing reflected ceiling plans and integrating light into the fabric of architecture. This course also covers the design and model making process of light fixtures.

Prerequisite: INT1150

INT3310 Building Codes and Regulations 3

Provides students with an overall understanding of codes, standards, and federal regulations with an emphasis on interior projects. This course utilizes real-life design examples to explain how specific codes and standards apply to a variety of building and project types.

Prerequisite: INT2260

INT3330 Studio V: Residential II 3

Develops advanced residential design concepts and skills with emphasis placed upon historical precedents, functionalism, energy efficiency, space planning, materials, and the latest technology in equipment and fixtures.

Prerequisite: INT2220

INT3340 Sustainable Design 3

Presents the fundamentals of sustainable design and its critical role in the design process. This course provides an understanding of green building philosophies, assessment tools, materials and methods, and design strategies for incorporating sustainable principles and materials into design projects.

Prerequisite: INT2250

INT3350 Architectural Construction and Methods II 3

Builds on the concepts presented in Architectural Construction and Methods I. Students are introduced to the various components and systems used in the construction and assembly of buildings. Types, differences, and features of interior environmental systems as well as traffic circulation systems are discussed.

Prerequisite: INT2260

INT3360 Studio VI: Commercial II 3

Focuses on design strategies and treatments for user populations and project types that have special needs. Students complete advanced level commercial design studio projects. This course explores practical, aesthetic, and

social issues involved in designing non-residential interiors with a focus on special need user populations.

Prerequisite: INT2250

INT3370 CAD III: Working Drawings

3

Teaches students to create industry standard construction drawings used by the trade to build and renovate spaces. Symbols, graphic notations, sections, details, and schedules are taught to be used in the proper representation of their designs as legal documents for construction.

Prerequisite: INT3350

INT3380 Furniture Design

3

Focuses on the design concepts, functionality, materials, and construction documents to build furniture. The creative process of furniture design is covered through the studio projects assigned. Anthropometric and ergonomics are covered in depth.

Prerequisites: INT2200, INT2260

INT4400 Studio VII: Special Topics

3

Focuses on current areas of special interest in interior design. This course allows students to explore and research in detail carefully chosen projects while working in groups and individually. These projects will focus on selected real-world design competitions.

Prerequisite: INT3360

INT4410 Career Management

3

Explores job requirements, development opportunities, and strategies for successful career management. This course covers resume writing, interviewing, and the importance of professionalism. Students prepare documents needed to pursue job opportunities in interior design, including a professional design portfolio.

Prerequisite: INT3330

INT4420 Capstone: Research and Program

3

Provides instruction in individual design program development, including project and site selection. This course is the first of two capstone courses. The approved program developed in this course will be used as the basis of design for continuation of the project in INT4460 Studio VIII: Capstone Project.

Prerequisite: INT3360

INT4430 Professional Practice

3

Introduces the professional practices of the interior design profession. This course emphasizes professional ethics, contracts, design fees, budgets, project management, marketing, and client/contractor/designer/trade relationships.

Prerequisite: INT3360

INT4460 Studio VIII: Capstone Project

3

Continues the research and design of the interior design project based upon the building type approved in INT4420 Capstone: Research and Program course. Students apply all the skills and knowledge developed throughout their course of study in interior design.

Prerequisite: INT4420

INT4483 Internship

3

Provides a field-based internship experience. Students work for an interior design/architecture firm under the direction of a mentor, who provides necessary guidance/direction to meet job requirements. Student interns meet/communicate weekly with a faculty instructor to assess/evaluate their programs.

Prerequisite: Departmental permission

LIBERAL ARTS AND SCIENCE CORE COURSES*

ENG1105 Writing and Research

3

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

ENG2205 Writing Through Literature

3

Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres.

Prerequisite: ENG1105

ENG3315 Advanced Writing

3

Explores a wide variety of professional and creative writing modes, from personal profiles to blogging and beyond. Students build their reading, writing, and researching skills while reinforcing the fundamental concepts and current developments associated with the areas of their respective majors.

Prerequisite: ENG2205

HUM2225 Introduction to Ethics

3

Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.

MAT2215 Statistics I

3

Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.

SOC1123 Psychology of Adjustment

3

Explores the psychological principles involved in coping with the challenges of moving through changes in life stages and life circumstances. Topics include stress management, communication, time management, healthy relationships, positive thinking, conflict management, and balancing home, education, and work.

SOC2231 Human Relations

3

Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.

SOC3350 Psychology of Design

3

Introduces the role and value of design in our lives. We create the environments in which we live and are greatly influenced by them. Our choices are often an unconscious desire to express or validate certain personal and social identities. In this course, students think, experience, research, discuss, and create.

English Elective

3

Humanities Elective

3

Liberal Arts Electives

6

Mathematics/Science Elective

3

Science Elective

3

120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

*12 credits of Liberal Arts Electives must be at the 3000/4000 level.

Berkeley College collects and publishes student achievement data specific to B.F.A. Interior Design graduates in connection with an application for special accreditation. This data is separate and apart from the employment rates calculated and disclosed in accordance with federal law. To view the student achievement data, visit BerkeleyCollege.edu/interior-design.htm. For information about employment rate methodology, visit BerkeleyCollege.edu/employment-rate-methodology.htm.

This program also requires students to obtain specific supplies, the cost of which totals approximately \$300.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/bfa_interior_design_statistics.htm.

SAMPLE PROGRAM SEQUENCE

B.F.A., Interior Design Program Statistics

[Berkeley College](#) 1-800-446-5400 ext. WBW

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Bachelor of Fine Arts Degree (B.F.A.) Interior Design

SAMPLE PROGRAM SEQUENCE

		Semester Credits			Semester Credits
FIRST SEMESTER			FIFTH SEMESTER		
INT1100	Architectural Visualization.....	3	INT3310	Building Codes and Regulations	3
INT1110	Sketching and Color Composition	3	INT3330	Studio V: Residential II	3
INT1120	Studio I: Conceptual Design.....	3	INT3340	Sustainable Design	3
ENG1105	Writing and Research	3	INT3350	Architectural Construction and Methods II.....	3
SOC1123	Psychology of Adjustment.....	3		Liberal Arts Elective.....	3
SECOND SEMESTER			SIXTH SEMESTER		
INT1150	CAD I	3	INT3360	Studio VI: Commercial II.....	3
INT1160	Studio II: Space Planning	3	INT3370	CAD III: Working Drawings	3
INT1170	History of Architecture and Interior Design I	3	INT3380	Furniture Design	3
MAT2215	Statistics I.....	3	ENG3315	Advanced Writing	3
ENG2205	Writing Through Literature.....	3		Liberal Arts Elective.....	3
THIRD SEMESTER			SEVENTH SEMESTER		
INT2200	CAD II	3	INT4400	Studio VII: Special Topics.....	3
INT2220	Studio III: Residential I.....	3	INT4410	Career Management.....	3
INT2230	Materials, Textiles, and Finishes.....	3	INT4420	Capstone: Research and Program	3
INT2240	History of Architecture and Interior Design II.....	3		English Elective.....	3
SOC2231	Human Relations	3		Science Elective	3
FOURTH SEMESTER			EIGHTH SEMESTER		
INT2250	Studio IV: Commercial I.....	3	INT4430	Professional Practice.....	3
INT2260	Architectural Construction and Methods I.....	3	INT4460	Studio VIII: Capstone Project	3
INT2290	Lighting.....	3	INT4483	Internship.....	3
HUM2225	Introduction to Ethics	3	SOC3350	Psychology of Design.....	3
	Mathematics/Science Elective	3		Humanities Elective	3

120 SEMESTER CREDITS
REQUIRED FOR GRADUATION

NOTE: 12 credits of Liberal Arts Electives must be at the 3000/4000 level.

This program also requires students to obtain specific supplies, the cost of which totals approximately \$300.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore. BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/bfa_interior_design_statistics.htm.

Under certain circumstances the need to take developmental College Skills courses may lengthen the time required to complete the student's program, and may result in increased costs to a student.

Not all programs and courses are offered at all campuses. You may be required to take some courses at another campus or online.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/bfa_interior_design_statistics.htm.

Berkeley College

Bachelor's degree in Interior Design

Program Length: 4 years

[Print \(50.0408-GedtPrint.html\)](#)

Students graduating on time

10% of Title IV students complete the program within 4 years ⓘ

Program Costs*

\$101,200 for tuition and fees

\$0 for books and supplies

\$43,912 for off-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

64% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

N/A* in debt ⓘ

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate. ⓘ

The typical graduate earns

\$19,647 per year after leaving this program ⓘ

Graduates who got jobs

100% of program graduates got jobs according to the [accreditor job placement rate](#)

Program graduates are employed in the following fields:

Interior Designers (<http://online.onetcenter.org/link/summary/27-1025.00>)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

Date Created 6/1/2017

These disclosures are required by the U.S. Department of Education

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International Business

Degrees designed to take you further.

To survive today, organizations must understand the effects and opportunities presented by globalization. In the Berkeley College International Business degree programs, students gain critical knowledge and experience to meet these challenges as they prepare for a variety of roles. Potential career paths include positions in various types of corporations, as well as government, non-government, and nonprofit organizations.

The International Business programs provide an integrated foundation in international trade, marketing, finance, and management that focuses on global business practices. In addition, students complete extended simulation projects running a global business and may participate in Model United Nations conferences with students from around the world.

Berkeley College International Business students graduate with more than just a college degree. To prepare students for the competitive job market, the programs offer a combination of:

- A strong international business core
- Upper-level, discipline-specific courses
- Career management training

Benefit from:

- Learning a broad range of global business skills with the depth necessary to prepare for making critical decisions
- Upper-level electives for advanced study in international business
- Career management preparation that begins in the first year of study
- The development of critical-thinking and problem-solving skills, as well as the ability to produce and present effective oral and written forms of communication
- Qualified faculty, many with doctorate degrees and global industrial, retail, commercial, nonprofit, and government experience
- Valuable, practical experience through program-related, faculty-monitored internships or job-related assignments
- A seamless transition between Associate's and Bachelor's degrees

Degree Programs

- **A.A.S., International Business**
- **A.S., International Business**
- **B.B.A., International Business**

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International Business

Associate in Applied Science Degree (A.A.S.)

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

IBS2225 International Trade Policies and Practices

3

Examines various international trade theories, policies, practices, and current controversies regarding national trade policies. This course also explores the influences of the World Trade Organization and international trade agreements on government and corporate trade practices.

Prerequisite: IBS2201

IBS2230 International Marketing

3

Introduces concepts of marketing in an international setting. This course addresses the global issues that challenge marketers. Topics include techniques for entering and exploiting international markets, the elements of an international marketing mix, and the cultural influences on marketing management and strategies.

Prerequisites: IBS2201, MKT2220

IBS2240 International Management

3

Introduces the various aspects of international management. Topics include the challenges of managing international organizations, the impact of culture on organizations, and the management of cultural diversity at home and abroad.

Prerequisites: IBS2201, MGT2220

Business Electives

9

BUSINESS CORE COURSES

ACC1111 Financial Accounting I

3

Introduces the basic structure of accounting terminology and procedures of a business organization. Students learn about recording and reporting functions, adjusting entries, and the preparation of financial statements.

BUS1101 Career and Business Essentials

3

Explores the nature and scope of business, examines its component parts, and describes how it is organized and managed. Students learn about the internal and external forces that comprise our business and economic system. This course covers career development and teaches practical techniques and strategies for success.

BUS2293 Internship

3

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisite: Departmental permission

CIS1115 Computer Applications

3

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel. This course provides an orientation to Berkeley College's computer framework including Blackboard, content collection, and portfolio development.

IBS2201 International Business 3

Explores the diverse environment, management concerns, financial issues, and marketing questions faced by international business organizations. Students gain a heightened global awareness as they seek the knowledge and skills needed to function competitively in an increasingly interdependent world.

Prerequisite: BUS1101

MGT2220 Principles of Management 3

Examines operational theories of management under the functions of planning, organizing, staffing, directing, and controlling. Emphasizes the manager's role in creating and maintaining an internal environment for performance. Students discuss cases in detail.

Prerequisite: BUS1101

MKT2220 Principles of Marketing 3

Provides an introduction to the fundamental principles and practices in the marketing process. Provides a detailed study of each marketing mix tool (product, price, place, promotion) along with an introduction to marketing research and consumer behavior.

LIBERAL ARTS AND SCIENCE CORE COURSES**ENG1105 Writing and Research** 3

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

ENG2205 Writing Through Literature 3

Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres.

Prerequisite: ENG1105

HUM2225 Introduction to Ethics 3

Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.

MAT2215 Statistics I 3

Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.

SOC1123 Psychology of Adjustment 3

Explores the psychological principles involved in coping with the challenges of moving through changes in life stages and life circumstances. Topics include stress management, communication, time management, healthy relationships, positive thinking, conflict management, and balancing home, education, and work.

SOC2231 Human Relations 3

Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.

Mathematics/Science Elective 3

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

SAMPLE PROGRAM SEQUENCE 

[A.A.S., International Business New Jersey Program Statistics](#) ↗
[A.A.S., International Business New York Program Statistics](#) ↗

Associate in Applied Science Degree (A.A.S.) International Business

SAMPLE PROGRAM SEQUENCE

	Semester Credits		Semester Credits
FIRST SEMESTER		THIRD SEMESTER	
SOC2231 Human Relations	3	IBS2230 International Marketing.....	3
CIS1115 Computer Applications.....	3	ACC1111 Financial Accounting I	3
BUS1101 Career and Business Essentials	3	IBS2225 International Trade Policies and Practices	3
SOC1123 Psychology of Adjustment.....	3	HUM2225 Introduction to Ethics	3
ENG1105 Writing and Research	3	Business Elective.....	3
SECOND SEMESTER		FOURTH SEMESTER	
IBS2201 International Business	3	BUS2293 Internship.....	3
MKT2220 Principles of Marketing.....	3	IBS2240 International Management.....	3
MGT2220 Principles of Management.....	3	Mathematics/Science Elective	3
ENG2205 Writing Through Literature	3	Business Electives.....	6
MAT2215 Statistics I	3		

60 SEMESTER CREDITS
REQUIRED FOR GRADUATION

Under certain circumstances the need to take developmental College Skills courses may lengthen the time required to complete the student's program, and may result in increased costs to a student.

Not all programs and courses are offered at all campuses. You may be required to take some courses at another campus or online.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/aas_international_business_nj_statistics.htm and BerkeleyCollege.edu/gainful-employment/aas_international_business_ny_statistics.htm.

Berkeley College

Associate's degree in International Business

Program Length: 2 years

Print (52.1101-GedtPrint.html)

Students graduating on time

N/A* of Title IV students complete the program within 2 years ⓘ

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$50,600 for tuition and fees

\$0 for books and supplies

\$21,956 for off-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

85% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

N/A* in debt ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate. ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

\$28,962 per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Financial Managers (<http://online.onetcenter.org/link/summary/11-3031.00>)

General and Operations Managers (<http://online.onetcenter.org/link/summary/11-1021.00>)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

Date Created 5/31/2017

These disclosures are required by the U.S. Department of Education

Berkeley College

Associate's degree in International Business

Program Length: 2 years

Print (52.1101-GedtPrint.html)

Students graduating on time

N/A* of Title IV students complete the program within 2 years ⓘ

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$50,600 for tuition and fees

\$0 for books and supplies

\$21,956 for off-campus room and board

\$32,408 for on-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

64% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

N/A* in debt ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate. ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

\$27,665 per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Financial Managers (<http://online.onetcenter.org/link/summary/11-3031.00>)

General and Operations Managers (<http://online.onetcenter.org/link/summary/11-1021.00>)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

Date Created 5/31/2017

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International Business Associate in Science Degree (A.S.)

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

IBS2225 International Trade Policies and Practices 3

Examines various international trade theories, policies, practices, and current controversies regarding national trade policies. This course also explores the influences of the World Trade Organization and international trade agreements on government and corporate trade practices.

Prerequisite: IBS2201

IBS2230 International Marketing 3

Introduces concepts of marketing in an international setting. This course addresses the global issues that challenge marketers. Topics include techniques for entering and exploiting international markets, the elements of an international marketing mix, and the cultural influences on marketing management and strategies.

Prerequisites: IBS2201, MKT2220

IBS2240 International Management 3

Introduces the various aspects of international management. Topics include the challenges of managing international organizations, the impact of culture on organizations, and the management of cultural diversity at home and abroad.

Prerequisites: IBS2201, MGT2220

BUSINESS CORE COURSES

ACC1111 Financial Accounting I 3

Introduces the basic structure of accounting terminology and procedures of a business organization. Students learn about recording and reporting functions, adjusting entries, and the preparation of financial statements.

BUS1101 Career and Business Essentials 3

Explores the nature and scope of business, examines its component parts, and describes how it is organized and managed. Students learn about the internal and external forces that comprise our business and economic system. This course covers career development and teaches practical techniques and strategies for success.

BUS2293 Internship 3

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisite: Departmental permission

CIS1115 Computer Applications 3

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel. This course provides an orientation to Berkeley College's computer framework including Blackboard, content collection, and portfolio development.

IBS2201 International Business 3

Explores the diverse environment, management concerns, financial issues, and marketing questions faced by international business organizations. Students gain a heightened global awareness as they seek the knowledge and

skills needed to function competitively in an increasingly interdependent world.

Prerequisite: BUS1101

MGT2220 Principles of Management

3

Examines operational theories of management under the functions of planning, organizing, staffing, directing, and controlling. Emphasizes the manager's role in creating and maintaining an internal environment for performance. Students discuss cases in detail.

Prerequisite: BUS1101

MKT2220 Principles of Marketing

3

Provides an introduction to the fundamental principles and practices in the marketing process. Provides a detailed study of each marketing mix tool (product, price, place, promotion) along with an introduction to marketing research and consumer behavior.

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research

3

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

ENG2205 Writing Through Literature

3

Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres.

Prerequisite: ENG1105

HUM2225 Introduction to Ethics

3

Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.

MAT2215 Statistics I

3

Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.

SOC1123 Psychology of Adjustment

3

Explores the psychological principles involved in coping with the challenges of moving through changes in life stages and life circumstances. Topics include stress management, communication, time management, healthy relationships, positive thinking, conflict management, and balancing home, education, and work.

SOC2205 World Cultures

3

Introduces cultural anthropology. In order to better understand humanity, the course examines norms, values, and practices of a variety of cultures.

SOC2231 Human Relations

3

Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.

Foreign Language Elective

3

Liberal Arts Elective

3

Mathematics/Science Elective

3

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

SAMPLE PROGRAM SEQUENCE 

A.S., International Business New Jersey Program Statistics 

A.S., International Business New York Program Statistics 

Associate in Science Degree (A.S.) International Business

SAMPLE PROGRAM SEQUENCE

	Semester Credits		Semester Credits
FIRST SEMESTER		THIRD SEMESTER	
CIS1115	Computer Applications..... 3	IBS2225	International Trade Policies and Practices 3
BUS1101	Career and Business Essentials 3	SOC2205	World Cultures 3
SOC2231	Human Relations 3	ACC1111	Financial Accounting I 3
SOC1123	Psychology of Adjustment..... 3	IBS2230	International Marketing..... 3
ENG1105	Writing and Research 3	HUM2225	Introduction to Ethics 3
SECOND SEMESTER		FOURTH SEMESTER	
IBS2201	International Business 3	IBS2240	International Management..... 3
MKT2220	Principles of Marketing..... 3	BUS2293	Internship..... 3
MGT2220	Principles of Management..... 3		Mathematics/Science Elective 3
ENG2205	Writing Through Literature 3		Liberal Arts Elective 3
MAT2215	Statistics I 3		Foreign Language Elective 3

60 SEMESTER CREDITS
REQUIRED FOR GRADUATION

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For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/as_international_business_nj_statistics.htm and BerkeleyCollege.edu/gainful-employment/as_international_business_ny_statistics.htm.

Berkeley College

Associate's degree in International Business

Program Length: 2 years

Print (52.1101-GedtPrint.html)

Students graduating on time

N/A* of Title IV students complete the program within 2 years ⓘ

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$50,600 for tuition and fees

\$0 for books and supplies

\$21,956 for off-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

N/A* of students who attend this program borrow money to pay for it ⓘ

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

The typical graduate leaves with

N/A* in debt ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate. ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

\$28,962 per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Financial Managers (<http://online.onetcenter.org/link/summary/11-3031.00>)

General and Operations Managers (<http://online.onetcenter.org/link/summary/11-1021.00>)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

Date Created 5/31/2017

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Berkeley College

Associate's degree in International Business

Program Length: 2 years

Print (52.1101-GedtPrint.html)

Students graduating on time

N/A* of Title IV students complete the program within 2 years ⓘ

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$50,600 for tuition and fees

\$0 for books and supplies

\$21,956 for off-campus room and board

\$32,408 for on-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

35% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

N/A* in debt ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate. ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

\$27,665 per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Financial Managers (<http://online.onetcenter.org/link/summary/11-3031.00>)

General and Operations Managers (<http://online.onetcenter.org/link/summary/11-1021.00>)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

Date Created 5/31/2017

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International Business Bachelor of Business Administration Degree (B.B.A.)

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

IBS2225 International Trade Policies and Practices

3

Examines various international trade theories, policies, practices, and current controversies regarding national trade policies. This course also explores the influences of the World Trade Organization and international trade agreements on government and corporate trade practices.

Prerequisite: IBS2201

IBS2230 International Marketing

3

Introduces concepts of marketing in an international setting. This course addresses the global issues that challenge marketers. Topics include techniques for entering and exploiting international markets, the elements of an international marketing mix, and the cultural influences on marketing management and strategies.

Prerequisites: IBS2201, MKT2220

IBS2240 International Management

3

Introduces the various aspects of international management. Topics include the challenges of managing international organizations, the impact of culture on organizations, and the management of cultural diversity at home and abroad.

Prerequisites: IBS2201, MGT2220

IBS3341 International Banking and Finance

3

Provides an introduction to international banking, financial markets, global government, and private financial institutions. This course covers the financial functions that multinational corporations, government agencies, and other organizations use in their funding and investment activities.

Prerequisites: IBS2201, FIN3301

IBS4440 International Strategic Management

3

Integrates the concepts and practices of using the various functional areas of business to build and consolidate a sustainable competitive advantage in the global arena. This course examines the framework needed for the successful formulation of a corporate mission and global corporate strategies.

Prerequisites: IBS2225, IBS2240, IBS3341

IBS4450 International Business Simulation

3

Utilizes a robust simulation model to expose students to the complexities of managing a business in the global environment. Students develop expertise by creating various scenarios. 'Venture Strategy' provides a realistic visual environment, multimedia content, and built-in tools for real-time team collaboration.

Prerequisites: IBS2225, IBS2240, IBS3341

Business/Management Elective

3

International Business Electives*

12

BUSINESS CORE COURSES

ACC1111 Financial Accounting I

3

Introduces the basic structure of accounting terminology and procedures of a business organization. Students learn about recording and reporting functions, adjusting entries, and the preparation of financial statements.

BUS1101 Career and Business Essentials 3

Explores the nature and scope of business, examines its component parts, and describes how it is organized and managed. Students learn about the internal and external forces that comprise our business and economic system. This course covers career development and teaches practical techniques and strategies for success.

BUS2231 Business Law I 3

Provides students with detailed knowledge of the laws relating to contracts, commerce, property, sales, negotiable instruments, and employment. Students develop an awareness of business situations requiring legal counsel and a familiarization with the overall structure of the legal system.

BUS4483 Internship 3

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisite: Departmental permission

CIS1115 Computer Applications 3

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel. This course provides an orientation to Berkeley College's computer framework including Blackboard, content collection, and portfolio development.

ECO2200 Principles of Economics 3

Introduces the core principles of micro and macroeconomic theory while emphasizing real-world personal, business, and governmental applications. Topics include tradeoffs and opportunity costs, gains from specialization and trade, supply and demand, the role of government in the economy, inflation and unemployment, and the monetary system of the United States.

FIN3301 Principles of Finance I 3

Provides an overview of the fundamental principles relating to the study of finance, including theories and practices in financial management. Students become familiar with the financial organization and operation of a business. Topics include financial analysis, planning and control, budgeting and forecasting, and financing.

Prerequisites: ACC1111, MAT2215

IBS2201 International Business 3

Explores the diverse environment, management concerns, financial issues, and marketing questions faced by international business organizations. Students gain a heightened global awareness as they seek the knowledge and skills needed to function competitively in an increasingly interdependent world.

Prerequisite: BUS1101

MGT2220 Principles of Management 3

Examines operational theories of management under the functions of planning, organizing, staffing, directing, and controlling. Emphasizes the manager's role in creating and maintaining an internal environment for performance. Students discuss cases in detail.

Prerequisite: BUS1101

MKT2220 Principles of Marketing 3

Provides an introduction to the fundamental principles and practices in the marketing process. Provides a detailed study of each marketing mix tool (product, price, place, promotion) along with an introduction to marketing research and consumer behavior.

LIBERAL ARTS AND SCIENCE CORE COURSES**

ENG1105 Writing and Research 3

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

ENG2205 Writing Through Literature 3

Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres.

Prerequisite: ENG1105

ENG3315 Advanced Writing 3

Explores a wide variety of professional and creative writing modes, from personal profiles to blogging and beyond. Students build their reading, writing, and researching skills while reinforcing the fundamental concepts and current developments associated with the areas of their respective majors.

Prerequisite: ENG2205

HUM2225 Introduction to Ethics 3

Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.

MAT2215 Statistics I 3

Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.

SOC1123 Psychology of Adjustment 3

Explores the psychological principles involved in coping with the challenges of moving through changes in life stages and life circumstances. Topics include stress management, communication, time management, healthy relationships, positive thinking, conflict management, and balancing home, education, and work.

SOC2231 Human Relations 3

Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.

English Elective 3

Humanities Elective 3

Liberal Arts Electives 6

Mathematics/Science Elective 3

Science Elective 3

Social Science Elective 3

FREE ELECTIVES 15

120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

*12 credits of International Business Electives must be at the 3000/4000 level.

**12 credits of Liberal Arts Electives must be at the 3000/4000 level.

SAMPLE PROGRAM SEQUENCE 

B.B.A., International Business New Jersey Program Statistics 

B.B.A., International Business New York Program Statistics 

Bachelor of Business Administration Degree (B.B.A.) International Business

SAMPLE PROGRAM SEQUENCE

	Semester Credits		Semester Credits
FIRST SEMESTER		FIFTH SEMESTER	
CIS1115 Computer Applications.....	3	FIN3301 Principles of Finance I.....	3
BUS1101 Career and Business Essentials	3	International Business Electives	6
SOC1123 Psychology of Adjustment.....	3	Free Electives.....	6
SOC2231 Human Relations	3		
ENG1105 Writing and Research	3	SIXTH SEMESTER	
		IBS3341 International Banking and Finance	3
SECOND SEMESTER		International Business Electives	6
IBS2201 International Business	3	Free Electives.....	6
MKT2220 Principles of Marketing.....	3		
MGT2220 Principles of Management.....	3	SEVENTH SEMESTER	
ENG2205 Writing Through Literature	3	IBS4440 International Strategic Management	3
MAT2215 Statistics I	3	English Elective.....	3
		Humanities Elective	3
THIRD SEMESTER		Liberal Arts Elective	3
IBS2225 International Trade Policies and Practices	3	Science Elective.....	3
IBS2230 International Marketing.....	3		
ACC1111 Financial Accounting I	3	EIGHTH SEMESTER	
HUM2225 Introduction to Ethics	3	IBS4450 International Business Simulation.....	3
Business/Management Elective	3	BUS4483 Internship.....	3
		Social Science Elective.....	3
FOURTH SEMESTER		Liberal Arts Elective	3
IBS2240 International Management.....	3	Free Elective	3
ECO2200 Principles of Economics	3		
BUS2231 Business Law I.....	3	120 SEMESTER CREDITS REQUIRED FOR GRADUATION	
ENG3315 Advanced Writing	3		
Mathematics/Science Elective	3		

NOTE: 12 credits of Liberal Arts Electives must be at the 3000/4000 level. 12 credits of International Business Electives must be at the 3000/4000 level.

Under certain circumstances the need to take developmental College Skills courses may lengthen the time required to complete the student's program, and may result in increased costs to a student.

Not all programs and courses are offered at all campuses. You may be required to take some courses at another campus or online.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/bba_international_business_nj_statistics.htm and BerkeleyCollege.edu/gainful-employment/bba_international_business_ny_statistics.htm.

Berkeley College

Bachelor's degree in International Business

Program Length: 4 years

Print (52.1101-GedtPrint.html)

Students graduating on time

N/A* of Title IV students complete the program within 4 years ⓘ

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$101,200 for tuition and fees

\$0 for books and supplies

\$43,912 for off-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

71% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

N/A* in debt ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate. ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

\$39,299 per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Financial Managers (<http://online.onetcenter.org/link/summary/11-3031.00>)

General and Operations Managers (<http://online.onetcenter.org/link/summary/11-1021.00>)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

Date Created 5/22/2017

These disclosures are required by the U.S. Department of Education

Berkeley College

Bachelor's degree in International Business

Program Length: 4 years

Print (52.1101-GedtPrint.html)

Students graduating on time

37% of Title IV students complete the program within 4 years ⓘ

Program Costs*

\$101,200 for tuition and fees

\$0 for books and supplies

\$43,912 for off-campus room and board

\$64,816 for on-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

45% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

\$806 in debt ⓘ

The typical monthly loan payment

\$9 per month in student loans with **6.8%** interest rate. ⓘ

The typical graduate earns

\$32,068 per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

[Financial Managers \(http://online.onetcenter.org/link/summary/11-3031.00\)](http://online.onetcenter.org/link/summary/11-3031.00)

[General and Operations Managers \(http://online.onetcenter.org/link/summary/11-1021.00\)](http://online.onetcenter.org/link/summary/11-1021.00)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

Date Created 5/31/2017

These disclosures are required by the U.S. Department of Education

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Justice Studies - Criminal Justice

Learn the skills to help make the world more secure.

Berkeley College's Bachelor's and Associate's degree programs in Justice Studies - Criminal Justice provide students with a comprehensive foundation in this important field. Armed with a combination of knowledge gained in the classroom and hands-on instruction from faculty with professional experience, graduates are prepared to enter a variety of careers in a wide range of organizations. Students take courses that focus on the theoretical, practical, technological, and management skills required for success in the field of criminal justice. Program-related group excursions and guest speakers from various areas of criminal justice are also an important part of the career-focused program.

Benefit from:

- A curriculum that examines:
 - The causes of crime
 - Criminal law and procedure
 - The role of law enforcement
 - Forensic science
 - Research methods
- Practical job preparation
- Exciting courses in specialized areas, such as:
 - Terrorism
 - Cyber Crime
 - Global Security
 - Intelligence
 - Case Management
- The opportunity to analyze emerging issues and focus studies in a single area such as policing or security
- Valuable, practical experience through program-related, faculty-monitored internships or job-related assignments
- A seamless transition between Associate's and Bachelor's degrees

Degree Programs

- **A.A.S., Justice Studies - Criminal Justice**
- **B.S., Justice Studies - Criminal Justice**

[Berkeley College Academic Program Statistics](#) 

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Justice Studies - Criminal Justice Associate in Applied Science Degree (A.A.S.)

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

CIS1115 Computer Applications

3

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel. This course provides an orientation to Berkeley College's computer framework including Blackboard, content collection, and portfolio development.

JUS1100 Introduction to Justice Studies

3

Introduces the major institutions of justice in society. Topics include justice in a free society, the police, courts, correctional services, the balance of individual rights and public order, law and public policy, and factors affecting the future of the justice system.

JUS1110 Communication Skills for Criminal Justice Professionals

3

Examines the nature and importance of communication within the criminal justice system. Students develop report-writing skills and an understanding of the impact report writing has on the investigation and prosecution of crime, as well as on the administration of justice.

JUS2201 Criminal Procedure

3

Introduces the methods and body of rules by which criminal law functions in a free society. Topics include the collection and handling of evidence in a crime, police procedure in regard to search and seizure, emergency police searches, vehicle searches, confessions, and arrest and interrogation procedures.

Prerequisite: JUS1100

JUS2205 Criminal Law

3

Introduces the study of criminal law. Students will learn about general categories of criminal law (felonies and misdemeanors) and the various defenses to criminal charges (alibi, justification, excuse, conspiracy, and legal insanity).

Prerequisite: JUS1100

JUS2255 Computer Applications in Criminal Justice

3

Introduces essential criminal justice information systems. Students gain hands-on experience with computer applications widely used in police and correctional settings. Topics include criminal tracking databases, crime mapping software, crime analysis, crime patterns, and real time crime data utilized in law enforcement.

Prerequisite: JUS1100

JUS2293 Internship

3

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisite: Departmental permission

SOC2218 Police and Society

3

Introduces the history and traditions of American policing. Examines the role of the police in advancing justice in a democratic society. Topics include law enforcement operations and strategies, such as profiling, organizational

structure, community affairs, police use of force, and various major concerns in public policy.

SOC2220 Criminology 3

Introduces the various causes of crime in a free society. This course considers factors such as free will, biology, and other possible causes, such as DNA, nutrition, hormones, and subcultures of violence.

Major Electives 6

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research 3

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

ENG2205 Writing Through Literature 3

Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres.

Prerequisite: ENG1105

HUM2225 Introduction to Ethics 3

Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.

MAT2215 Statistics I 3

Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.

SOC1123 Psychology of Adjustment 3

Explores the psychological principles involved in coping with the challenges of moving through changes in life stages and life circumstances. Topics include stress management, communication, time management, healthy relationships, positive thinking, conflict management, and balancing home, education, and work.

SOC2231 Human Relations 3

Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.

Mathematics/Science Elective 3

FREE ELECTIVES 6

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

Eligibility for some internships required to obtain a Berkeley College degree and employment opportunities in fields related to this program may require candidates to meet specific health requirements or pass criminal background checks prescribed by law. Applicants for whom such requirements may be matters of concern are strongly advised to contact an Admissions counselor prior to enrolling in this program. Note that law enforcement jobs typically require the candidate to be physically and mentally fit and have a valid driver's license, a clean driving record, no felony criminal record, no domestic violence charges (felony or misdemeanor), no loan/credit card defaults, and the ability to be licensed (via your agency or department) to carry a firearm. A selection process involving qualifying examination and/or supplementary training may also be required. Job requirements for non-sworn personnel in criminal justice and related agencies vary.

SAMPLE PROGRAM SEQUENCE

A.A.S., Justice Studies - Criminal Justice New Jersey Program Statistics

A.A.S., Justice Studies - Criminal Justice New York Program Statistics

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Associate in Applied Science Degree (A.A.S.) Justice Studies – Criminal Justice

SAMPLE PROGRAM SEQUENCE

	Semester Credits		Semester Credits
FIRST SEMESTER		THIRD SEMESTER	
JUS1100 Introduction to Justice Studies.....	3	JUS2201 Criminal Procedure	3
CIS1115 Computer Applications.....	3	JUS2205 Criminal Law	3
SOC1123 Psychology of Adjustment.....	3	JUS2255 Computer Applications in Criminal Justice	3
ENG1105 Writing and Research	3	MAT2215 Statistics I	3
HUM2225 Introduction to Ethics	3	Justice Studies Elective.....	3
SECOND SEMESTER		FOURTH SEMESTER	
JUS1110 Communication Skills for Criminal Justice Professionals	3	JUS2293 Internship.....	3
SOC2218 Police and Society	3	Justice Studies Elective.....	3
SOC2220 Criminology.....	3	Mathematics/Science Elective	3
ENG2205 Writing Through Literature	3	Free Electives	6
SOC2231 Human Relations	3		
		60 SEMESTER CREDITS REQUIRED FOR GRADUATION	

JUSTICE STUDIES ELECTIVES

JUS2210 Community Relations and the Police	3
JUS2220 Justice and the Media	3
JUS2225 Criminal Investigations	3
JUS2235 Juvenile Justice	3
JUS2240 Justice and the Judiciary.....	3
JUS2260 Contemporary Issues in Justice Studies	3
JUS2270 Special Topics in Justice Studies	3
NTS1102 Introduction to National Security	3

Under certain circumstances the need to take developmental College Skills courses may lengthen the time required to complete the student's program, and may result in increased costs to a student. Not all programs and courses are offered at all campuses. You may be required to take some courses at another campus or online.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/aas_justice_studies_criminal_justice_nj_statistics.htm and BerkeleyCollege.edu/gainful-employment/aas_justice_studies_criminal_justice_ny_statistics.htm.

Berkeley College

Associate's degree in Justice Studies - Criminal Justice

Program Length: 2 years

Print (43.0107-GedtPrint.html)

Students graduating on time

18% of Title IV students complete the program within 2 years ⓘ

Program Costs*

\$50,600 for tuition and fees

\$0 for books and supplies

\$21,956 for off-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

86% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

\$10,328 in debt ⓘ

The typical monthly loan payment

\$118 per month in student loans with **6.8%** interest rate. ⓘ

The typical graduate earns

\$22,259 per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Correctional Officers and Jailers (<http://online.onetcenter.org/link/summary/33-3012.00>)

[Bailiffs \(http://online.onetcenter.org/link/summary/33-3011.00\)](http://online.onetcenter.org/link/summary/33-3011.00)

[Police Detectives \(http://online.onetcenter.org/link/summary/33-3021.01\)](http://online.onetcenter.org/link/summary/33-3021.01)

[Police Identification and Records Officers \(http://online.onetcenter.org/link/summary/33-3021.02\)](http://online.onetcenter.org/link/summary/33-3021.02)

[Immigration and Customs Inspectors \(http://online.onetcenter.org/link/summary/33-3021.05\)](http://online.onetcenter.org/link/summary/33-3021.05)

[Police Patrol Officers \(http://online.onetcenter.org/link/summary/33-3051.01\)](http://online.onetcenter.org/link/summary/33-3051.01)

[Sheriffs and Deputy Sheriffs \(http://online.onetcenter.org/link/summary/33-3051.03\)](http://online.onetcenter.org/link/summary/33-3051.03)

Licensure Requirements

*Program has no licensure requirements in any state.

Additional Information

Date Created 6/1/2017

These disclosures are required by the U.S. Department of Education

Berkeley College

Associate's degree in Justice Studies - Criminal Justice

Program Length: 2 years

Print (43.0107-GedtPrint.html)

Students graduating on time

12% of Title IV students complete the program within 2 years ⓘ

Program Costs*

\$50,600 for tuition and fees

\$0 for books and supplies

\$21,956 for off-campus room and board

\$32,408 for on-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

87% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

\$18,219 in debt ⓘ

The typical monthly loan payment

\$209 per month in student loans with **6.8%** interest rate. ⓘ

The typical graduate earns

\$30,776 per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

[Correctional Officers and Jailers \(http://online.onetcenter.org/link/summary/33-3021.00\)](http://online.onetcenter.org/link/summary/33-3021.00)

[Bailiffs \(http://online.onetcenter.org/link/summary/33-3011.00\)](http://online.onetcenter.org/link/summary/33-3011.00)

[Police Detectives \(http://online.onetcenter.org/link/summary/33-3021.01\)](http://online.onetcenter.org/link/summary/33-3021.01)

[Police Identification and Records Officers \(http://online.onetcenter.org/link/summary/33-3021.02\)](http://online.onetcenter.org/link/summary/33-3021.02)

[Immigration and Customs Inspectors \(http://online.onetcenter.org/link/summary/33-3021.05\)](http://online.onetcenter.org/link/summary/33-3021.05)

[Police Patrol Officers \(http://online.onetcenter.org/link/summary/33-3051.01\)](http://online.onetcenter.org/link/summary/33-3051.01)

[Sheriffs and Deputy Sheriffs \(http://online.onetcenter.org/link/summary/33-3051.03\)](http://online.onetcenter.org/link/summary/33-3051.03)

Licensure Requirements

*Program has no licensure requirements in any state.

Additional Information

Date Created 6/1/2017

These disclosures are required by the U.S. Department of Education

Justice Studies - Criminal Justice Bachelor of Science Degree (B.S.)

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

CIS1115 Computer Applications

3

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel. This course provides an orientation to Berkeley College's computer framework including Blackboard, content collection, and portfolio development.

JUS1100 Introduction to Justice Studies

3

Introduces the major institutions of justice in society. Topics include justice in a free society, the police, courts, correctional services, the balance of individual rights and public order, law and public policy, and factors affecting the future of the justice system.

JUS1110 Communication Skills for Criminal Justice Professionals

3

Examines the nature and importance of communication within the criminal justice system. Students develop report-writing skills and an understanding of the impact report writing has on the investigation and prosecution of crime, as well as on the administration of justice.

JUS2201 Criminal Procedure

3

Introduces the methods and body of rules by which criminal law functions in a free society. Topics include the collection and handling of evidence in a crime, police procedure in regard to search and seizure, emergency police searches, vehicle searches, confessions, and arrest and interrogation procedures.

Prerequisite: JUS1100

JUS2205 Criminal Law

3

Introduces the study of criminal law. Students will learn about general categories of criminal law (felonies and misdemeanors) and the various defenses to criminal charges (alibi, justification, excuse, conspiracy, and legal insanity).

Prerequisite: JUS1100

JUS2255 Computer Applications in Criminal Justice

3

Introduces essential criminal justice information systems. Students gain hands-on experience with computer applications widely used in police and correctional settings. Topics include criminal tracking databases, crime mapping software, crime analysis, crime patterns, and real time crime data utilized in law enforcement.

Prerequisite: JUS1100

JUS3307 Corrections, Probation, and Parole

3

Introduces the history and current state of corrections, probation, and parole in the United States. Topics include the roles of corrections, probation, and parole officers; different types of jails and prisons; restorative justice; community-based correctional models; and extra-institutional supervision of convicted offenders.

Prerequisite: JUS1100

JUS4406 Research Methods in Criminal Justice

3

Examines the process of academic research with particular attention to research designs, data collection, and sampling. This course will address the procedures and methods necessary to conduct a research study in criminal justice. Methodological problems and ethical issues will be considered in detail.

Prerequisites: JUS1100, SOC2220, MAT2215

JUS4483 Internship 3

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisite: Departmental permission

SOC2218 Police and Society 3

Introduces the history and traditions of American policing. Examines the role of the police in advancing justice in a democratic society. Topics include law enforcement operations and strategies, such as profiling, organizational structure, community affairs, police use of force, and various major concerns in public policy.

SOC2220 Criminology 3

Introduces the various causes of crime in a free society. This course considers factors such as free will, biology, and other possible causes, such as DNA, nutrition, hormones, and subcultures of violence.

Justice Studies Electives* 15

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research 3

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

ENG2205 Writing Through Literature 3

Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres.

Prerequisite: ENG1105

ENG3315 Advanced Writing 3

Explores a wide variety of professional and creative writing modes, from personal profiles to blogging and beyond. Students build their reading, writing, and researching skills while reinforcing the fundamental concepts and current developments associated with the areas of their respective majors.

Prerequisite: ENG2205

HUM2225 Introduction to Ethics 3

Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.

MAT2215 Statistics I 3

Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.

SCI2230 Forensic Science 3

Focuses on the application of science to law. This course introduces students to the field of forensic science through a hands-on approach in its applications to criminal investigations. Students are presented with clear explanations of the techniques, abilities, and limitations of the modern crime laboratory and crime scene.

SOC1123 Psychology of Adjustment 3

Explores the psychological principles involved in coping with the challenges of moving through changes in life stages and life circumstances. Topics include stress management, communication, time management, healthy relationships, positive thinking, conflict management, and balancing home, education, and work.

SOC2210 Introduction to Sociology 3

Introduces the study of sociology. Examines the social institutions that shape and influence the behavior of the individual and groups in society, with emphasis on examining contemporary social problems. Topics include the study of human social life, theories and methods of sociology, and basic sociological concepts.

SOC2231 Human Relations

3

Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.

English Elective

3

Humanities Elective

3

Liberal Arts Electives**

24

Mathematics/Science Elective

3

FREE ELECTIVES

12

120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

*Nine credits of Justice Studies Electives must be at the 3000/4000 level.

**15 credits of Liberal Arts Electives must be at the 3000/4000 level.

Eligibility for some internships required to obtain a Berkeley College degree and employment opportunities in fields related to this program may require candidates to meet specific health requirements or pass criminal background checks prescribed by law. Applicants for whom such requirements may be matters of concern are strongly advised to contact an Admissions counselor prior to enrolling in this program. Note that law enforcement jobs typically require the candidate to be physically and mentally fit and have a valid driver's license, a clean driving record, no felony criminal record, no domestic violence charges (felony or misdemeanor), no loan/credit card defaults, and the ability to be licensed (via your agency or department) to carry a firearm. A selection process involving qualifying examination and/or supplementary training may also be required. Job requirements for non-sworn personnel in criminal justice and related agencies vary.

SAMPLE PROGRAM SEQUENCE

[B.S., Justice Studies - Criminal Justice New Jersey Program Statistics](#)

[B.S., Justice Studies - Criminal Justice New York Program Statistics](#)

Bachelor of Science Degree (B.S.) Justice Studies – Criminal Justice

SAMPLE PROGRAM SEQUENCE

	Semester Credits
FIRST SEMESTER	
JUS1100 Introduction to Justice Studies.....	3
CIS1115 Computer Applications.....	3
SOC1123 Psychology of Adjustment.....	3
ENG1105 Writing and Research	3
HUM2225 Introduction to Ethics	3

SECOND SEMESTER

JUS1110 Communication Skills for Criminal Justice Professionals	3
SOC2218 Police and Society	3
SOC2220 Criminology.....	3
ENG2205 Writing Through Literature	3
SOC2231 Human Relations	3

THIRD SEMESTER

JUS2201 Criminal Procedure	3
JUS2205 Criminal Law	3
JUS2255 Computer Applications in Criminal Justice	3
MAT2215 Statistics I	3
Justice Studies Elective.....	3

FOURTH SEMESTER

SOC2210 Introduction to Sociology	3
SCI2230 Forensic Science	3
Justice Studies Elective.....	3
Liberal Arts Elective	3
Mathematics/Science Elective	3

FIFTH SEMESTER

ENG3315 Advanced Writing	3
Justice Studies Elective.....	3
Liberal Arts Elective	3
Humanities Elective	3
Free Elective	3

SIXTH SEMESTER

JUS3307 Corrections, Probation, and Parole	3
Justice Studies Elective.....	3
Liberal Arts Elective	3
English Elective.....	3
Free Elective	3

	Semester Credits
SEVENTH SEMESTER	
JUS4406 Research Methods in Criminal Justice.....	3
Justice Studies Elective.....	3
Liberal Arts Electives	6
Free Elective	3

EIGHTH SEMESTER

JUS4483 Internship.....	3
Liberal Arts Electives	9
Free Elective	3

120 SEMESTER CREDITS
REQUIRED FOR GRADUATION

NOTE: Nine credits of Justice Studies Electives must be at the 3000/4000 level. 15 credits of Liberal Arts Electives must be at the 3000/4000 level.

JUSTICE STUDIES ELECTIVES

JUS2210 Community Relations and the Police	3
JUS2220 Justice and the Media	3
JUS2225 Criminal Investigations	3
JUS2235 Juvenile Justice	3
JUS2240 Justice and the Judiciary.....	3
JUS2260 Contemporary Issues in Justice Studies.....	3
JUS2270 Special Topics in Justice Studies	3
JUS3301 Police Administration and Management.....	3
JUS3302 Homeland Security	3
JUS3307 Corrections, Probation, and Parole	3
JUS3314 Introduction to Intelligence	3
JUS3315 Terrorism	3
JUS4401 Corporate Security Management	3
JUS4402 Private Security Management	3
JUS4403 Cyber Crime.....	3
JUS4404 White Collar Crime.....	3
JUS4405 Transportation Security.....	3
JUS4407 Global Security	3
JUS4470 Special Topics in Justice Studies	3
NTS1102 Introduction to National Security.....	3

Under certain circumstances the need to take developmental College Skills courses may lengthen the time required to complete the student's program, and may result in increased costs to a student.

Not all programs and courses are offered at all campuses. You may be required to take some courses at another campus or online.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/bs_justice_studies_criminal_justice_nj_statistics.htm and BerkeleyCollege.edu/gainful-employment/bs_justice_studies_criminal_justice_ny_statistics.htm.

Berkeley College

Bachelor's degree in Justice Studies - Criminal Justice

Program Length: 4 years

Print (43.0103-GedtPrint.html)

Students graduating on time

28% of Title IV students complete the program within 4 years ⓘ

Program Costs*

\$101,200 for tuition and fees

\$0 for books and supplies

\$43,912 for off-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

84% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

\$25,413 in debt ⓘ

The typical monthly loan payment

\$292 per month in student loans with **6.8%** interest rate. ⓘ

The typical graduate earns

\$33,896 per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Police Patrol Officers (<http://online.onetcenter.org/link/summary/33-3051.01>)

[Regulatory Affairs Managers \(http://online.onetcenter.org/link/summary/11-9199.01\)](http://online.onetcenter.org/link/summary/11-9199.01)

[Compliance Managers \(http://online.onetcenter.org/link/summary/11-9199.02\)](http://online.onetcenter.org/link/summary/11-9199.02)

[Security Managers \(http://online.onetcenter.org/link/summary/11-9199.07\)](http://online.onetcenter.org/link/summary/11-9199.07)

[Loss Prevention Managers \(http://online.onetcenter.org/link/summary/11-9199.08\)](http://online.onetcenter.org/link/summary/11-9199.08)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

Date Created 6/1/2017

These disclosures are required by the U.S. Department of Education

Berkeley College

Bachelor's degree in Justice Studies - Criminal Justice

Program Length: 4 years

Print (43.0103-GedtPrint.html)

Students graduating on time

31% of Title IV students complete the program within 4 years ⓘ

Program Costs*

\$101,200 for tuition and fees

\$0 for books and supplies

\$43,912 for off-campus room and board

\$64,816 for on-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

87% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

\$28,535 in debt ⓘ

The typical monthly loan payment

\$328 per month in student loans with **6.8%** interest rate. ⓘ

The typical graduate earns

\$25,882 per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

[Police Patrol Officers \(http://online.onetcenter.org/link/summary/33-3051.01\)](http://online.onetcenter.org/link/summary/33-3051.01)

[Regulatory Affairs Managers \(http://online.onetcenter.org/link/summary/11-9199.01\)](http://online.onetcenter.org/link/summary/11-9199.01)

[Compliance Managers \(http://online.onetcenter.org/link/summary/11-9199.02\)](http://online.onetcenter.org/link/summary/11-9199.02)

[Security Managers \(http://online.onetcenter.org/link/summary/11-9199.07\)](http://online.onetcenter.org/link/summary/11-9199.07)

[Loss Prevention Managers \(http://online.onetcenter.org/link/summary/11-9199.08\)](http://online.onetcenter.org/link/summary/11-9199.08)

Licensure Requirements

*Program has no licensure requirements in any state.

Additional Information

Date Created 6/1/2017

These disclosures are required by the U.S. Department of Education

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Legal Studies

Learn the skills needed to enter legal support professions.

To meet growing needs for legal support, today's firms and organizations are seeking qualified graduates with broad knowledge of the law and legal practices. At Berkeley College, the Bachelor's and Associate's degree programs in Legal Studies are designed to prepare students who are interested in careers in legal support services with government, nonprofit organizations, regulatory/compliance offices, or other law-related careers, as well as those students considering law school and other advanced studies in law.

Courses focus on developing skills in critical reasoning and analysis, communication, research, writing, and more.

Benefit from:

- Performing law-related work in a wide range of disciplines
- Courses that focus on legal theory and practical application with attorneys in both private and public practice
- Exceptional faculty, including experienced corporate, litigation, and government attorneys who bring firsthand knowledge
- Instruction in current technology used in law-related applications and electronic legal research databases
- Valuable, practical experience through program-related, faculty-monitored internships or job-related assignments
- A seamless transition between Associate's and Bachelor's degrees

Graduates will be prepared to perform law-related work under the supervision of a lawyer, such as:

- Identifying and analyzing legal issues
- Investigating and evaluating facts
- Preparing pleadings, contracts, forms, legal memoranda, and other documents
- Interviewing clients and witnesses
- Case management
- Conducting legal research
- And many other law-related duties

Degree Programs

- **A.A.S., Legal Studies**
- **B.S., Legal Studies**

[Berkeley College Academic Program Statistics](#) 

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Legal Studies

Associate in Applied Science Degree (A.A.S.)

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

CIS1115 Computer Applications

3

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel. This course provides an orientation to Berkeley College's computer framework including Blackboard, content collection, and portfolio development.

LAW1100 Introduction to Law

3

Introduces the United States legal system. This course examines the structure and administration of the state and federal courts; the function of the trial and appellate courts; the sources of law; the differentiation between procedural and substantive law; and the legal principles of torts, contracts, criminal, civil and property law.

LAW1110 Contract Law

3

Examines the common law of contracts and the intricacies of the Uniform Commercial Code. The course covers the formation and performance of contracts; the role of the parties and the role of the court; defects in formation of contracts; failure of performance; and the rights and remedies of the parties upon breach.

LAW2200 Professional Responsibilities and Legal Ethics

3

Introduces students to the defining ethical issues faced by lawyers and the legal community. Topics include access to justice; issues in the attorney-client relationship; and ethics in particular context, such as criminal practice, government, and corporate law. Resumes, cover letters, and interviewing skills are also covered.

Prerequisite: LAW1100

LAW2210 Legal Research and Writing

3

Examines legal research and writing. Students locate and identify primary and secondary sources of law using traditional and computer-assisted research techniques, including Lexis, Westlaw, and the Internet. Students use databases to formulate searches, retrieve and display documents, and validate findings.

Prerequisite: LAW1100 or BUS2231

LAW2215 Torts

3

Provides an introduction to civil wrongs. Topics include negligence, international torts, strict liability, products liability, defamation, and toxic torts. Students will examine relevant statutes as well as case law regarding various areas of torts.

Prerequisite: LAW1100

LAW2225 Real Property Law

3

Explores fundamental topics related to the petition, ownership, and transfer of real property interest. Topics will include closings of residential property real estate financing including mortgages, insurance, foreclosure, and short sales. Students will relate theory to practice through a simulated real estate closing exercise.

Prerequisite: LAW1100

LAW2230 Civil Litigation

3

Introduces the rules governing the civil litigation process in both the state and federal civil courts. Topics will include all aspects of civil litigation including preparation of pleadings, discovery methods, motion practice, trial documents, and the appellate process.

Prerequisite: LAW1100

LAW2293 Internship

3

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisite: Departmental permission

Major Electives

6

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research

3

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

ENG2205 Writing Through Literature

3

Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres.

Prerequisite: ENG1105

HUM2225 Introduction to Ethics

3

Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.

MAT2215 Statistics I

3

Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.

SOC1123 Psychology of Adjustment

3

Explores the psychological principles involved in coping with the challenges of moving through changes in life stages and life circumstances. Topics include stress management, communication, time management, healthy relationships, positive thinking, conflict management, and balancing home, education, and work.

SOC2231 Human Relations

3

Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.

Mathematics/Science Elective

3

FREE ELECTIVES

6

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

Students must achieve a grade of C or better in both ENG1105 and ENG2205 to remain in the program.

SAMPLE PROGRAM SEQUENCE

[A.A.S., Legal Studies New Jersey Program Statistics](#)

[A.A.S., Legal Studies New York Program Statistics](#)

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Associate in Applied Science Degree (A.A.S.) Legal Studies

SAMPLE PROGRAM SEQUENCE

	Semester Credits
FIRST SEMESTER	
LAW1100 Introduction to Law	3
CIS1115 Computer Applications	3
SOC1123 Psychology of Adjustment	3
ENG1105 Writing and Research.....	3
HUM2225 Introduction to Ethics.....	3
SECOND SEMESTER	
LAW1110 Contract Law.....	3
LAW2200 Professional Responsibilities and Legal Ethics.....	3
LAW2215 Torts	3
ENG2205 Writing Through Literature.....	3
SOC2231 Human Relations.....	3

	Semester Credits
THIRD SEMESTER	
MAT2215 Statistics I.....	3
LAW2210 Legal Research and Writing	3
LAW2230 Civil Litigation.....	3
Free Electives	6
FOURTH SEMESTER	
LAW2225 Real Property Law.....	3
LAW2293 Internship	3
Mathematics/Science Elective	3
Legal Studies Electives	6

60 SEMESTER CREDITS
REQUIRED FOR GRADUATION

NOTE: Students must achieve a grade of C or better in both
ENG1105 and ENG2205 to remain in the program.

LEGAL STUDIES ELECTIVES

LAW2235 Immigration Law	3
LAW2240 Family Law	3
LAW2250 Wills, Trusts, and Estates.....	3
LAW2260 Law Firm Communications and Technology	3
LAW2270 Special Topics in Legal Studies	3
ACC1111 Financial Accounting I	3
BUS2231 Business Law I.....	3
JUS2201 Criminal Procedure	3
JUS2205 Criminal Law	3

Under certain circumstances the need to take developmental College Skills courses may lengthen the time required to complete the student's program, and may result in increased costs to a student.

Not all programs and courses are offered at all campuses. You may be required to take some courses at another campus or online.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/aas_legal_studies_nj_statistics.htm and BerkeleyCollege.edu/gainful-employment/aas_legal_studies_ny_statistics.htm.

Berkeley College

Associate's degree in Legal Studies

Program Length: 2 years

Print (22.9999-GedtPrint.html)

Students graduating on time

13% of Title IV students complete the program within 2 years ⓘ

Program Costs*

\$50,600 for tuition and fees

\$0 for books and supplies

\$21,956 for off-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

81% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

N/A* in debt ⓘ

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate. ⓘ

The typical graduate earns

not provided per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Paralegals and Legal Assistants (<http://online.onetcenter.org/link/summary/23-2011.00>)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

Date Created 6/1/2017

These disclosures are required by the U.S. Department of Education

Berkeley College

Associate's degree in Legal Studies

Program Length: 2 years

Print (22.9999-GedtPrint.html)

Students graduating on time

40% of Title IV students complete the program within 2 years ⓘ

Program Costs*

\$50,600 for tuition and fees

\$0 for books and supplies

\$21,956 for off-campus room and board

\$32,408 for on-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

75% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

\$18,220 in debt ⓘ

The typical monthly loan payment

\$209 per month in student loans with **6.8%** interest rate. ⓘ

The typical graduate earns

not provided per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Paralegals and Legal Assistants (<http://online.onetcenter.org/link/summary/23-2011.00>)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

Date Created 6/1/2017

These disclosures are required by the U.S. Department of Education

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Legal Studies

Bachelor of Science Degree (B.S.)

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

CIS1115 Computer Applications

3

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel. This course provides an orientation to Berkeley College's computer framework including Blackboard, content collection, and portfolio development.

LAW1100 Introduction to Law

3

Introduces the United States legal system. This course examines the structure and administration of the state and federal courts; the function of the trial and appellate courts; the sources of law; the differentiation between procedural and substantive law; and the legal principles of torts, contracts, criminal, civil and property law.

LAW1110 Contract Law

3

Examines the common law of contracts and the intricacies of the Uniform Commercial Code. The course covers the formation and performance of contracts; the role of the parties and the role of the court; defects in formation of contracts; failure of performance; and the rights and remedies of the parties upon breach.

LAW2200 Professional Responsibilities and Legal Ethics

3

Introduces students to the defining ethical issues faced by lawyers and the legal community. Topics include access to justice; issues in the attorney-client relationship; and ethics in particular context, such as criminal practice, government, and corporate law. Resumes, cover letters, and interviewing skills are also covered.

Prerequisite: LAW1100

LAW2210 Legal Research and Writing

3

Examines legal research and writing. Students locate and identify primary and secondary sources of law using traditional and computer-assisted research techniques, including Lexis, Westlaw, and the Internet. Students use databases to formulate searches, retrieve and display documents, and validate findings.

Prerequisite: LAW1100 or BUS2231

LAW2215 Torts

3

Provides an introduction to civil wrongs. Topics include negligence, international torts, strict liability, products liability, defamation, and toxic torts. Students will examine relevant statutes as well as case law regarding various areas of torts.

Prerequisite: LAW1100

LAW2225 Real Property Law

3

Explores fundamental topics related to the petition, ownership, and transfer of real property interest. Topics will include closings of residential property real estate financing including mortgages, insurance, foreclosure, and short sales. Students will relate theory to practice through a simulated real estate closing exercise.

Prerequisite: LAW1100

LAW2230 Civil Litigation

3

Introduces the rules governing the civil litigation process in both the state and federal civil courts. Topics will include all aspects of civil litigation including preparation of pleadings, discovery methods, motion practice, trial documents, and the appellate process.

Prerequisite: LAW1100

LAW4430 Advanced Legal Research, Writing, and Advocacy 3

Develops and refines the research, analysis, citation, and writing skills introduced in Legal Research and Writing. Students will prepare either a complex trial brief or appellate brief, and present oral argument.

Prerequisite: LAW2210

LAW4483 Internship 3

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisite: Departmental permission

Legal Studies Electives* 18

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research 3

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

ENG2205 Writing Through Literature 3

Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres.

Prerequisite: ENG1105

ENG2215 Public Speaking 3

Supports students in the development of oral communication skills. This course emphasizes the identification of good and poor speech habits, techniques for improving speech, oral interpretation, effective speech planning and delivery, and interpersonal communication.

Prerequisite or Corequisite: ENG2205

ENG3315 Advanced Writing 3

Explores a wide variety of professional and creative writing modes, from personal profiles to blogging and beyond. Students build their reading, writing, and researching skills while reinforcing the fundamental concepts and current developments associated with the areas of their respective majors.

Prerequisite: ENG2205

HUM2225 Introduction to Ethics 3

Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.

MAT2215 Statistics I 3

Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.

SOC1123 Psychology of Adjustment 3

Explores the psychological principles involved in coping with the challenges of moving through changes in life stages and life circumstances. Topics include stress management, communication, time management, healthy relationships, positive thinking, conflict management, and balancing home, education, and work.

SOC2215 Introduction to Political Science 3

Provides an overview of the American political system, the ideas that shaped it, and the conflicts that continue to redefine the relationship between people and political power.

SOC2231 Human Relations

3

Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.

Humanities Elective

3

Liberal Arts Electives**

24

Mathematics/Science Elective

3

Science Elective

3

FREE ELECTIVES

12

120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

*12 credits of Legal Studies Electives must be at the 3000/4000 level.

**15 credits of Liberal Arts Electives must be at the 3000/4000 level.

Students must achieve a grade of C or better in both ENG1105 and ENG2205 to remain in the program.

SAMPLE PROGRAM SEQUENCE

[B.S., Legal Studies New Jersey Program Statistics](#)

[B.S., Legal Studies New York Program Statistics](#)

Bachelor of Science Degree (B.S.) Legal Studies

SAMPLE PROGRAM SEQUENCE

FIRST SEMESTER	Semester Credits	SEVENTH SEMESTER	Semester Credits
LAW1100 Introduction to Law.....	3	LAW4430 Advanced Legal Research, Writing and Advocacy.....	3
CIS1115 Computer Applications.....	3	Legal Studies Elective	3
SOC1123 Psychology of Adjustment.....	3	Liberal Arts Electives	6
ENG1105 Writing and Research	3	Science Elective	3
HUM2225 Introduction to Ethics	3		
SECOND SEMESTER		EIGHTH SEMESTER	
LAW1110 Contract Law	3	LAW4483 Internship.....	3
LAW2200 Professional Responsibilities and Legal Ethics	3	Liberal Arts Electives	9
LAW2215 Torts.....	3	Free Elective	3
ENG2205 Writing Through Literature.....	3		
SOC2231 Human Relations	3		
THIRD SEMESTER		120 SEMESTER CREDITS REQUIRED FOR GRADUATION	
MAT2215 Statistics I.....	3	NOTE: 12 credits of Legal Studies Electives must be at the 3000/4000 level. 15 credits of Liberal Arts Electives must be at the 3000/4000 level.	
LAW2210 Legal Research and Writing.....	3	Students must achieve a grade of C or better in both ENG1105 and ENG2205 to remain in the program.	
LAW2230 Civil Litigation	3		
Free Electives	6		
FOURTH SEMESTER		LEGAL STUDIES ELECTIVES	
LAW2225 Real Property Law	3	LAW2240 Family Law.....	3
ENG2215 Public Speaking.....	3	LAW2250 Wills, Trusts, and Estates.....	3
Mathematics/Science Elective	3	LAW2260 Law Firm Communications and Technology	3
Legal Studies Electives.....	6	LAW2270 Special Topics in Legal Studies.....	3
FIFTH SEMESTER		LAW2235 Immigration Law	3
SOC2215 Introduction to Political Science.....	3	LAW3310 Alternative Dispute Resolution	3
Humanities Elective	3	LAW3320 Constitutional Law.....	3
Legal Studies Elective	3	LAW3330 Employment Law.....	3
Liberal Arts Electives	6	LAW3340 Law Firm Management and Administration.....	3
SIXTH SEMESTER		LAW3325 Intellectual Property Law	3
ENG3315 Advanced Writing	3	LAW3335 Business Organization and Corporations.....	3
Legal Studies Electives.....	6	LAW4470 Special Topics in Legal Studies.....	3
Liberal Arts Elective	3	ACC1111 Financial Accounting I	3
Free Elective	3	BUS2231 Business Law I.....	3
		BUS3331 Business Law II.....	3
		IBS3320 International Business Law.....	3
		JUS2201 Criminal Procedure.....	3
		JUS2205 Criminal Law	3
		JUS2240 Justice and the Judiciary.....	3
		JUS4403 Cyber Crime.....	3
		JUS4404 White Collar Crime.....	3

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Not all programs and courses are offered at all campuses. You may be required to take some courses at another campus or online.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/bs_legal_studies_nj_statistics.htm and BerkeleyCollege.edu/gainful-employment/bs_legal_studies_ny_statistics.htm.

Berkeley College

Bachelor's degree in Legal Studies

Program Length: 4 years

Print (22.9999-GedtPrint.html)

Students graduating on time

N/A* of Title IV students complete the program within 4 years ⓘ

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$101,200 for tuition and fees

\$0 for books and supplies

\$43,912 for off-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

81% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

N/A* in debt ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate. ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

not provided per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Paralegals and Legal Assistants (<http://online.onetcenter.org/link/summary/23-2011.00>)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

Date Created 6/1/2017

These disclosures are required by the U.S. Department of Education

Berkeley College

Bachelor's degree in Legal Studies

Program Length: 4 years

Print (22.9999-GedtPrint.html)

Students graduating on time

N/A* of Title IV students complete the program within 4 years ⓘ

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$101,200 for tuition and fees

\$0 for books and supplies

\$43,912 for off-campus room and board

\$64,816 for on-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

76% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

N/A* in debt ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate. ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

not provided per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Paralegals and Legal Assistants (<http://online.onetcenter.org/link/summary/23-2011.00>)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

Date Created 6/1/2017

These disclosures are required by the U.S. Department of Education

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Management

Manage a company by motivating people.

Innovation and creativity in decision-making are at the core of the degree programs in Management at Berkeley College. Students develop the skills necessary to actively participate in various roles within the management structure of different types of modern organizations.

Faculty members in the Management programs are selected for both academic excellence and relevant professional experience. They combine classroom instruction with firsthand industry knowledge and expertise to deliver a comprehensive education that helps prepare students to succeed in today's competitive workplace.

Benefit from:

- Insight into the constantly changing patterns and trends of the business world
- Knowledge of how the various functions of an organization operate
- Courses in leadership and developing managerial competence
- Experience making managerial decisions using computer-based simulations
- The development of critical-thinking and problem-solving skills, along with the ability to produce and present effective oral and written forms of communication
- A curriculum that incorporates managing cultural diversity, forecasting, and strategic planning
- Hands-on experience with the technology used in businesses
- Valuable, practical experience through program-related, faculty-monitored internships or job-related assignments
- An online Executive B.B.A. option, which gives students the opportunity to take concentrated courses in 7-week intervals.
- A seamless transition between Associate's and Bachelor's degrees
- The ability to advance your career options by continuing directly into the Berkeley College M.B.A. in Management program

Management Specializations

In addition to a broad-based core management curriculum, students may choose a specialization in Entrepreneurship or Human Resources.

Students interested in starting their own business may take courses in entrepreneurship, small business management, small business start-up, managing the family enterprise, and financing the entrepreneurial venture.

Students interested in a Human Resources specialization may take courses that focus on all aspects of managing human capital, including staffing, employee and labor relations, compensation and benefits, and training and development.

Degree Programs

- **A.A.S., Business Administration - Management**
- **B.B.A., Business Administration - Management**

[Berkeley College Academic Program Statistics](#) 

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Business Administration - Management Associate in Applied Science Degree (A.A.S.)

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

BUS2255 Entrepreneurship

3

Examines the conversion of ideas into successful business ventures. Topics include developing ideas for entrepreneurial ventures, testing the feasibility of an idea, evaluating the lifestyle considerations of business ownership, preparing business plans, seeking expert advice, securing financing, and avoiding common pitfalls.

Prerequisite: BUS1101

MGT2240 Human Resources and Organizational Behavior

3

Examines the knowledge and skills needed to identify, grow, and sustain organizational talent within the context of organization behavior. Students learn about recruitment, talent development, motivation, teamwork, compensation, performance, rewards and recognition, safety, relevant laws, and cultural concerns.

Prerequisite: MGT2220

MGT2268 Sales and Customer Service Management

3

Provides an integrated view of sales and customer service management. This course focuses on profitably growing a customer base and building customer satisfaction and loyalty. Topics of study include organizational structures, functional processes, performance measurement, and the use of technology for assessing performance.

Prerequisite: MGT2220

Management Elective

3

BUSINESS CORE COURSES

ACC1111 Financial Accounting I

3

Introduces the basic structure of accounting terminology and procedures of a business organization. Students learn about recording and reporting functions, adjusting entries, and the preparation of financial statements.

BUS1101 Career and Business Essentials

3

Explores the nature and scope of business, examines its component parts, and describes how it is organized and managed. Students learn about the internal and external forces that comprise our business and economic system. This course covers career development and teaches practical techniques and strategies for success.

BUS2293 Internship

3

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisite: Departmental permission

CIS1115 Computer Applications

3

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel. This course provides an orientation to Berkeley College's computer framework including Blackboard, content collection, and portfolio development.

IBS2201 International Business 3

Explores the diverse environment, management concerns, financial issues, and marketing questions faced by international business organizations. Students gain a heightened global awareness as they seek the knowledge and skills needed to function competitively in an increasingly interdependent world.

Prerequisite: BUS1101

MGT2220 Principles of Management 3

Examines operational theories of management under the functions of planning, organizing, staffing, directing, and controlling. Emphasizes the manager's role in creating and maintaining an internal environment for performance. Students discuss cases in detail.

Prerequisite: BUS1101

MKT2220 Principles of Marketing 3

Provides an introduction to the fundamental principles and practices in the marketing process. Provides a detailed study of each marketing mix tool (product, price, place, promotion) along with an introduction to marketing research and consumer behavior.

LIBERAL ARTS AND SCIENCE CORE COURSES**ENG1105 Writing and Research** 3

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

ENG2205 Writing Through Literature 3

Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres.

Prerequisite: ENG1105

HUM2225 Introduction to Ethics 3

Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.

MAT2215 Statistics I 3

Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.

SOC1123 Psychology of Adjustment 3

Explores the psychological principles involved in coping with the challenges of moving through changes in life stages and life circumstances. Topics include stress management, communication, time management, healthy relationships, positive thinking, conflict management, and balancing home, education, and work.

SOC2231 Human Relations 3

Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.

Mathematics/Science Elective 3

FREE ELECTIVES 6

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

SAMPLE PROGRAM SEQUENCE 

[A.A.S., Business Administration - Management New Jersey Program Statistics](#) ⓘ
[A.A.S., Business Administration - Management New York Program Statistics](#) ⓘ

Associate in Applied Science Degree (A.A.S.) Business Administration – Management

SAMPLE PROGRAM SEQUENCE

Semester Credits	Semester Credits
FIRST SEMESTER	THIRD SEMESTER
BUS1101 Career and Business Essentials..... 3	MGT2240 Human Resources and Organizational Behavior 3
CIS1115 Computer Applications 3	IBS2201 International Business..... 3
SOC2231 Human Relations..... 3	BUS2255 Entrepreneurship 3
SOC1123 Psychology of Adjustment 3	HUM2225 Introduction to Ethics 3
ENG1105 Writing and Research..... 3	Management Elective..... 3
SECOND SEMESTER	FOURTH SEMESTER
ACC1111 Financial Accounting I..... 3	MGT2268 Sales and Customer Service Management..... 3
MKT2220 Principles of Marketing 3	BUS2293 Internship 3
MGT2220 Principles of Management 3	Mathematics/Science Elective 3
ENG2205 Writing Through Literature..... 3	Free Electives 6
MAT2215 Statistics I..... 3	

60 SEMESTER CREDITS
REQUIRED FOR GRADUATION

Under certain circumstances the need to take developmental College Skills courses may lengthen the time required to complete the student's program, and may result in increased costs to a student.

Not all programs and courses are offered at all campuses. You may be required to take some courses at another campus or online.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/aas_business_administration_management_nj_statistics.htm and BerkeleyCollege.edu/gainful-employment/aas_business_administration_management_ny_statistics.htm.

Berkeley College

Associate's degree in Business Administration

Program Length: 2 years

Print (52.0201-GedtPrint.html)

Students graduating on time

18% of Title IV students complete the program within 2 years ⓘ

Program Costs*

\$50,600 for tuition and fees

\$0 for books and supplies

\$21,956 for off-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

77% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

\$14,143 in debt ⓘ

The typical monthly loan payment

\$162 per month in student loans with **6.8%** interest rate. ⓘ

The typical graduate earns

\$26,455 per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Accountants (<http://online.onetcenter.org/link/summary/13-2011.01>)

[General and Operations Managers \(http://online.onetcenter.org/link/summary/11-1021.00\)](http://online.onetcenter.org/link/summary/11-1021.00)

[Sales Managers \(http://online.onetcenter.org/link/summary/11-2022.00\)](http://online.onetcenter.org/link/summary/11-2022.00)

[Administrative Services Managers \(http://online.onetcenter.org/link/summary/11-3011.00\)](http://online.onetcenter.org/link/summary/11-3011.00)

[Industrial Production Managers \(http://online.onetcenter.org/link/summary/11-3051.00\)](http://online.onetcenter.org/link/summary/11-3051.00)

[Transportation Managers \(http://online.onetcenter.org/link/summary/11-3071.01\)](http://online.onetcenter.org/link/summary/11-3071.01)

[Storage and Distribution Managers \(http://online.onetcenter.org/link/summary/11-3071.02\)](http://online.onetcenter.org/link/summary/11-3071.02)

[Social and Community Service Managers \(http://online.onetcenter.org/link/summary/11-9151.00\)](http://online.onetcenter.org/link/summary/11-9151.00)

[Cost Estimators \(http://online.onetcenter.org/link/summary/13-1051.00\)](http://online.onetcenter.org/link/summary/13-1051.00)

[Management Analysts \(http://online.onetcenter.org/link/summary/13-1111.00\)](http://online.onetcenter.org/link/summary/13-1111.00)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

Date Created 5/31/2017

These disclosures are required by the U.S. Department of Education

Berkeley College

Associate's degree in Business Administration - Management

Program Length: 2 years

Print (52.0201-GedtPrint.html)

Students graduating on time

13% of Title IV students complete the program within 2 years ⓘ

Program Costs*

\$50,600 for tuition and fees

\$0 for books and supplies

\$21,956 for off-campus room and board

\$32,408 for on-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

76% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

\$3,140 in debt ⓘ

The typical monthly loan payment

\$36 per month in student loans with **6.8%** interest rate. ⓘ

The typical graduate earns

\$28,223 per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

[General and Operations Managers \(http://online.onetcenter.org/link/summary/11-1021.00\)](http://online.onetcenter.org/link/summary/11-1021.00)

[Sales Managers \(http://online.onetcenter.org/link/summary/11-2022.00\)](http://online.onetcenter.org/link/summary/11-2022.00)

[Administrative Services Managers \(http://online.onetcenter.org/link/summary/11-3011.00\)](http://online.onetcenter.org/link/summary/11-3011.00)

[Industrial Production Managers \(http://online.onetcenter.org/link/summary/11-3051.00\)](http://online.onetcenter.org/link/summary/11-3051.00)

[Transportation Managers \(http://online.onetcenter.org/link/summary/11-3071.01\)](http://online.onetcenter.org/link/summary/11-3071.01)

[Storage and Distribution Managers \(http://online.onetcenter.org/link/summary/11-3071.02\)](http://online.onetcenter.org/link/summary/11-3071.02)

[Social and Community Service Managers \(http://online.onetcenter.org/link/summary/11-9151.00\)](http://online.onetcenter.org/link/summary/11-9151.00)

[Cost Estimators \(http://online.onetcenter.org/link/summary/13-1051.00\)](http://online.onetcenter.org/link/summary/13-1051.00)

[Management Analysts \(http://online.onetcenter.org/link/summary/13-1111.00\)](http://online.onetcenter.org/link/summary/13-1111.00)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

Date Created 5/31/2017

These disclosures are required by the U.S. Department of Education

[Berkeley College Overview](#)
[Academic Programs](#)
[Academic Policies and Procedures](#)
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[Administration, Faculty, and Staff](#)
[Contact Us](#)
[Student Handbook](#)

Business Administration - Management Bachelor of Business Administration Degree (B.B.A.)

See below for information on course selection for a specialization in Human Resources Management or Entrepreneurship.

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES	Semester credits
<p>BUS2255 Entrepreneurship</p> <p>Examines the conversion of ideas into successful business ventures. Topics include developing ideas for entrepreneurial ventures, testing the feasibility of an idea, evaluating the lifestyle considerations of business ownership, preparing business plans, seeking expert advice, securing financing, and avoiding common pitfalls.</p> <p>Prerequisite: BUS1101</p>	3
<p>BUS4451 Business Strategy and Policy</p> <p>Provides an overview of the most recent theories and the current practice in strategic management. Examines the development and implementation of strategies in various areas of business activity (finance, sourcing, production, human resource management, marketing, and international business).</p> <p>Prerequisites: FIN3301, IBS2201, MGT2220, MKT2220</p>	3
<p>MGT2240 Human Resources and Organizational Behavior</p> <p>Examines the knowledge and skills needed to identify, grow, and sustain organizational talent within the context of organization behavior. Students learn about recruitment, talent development, motivation, teamwork, compensation, performance, rewards and recognition, safety, relevant laws, and cultural concerns.</p> <p>Prerequisite: MGT2220</p>	3
<p>MGT2268 Sales and Customer Service Management</p> <p>Provides an integrated view of sales and customer service management. This course focuses on profitably growing a customer base and building customer satisfaction and loyalty. Topics of study include organizational structures, functional processes, performance measurement, and the use of technology for assessing performance.</p> <p>Prerequisite: MGT2220</p>	3
<p>MGT3332 Operations Management</p> <p>Explores production and operations management systems from the perspective of their ability to enhance value within organizations. Topics include the issue of performance and productivity, cost, competitive metrics, quality, and customer expectations.</p> <p>Prerequisites: MGT2220, MAT2215</p>	3
<p>MGT4425 Management Simulation</p> <p>Utilizes a robust simulation model to expose students to the complexities of managing a business in the global environment. Students develop expertise by creating various scenarios. 'Introduction to Business and Strategy' provides a realistic visual environment, multimedia content, and built-in tools for real-time team collaboration.</p> <p>Prerequisites: FIN3301, MGT2220, MKT2220</p>	3
<p>Management Electives*</p>	15

BUSINESS CORE COURSES**ACC1111 Financial Accounting I**

3

Introduces the basic structure of accounting terminology and procedures of a business organization. Students learn about recording and reporting functions, adjusting entries, and the preparation of financial statements.

BUS1101 Career and Business Essentials

3

Explores the nature and scope of business, examines its component parts, and describes how it is organized and managed. Students learn about the internal and external forces that comprise our business and economic system. This course covers career development and teaches practical techniques and strategies for success.

BUS2231 Business Law I

3

Provides students with detailed knowledge of the laws relating to contracts, commerce, property, sales, negotiable instruments, and employment. Students develop an awareness of business situations requiring legal counsel and a familiarization with the overall structure of the legal system.

BUS4483 Internship

3

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.
Prerequisite: Departmental permission

CIS1115 Computer Applications

3

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel. This course provides an orientation to Berkeley College's computer framework including Blackboard, content collection, and portfolio development.

ECO2200 Principles of Economics

3

Introduces the core principles of micro and macroeconomic theory while emphasizing real-world personal, business, and governmental applications. Topics include tradeoffs and opportunity costs, gains from specialization and trade, supply and demand, the role of government in the economy, inflation and unemployment, and the monetary system of the United States.

FIN3301 Principles of Finance I

3

Provides an overview of the fundamental principles relating to the study of finance, including theories and practices in financial management. Students become familiar with the financial organization and operation of a business. Topics include financial analysis, planning and control, budgeting and forecasting, and financing.

Prerequisites: ACC1111, MAT2215

IBS2201 International Business

3

Explores the diverse environment, management concerns, financial issues, and marketing questions faced by international business organizations. Students gain a heightened global awareness as they seek the knowledge and skills needed to function competitively in an increasingly interdependent world.

Prerequisite: BUS1101

MGT2220 Principles of Management

3

Examines operational theories of management under the functions of planning, organizing, staffing, directing, and controlling. Emphasizes the manager's role in creating and maintaining an internal environment for performance. Students discuss cases in detail.

Prerequisite: BUS1101

MKT2220 Principles of Marketing

3

Provides an introduction to the fundamental principles and practices in the marketing process. Provides a detailed study of each marketing mix tool (product, price, place, promotion) along with an introduction to marketing research and consumer behavior.

LIBERAL ARTS AND SCIENCE CORE COURSES****ENG1105 Writing and Research**

3

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical

principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

ENG2205 Writing Through Literature 3

Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres.

Prerequisite: ENG1105

ENG3315 Advanced Writing 3

Explores a wide variety of professional and creative writing modes, from personal profiles to blogging and beyond. Students build their reading, writing, and researching skills while reinforcing the fundamental concepts and current developments associated with the areas of their respective majors.

Prerequisite: ENG2205

HUM2225 Introduction to Ethics 3

Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.

MAT2215 Statistics I 3

Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.

SOC1123 Psychology of Adjustment 3

Explores the psychological principles involved in coping with the challenges of moving through changes in life stages and life circumstances. Topics include stress management, communication, time management, healthy relationships, positive thinking, conflict management, and balancing home, education, and work.

SOC2231 Human Relations 3

Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.

English Elective 3

Humanities Elective 3

Liberal Arts Electives 6

Mathematics/Science Elective 3

Science Elective 3

Social Science Elective 3

FREE ELECTIVES 15

120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

MANAGEMENT SPECIALIZATIONS***

Specialization in Human Resources Management

Students interested in a specialization in Human Resources Management must select three of the following four courses to fulfill nine credits of their Management Electives requirement:

MGT3347 Staffing 3

MGT3348 Employee and Labor Relations 3

MGT3349 Compensation and Benefits 3

MGT3355 Training and Development 3

Specialization in Entrepreneurship

Students interested in a specialization in Entrepreneurship must take the following course to fulfill three credits of their Management Electives requirement:

MGT3350 Small Business Management 3

In addition, students interested in a specialization in Entrepreneurship must select two of the following three courses to fulfill an additional six credits of their Management Electives requirement:

MGT3351 Small Business Start-Up 3

MGT3352 Managing the Family Business 3

MGT3353 Financing the Entrepreneurial Venture 3

*Nine credits of Management Electives must be at the 3000/4000 level.

**12 credits of Liberal Arts Electives must be at the 3000/4000 level.

***Management Specializations are not available at all campuses.

SAMPLE PROGRAM SEQUENCE - BBA

B.B.A., Business Administration - Management New Jersey Program Statistics

B.B.A., Business Administration - Management New York Program Statistics

Bachelor of Business Administration Degree (B.B.A.) Business Administration – Management

SAMPLE PROGRAM SEQUENCE

	Semester Credits
FIRST SEMESTER	
BUS1101 Career and Business Essentials	3
CIS1115 Computer Applications.....	3
SOC1123 Psychology of Adjustment.....	3
SOC2231 Human Relations	3
ENG1105 Writing and Research	3
SECOND SEMESTER	
MGT2220 Principles of Management.....	3
ACC1111 Financial Accounting I	3
ENG2205 Writing Through Literature	3
MKT2220 Principles of Marketing.....	3
MAT2215 Statistics I	3
THIRD SEMESTER	
IBS2201 International Business	3
BUS2255 Entrepreneurship	3
MGT2240 Human Resources and Organizational Behavior....	3
HUM2225 Introduction to Ethics	3
Management Elective	3
FOURTH SEMESTER	
BUS2231 Business Law I.....	3
MGT2268 Sales and Customer Service Management	3
Mathematics/Science Elective	3
Management Elective	3
Free Elective	3
FIFTH SEMESTER	
FIN3301 Principles of Finance I	3
ECO2200 Principles of Economics	3
ENG3315 Advanced Writing	3
Free Electives	6
SIXTH SEMESTER	
MGT3332 Operations Management.....	3
Management Electives	6
Free Electives	6
SEVENTH SEMESTER	
BUS4451 Business Strategy and Policy	3
English Elective.....	3
Humanities Elective	3
Liberal Arts Elective.....	3
Science Elective	3
EIGHTH SEMESTER	
MGT4425 Management Simulation	3
BUS4483 Internship.....	3
Social Science Elective.....	3
Liberal Arts Elective.....	3
Management Elective	3
120 SEMESTER CREDITS REQUIRED FOR GRADUATION	
NOTE: 12 credits of Liberal Arts Electives must be at the 3000/4000 level. Nine credits of Management Electives must be at the 3000/4000 level.	

Under certain circumstances the need to take developmental College Skills courses may lengthen the time required to complete the student's program, and may result in increased costs to a student.

Not all programs and courses are offered at all campuses. You may be required to take some courses at another campus or online.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/bba_business_administration_management_nj_statistics.htm and BerkeleyCollege.edu/gainful-employment/bba_business_administration_management_ny_statistics.htm.

Bachelor of Business Administration Degree (B.B.A.) Management - Specialization in Human Resources Management

SAMPLE PROGRAM SEQUENCE

	Semester Credits
FIRST SEMESTER	
BUS1101 Career and Business Essentials	3
CIS1115 Computer Applications.....	3
SOC1123 Psychology of Adjustment.....	3
SOC2231 Human Relations	3
ENG1105 Writing and Research	3
SECOND SEMESTER	
ACC1111 Financial Accounting I	3
ENG2205 Writing Through Literature.....	3
MGT2220 Principles of Management.....	3
MKT2220 Principles of Marketing.....	3
MAT2215 Statistics I.....	3
THIRD SEMESTER	
MGT2240 Human Resources and Organizational Behavior....	3
IBS2201 International Business	3
BUS2255 Entrepreneurship	3
HUM2225 Introduction to Ethics	3
Management Elective	3
FOURTH SEMESTER	
MGT2268 Sales and Customer Service Management	3
BUS2231 Business Law I.....	3
Mathematics/Science Elective	3
Free Electives	6
FIFTH SEMESTER	
FIN3301 Principles of Finance I	3
ENG3315 Advanced Writing	3
ECO2200 Principles of Economics	3
Specialization Electives	6
SIXTH SEMESTER	
MGT3332 Operations Management.....	3
Specialization Elective.....	3
Management Elective	3
Free Electives	6
SEVENTH SEMESTER	
BUS4451 Business Strategy and Policy	3
English Elective.....	3
Humanities Elective	3
Liberal Arts Elective.....	3
Science Elective	3
EIGHTH SEMESTER	
MGT4425 Management Simulation	3
BUS4483 Internship.....	3
Social Science Elective.....	3
Liberal Arts Elective.....	3
Free Elective	3
120 SEMESTER CREDITS REQUIRED FOR GRADUATION	
NOTE: 12 credits of Liberal Arts Electives must be at the 3000/4000 level.	
HUMAN RESOURCE MANAGEMENT SPECIALIZATION ELECTIVES	
MGT3347 Staffing	3
MGT3348 Employee and Labor Relations.....	3
MGT3349 Compensation and Benefits	3
MGT3355 Training and Development.....	3

Under certain circumstances the need to take developmental College Skills courses may lengthen the time required to complete the student's program, and may result in increased costs to a student.

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For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/bba_business_administration_management_nj_statistics.htm and BerkeleyCollege.edu/gainful-employment/bba_business_administration_management_ny_statistics.htm.

Bachelor of Business Administration Degree (B.B.A.) Management - Specialization in Entrepreneurship

SAMPLE PROGRAM SEQUENCE

	Semester Credits		Semester Credits
FIRST SEMESTER		FIFTH SEMESTER	
BUS1101 Career and Business Essentials	3	ENG3315 Advanced Writing	3
CIS1115 Computer Applications.....	3	MGT3350 Small Business Management	3
SOC1123 Psychology of Adjustment.....	3	FIN3301 Principles of Finance I	3
SOC2231 Human Relations	3	ECO2200 Principles of Economics	3
ENG1105 Writing and Research	3	Specialization Elective	3
SECOND SEMESTER		SIXTH SEMESTER	
ACC1111 Financial Accounting I	3	MGT3332 Operations Management.....	3
MGT2220 Principles of Management.....	3	Management Elective	3
MKT2220 Principles of Marketing.....	3	Free Electives	6
ENG2205 Writing Through Literature.....	3	Specialization Elective	3
MAT2215 Statistics I.....	3	SEVENTH SEMESTER	
THIRD SEMESTER		BUS4451 Business Strategy and Policy	3
MGT2240 Human Resources and Organizational Behavior....	3	Humanities Elective	3
IBS2201 International Business	3	Science Elective	3
BUS2255 Entrepreneurship	3	English Elective.....	3
HUM2225 Introduction to Ethics	3	Liberal Arts Elective.....	3
Management Elective	3	EIGHTH SEMESTER	
FOURTH SEMESTER		MGT4425 Management Simulation.....	3
MGT2268 Sales and Customer Service Management	3	BUS4483 Internship.....	3
BUS2231 Business Law I.....	3	Social Science Elective.....	3
Mathematics/Science Elective	3	Liberal Arts Elective.....	3
Free Electives	6	Free Elective	3

120 SEMESTER CREDITS
REQUIRED FOR GRADUATION

NOTE: 12 credits of Liberal Arts Electives must be at the
3000/4000 level.

ENTREPRENEURSHIP SPECIALIZATION ELECTIVES

MGT3351 Small Business Start-Up	3
MGT3352 Managing the Family Business.....	3
MGT3353 Financing the Entrepreneurial Venture.....	3

Under certain circumstances the need to take developmental College Skills courses may lengthen the time required to complete the student's program, and may result in increased costs to a student.

Not all programs and courses are offered at all campuses. You may be required to take some courses at another campus or online.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/bba_business_administration_management_nj_statistics.htm and BerkeleyCollege.edu/gainful-employment/bba_business_administration_management_ny_statistics.htm.

Berkeley College

Bachelor's degree in Management

Program Length: 4 years

Print (52.0201-GedtPrint.html)

Students graduating on time

N/A* of Title IV students complete the program within 4 years ⓘ

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$101,200 for tuition and fees

\$0 for books and supplies

\$43,912 for off-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

74% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

N/A* in debt ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate. ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

\$37,025 per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

[Financial Managers, Branch or Department \(http://online.onetcenter.org/link/summary/11-3031.02\)](http://online.onetcenter.org/link/summary/11-3031.02)

[General and Operations Managers \(http://online.onetcenter.org/link/summary/11-1021.00\)](http://online.onetcenter.org/link/summary/11-1021.00)

[Sales Managers \(http://online.onetcenter.org/link/summary/11-2022.00\)](http://online.onetcenter.org/link/summary/11-2022.00)

[Administrative Services Managers \(http://online.onetcenter.org/link/summary/11-3011.00\)](http://online.onetcenter.org/link/summary/11-3011.00)

[Industrial Production Managers \(http://online.onetcenter.org/link/summary/11-3051.00\)](http://online.onetcenter.org/link/summary/11-3051.00)

[Transportation Managers \(http://online.onetcenter.org/link/summary/11-3071.01\)](http://online.onetcenter.org/link/summary/11-3071.01)

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[Social and Community Service Managers \(http://online.onetcenter.org/link/summary/11-9151.00\)](http://online.onetcenter.org/link/summary/11-9151.00)

[Regulatory Affairs Managers \(http://online.onetcenter.org/link/summary/11-9199.01\)](http://online.onetcenter.org/link/summary/11-9199.01)

[Compliance Managers \(http://online.onetcenter.org/link/summary/11-9199.02\)](http://online.onetcenter.org/link/summary/11-9199.02)

[Supply Chain Managers \(http://online.onetcenter.org/link/summary/11-9199.04\)](http://online.onetcenter.org/link/summary/11-9199.04)

[Security Managers \(http://online.onetcenter.org/link/summary/11-9199.07\)](http://online.onetcenter.org/link/summary/11-9199.07)

[Loss Prevention Managers \(http://online.onetcenter.org/link/summary/11-9199.08\)](http://online.onetcenter.org/link/summary/11-9199.08)

[Wind Energy Operations Managers \(http://online.onetcenter.org/link/summary/11-9199.09\)](http://online.onetcenter.org/link/summary/11-9199.09)

[Wind Energy Project Managers \(http://online.onetcenter.org/link/summary/11-9199.10\)](http://online.onetcenter.org/link/summary/11-9199.10)

[Cost Estimators \(http://online.onetcenter.org/link/summary/13-1051.00\)](http://online.onetcenter.org/link/summary/13-1051.00)

[Management Analysts \(http://online.onetcenter.org/link/summary/13-1111.00\)](http://online.onetcenter.org/link/summary/13-1111.00)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

Date Created 5/22/2017

These disclosures are required by the U.S. Department of Education

Berkeley College

Bachelor's degree in Business Administration – Management

Program Length: 4 years

Print (52.0201-GedtPrint.html)

Students graduating on time

31% of Title IV students complete the program within 4 years ⓘ

Program Costs*

\$101,200 for tuition and fees

\$0 for books and supplies

\$439,012 for off-campus room and board

\$64,816 for on-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

70% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

\$18,922 in debt ⓘ

The typical monthly loan payment

\$217 per month in student loans with **6.8%** interest rate. ⓘ

The typical graduate earns

\$35,982 per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

[Financial Managers, Branch or Department \(http://online.onetcenter.org/link/summary/11-3031.02\)](http://online.onetcenter.org/link/summary/11-3031.02)

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[Industrial Production Managers \(http://online.onetcenter.org/link/summary/11-3051.00\)](http://online.onetcenter.org/link/summary/11-3051.00)

[Transportation Managers \(http://online.onetcenter.org/link/summary/11-3071.01\)](http://online.onetcenter.org/link/summary/11-3071.01)

[Storage and Distribution Managers \(http://online.onetcenter.org/link/summary/11-3071.02\)](http://online.onetcenter.org/link/summary/11-3071.02)

[Social and Community Service Managers \(http://online.onetcenter.org/link/summary/11-9151.00\)](http://online.onetcenter.org/link/summary/11-9151.00)

[Regulatory Affairs Managers \(http://online.onetcenter.org/link/summary/11-9199.01\)](http://online.onetcenter.org/link/summary/11-9199.01)

[Compliance Managers \(http://online.onetcenter.org/link/summary/11-9199.02\)](http://online.onetcenter.org/link/summary/11-9199.02)

[Supply Chain Managers \(http://online.onetcenter.org/link/summary/11-9199.04\)](http://online.onetcenter.org/link/summary/11-9199.04)

[Security Managers \(http://online.onetcenter.org/link/summary/11-9199.07\)](http://online.onetcenter.org/link/summary/11-9199.07)

[Loss Prevention Managers \(http://online.onetcenter.org/link/summary/11-9199.08\)](http://online.onetcenter.org/link/summary/11-9199.08)

[Wind Energy Operations Managers \(http://online.onetcenter.org/link/summary/11-9199.09\)](http://online.onetcenter.org/link/summary/11-9199.09)

[Wind Energy Project Managers \(http://online.onetcenter.org/link/summary/11-9199.10\)](http://online.onetcenter.org/link/summary/11-9199.10)

[Cost Estimators \(http://online.onetcenter.org/link/summary/13-1051.00\)](http://online.onetcenter.org/link/summary/13-1051.00)

[Management Analysts \(http://online.onetcenter.org/link/summary/13-1111.00\)](http://online.onetcenter.org/link/summary/13-1111.00)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

Date Created 5/31/2017

These disclosures are required by the U.S. Department of Education

**Berkeley College
Overview****Academic Programs****Academic Policies
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Faculty, and Staff****Contact Us****Student Handbook**

Marketing Communications

Learn to think strategically and creatively with a degree in Marketing Communications.

Every great product, service, or idea needs effective communication to capture attention, build desire, and gain favor among consumers. In today's highly competitive global marketplace, organizations are spending more and more on winning the hearts and minds of consumers via marketing communications tools such as advertising, public relations, sales promotions, and professional selling.

The Marketing Communications program at Berkeley College is ideal for students who are interested in generating creative solutions to marketing problems through integrated communications. The program covers:

- Market and consumer research
- Strategic positioning
- Creative development and execution
- Media planning and execution across current traditional, digital, mobile, and social marketing vehicles

Benefit from:

- A program that provides a strong foundation in broader marketing principles, taking a 360° look at integrated marketing communications, along with a specialized focus on traditional and emerging marketing
- Hands-on learning from accomplished instructors with professional marketing experience
- Courses designed to develop the skills and abilities that are relevant in today's marketplace
- The ability to participate in, and make connections through, student chapters of industry associations such as the American Advertising Federation (AAF) and the Public Relations Student Society of America (PRSSA)
- Participation in a capstone project designed to put theory into practice
- Valuable, practical experience through program-related, faculty-monitored internships or job-related assignments
- A seamless transition between Associate's and Bachelor's degrees

Degree Programs

- **A.A.S., Marketing Communications**
- **B.B.A., Marketing Communications**

[Berkeley College Academic Program Statistics](#) 

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Marketing Communications

Associate in Applied Science Degree (A.A.S.)

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

MKT2222 Fundamentals of Marketing Research

3

Provides an in-depth review of the marketing research function in a contemporary business environment. The course will discuss the market research process, focus on secondary data, and introduce students to quantitative and qualitative primary data collection methods.

Prerequisites: MKT2220, MAT2215

MKT2241 Consumer Behavior

3

Introduces the nature and determinants of consumer behavior. Primary emphasis is placed on developing an understanding of psychological characteristics (needs and personality) that influence and shape consumer purchase decisions.

Prerequisite: MKT2220

MKT2242 Branding

3

Provides students with a comprehensive treatment of brands, brand equity, and brand management. This course includes the design and implementation of marketing programs and activities to build, measure, and manage brand equity. This is the capstone course for the A.A.S. in Marketing Communications.

Prerequisite: MKT2220

Marketing Electives

6

BUSINESS CORE COURSES

ACC1111 Financial Accounting I

3

Introduces the basic structure of accounting terminology and procedures of a business organization. Students learn about recording and reporting functions, adjusting entries, and the preparation of financial statements.

BUS1101 Career and Business Essentials

3

Explores the nature and scope of business, examines its component parts, and describes how it is organized and managed. Students learn about the internal and external forces that comprise our business and economic system. This course covers career development and teaches practical techniques and strategies for success.

BUS2293 Internship

3

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisite: Departmental permission

CIS1115 Computer Applications

3

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel. This course provides an orientation to Berkeley College's computer framework including Blackboard, content collection, and portfolio development.

IBS2201 International Business 3

Explores the diverse environment, management concerns, financial issues, and marketing questions faced by international business organizations. Students gain a heightened global awareness as they seek the knowledge and skills needed to function competitively in an increasingly interdependent world.

Prerequisite: BUS1101

MGT2220 Principles of Management 3

Examines operational theories of management under the functions of planning, organizing, staffing, directing, and controlling. Emphasizes the manager's role in creating and maintaining an internal environment for performance. Students discuss cases in detail.

Prerequisite: BUS1101

MKT2220 Principles of Marketing 3

Provides an introduction to the fundamental principles and practices in the marketing process. Provides a detailed study of each marketing mix tool (product, price, place, promotion) along with an introduction to marketing research and consumer behavior.

LIBERAL ARTS AND SCIENCE CORE COURSES**ENG1105 Writing and Research** 3

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

ENG2205 Writing Through Literature 3

Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres.

Prerequisite: ENG1105

HUM2225 Introduction to Ethics 3

Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.

MAT2215 Statistics I 3

Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.

SOC1123 Psychology of Adjustment 3

Explores the psychological principles involved in coping with the challenges of moving through changes in life stages and life circumstances. Topics include stress management, communication, time management, healthy relationships, positive thinking, conflict management, and balancing home, education, and work.

SOC2231 Human Relations 3



Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.

Mathematics/Science Elective 3

FREE ELECTIVE 3

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

SAMPLE PROGRAM SEQUENCE 

[A.A.S., Marketing Communications New Jersey Program Statistics](#) 
[A.A.S., Marketing Communications New York Program Statistics](#) 

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Associate in Applied Science Degree (A.A.S.) Marketing Communications

SAMPLE PROGRAM SEQUENCE

	Semester Credits		Semester Credits
FIRST SEMESTER		THIRD SEMESTER	
SOC2231 Human Relations	3	IBS2201 International Business	3
BUS1101 Career and Business Essentials	3	MKT2222 Fundamentals of Marketing Research.....	3
CIS1115 Computer Applications.....	3	MKT2241 Consumer Behavior.....	3
SOC1123 Psychology of Adjustment.....	3	HUM2225 Introduction to Ethics	3
ENG1105 Writing and Research	3	Mathematics/Science Elective	3
SECOND SEMESTER		FOURTH SEMESTER	
MKT2220 Principles of Marketing.....	3	MKT2242 Branding	3
ACC1111 Financial Accounting I	3	BUS2293 Internship.....	3
MGT2220 Principles of Management.....	3	Marketing Electives	6
ENG2205 Writing Through Literature	3	Free Elective	3
MAT2215 Statistics I	3		

60 SEMESTER CREDITS
REQUIRED FOR GRADUATION

Under certain circumstances the need to take developmental College Skills courses may lengthen the time required to complete the student's program, and may result in increased costs to a student.

Not all programs and courses are offered at all campuses. You may be required to take some courses at another campus or online.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/aas_marketing_communications_nj_statistics.htm and BerkeleyCollege.edu/gainful-employment/aas_marketing_communications_ny_statistics.htm.

Berkeley College

Associate's degree in Marketing Communications

Program Length: 2 years

Print (52.1401-GedtPrint.html)

Students graduating on time

8% of Title IV students complete the program within 2 years ⓘ

Program Costs*

\$50,600 for tuition and fees

\$0 for books and supplies

\$21,956 for off-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

75% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

N/A* in debt ⓘ

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate. ⓘ

The typical graduate earns

not provided per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

[Advertising and Promotions Managers \(http://online.onetcenter.org/link/summary/11-2011.00\)](http://online.onetcenter.org/link/summary/11-2011.00)

[Green Marketers \(http://online.onetcenter.org/link/summary/11-2011.01\)](http://online.onetcenter.org/link/summary/11-2011.01)

[Sales Managers \(http://online.onetcenter.org/link/summary/11-2022.00\)](http://online.onetcenter.org/link/summary/11-2022.00)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

Date Created 5/31/2017

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Berkeley College

Associate's degree in Marketing Communications

Program Length: 2 years

Print (52.1401-GedtPrint.html)

Students graduating on time

21% of Title IV students complete the program within 2 years ⓘ

Program Costs*

\$50,600 for tuition and fees

\$0 for books and supplies

\$21,956 for off-campus room and board

\$32,408 for on-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

69% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

N/A* in debt ⓘ

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate. ⓘ

The typical graduate earns

\$28,392 per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

[Advertising and Promotions Managers \(http://online.onetcenter.org/link/summary/11-2011.00\)](http://online.onetcenter.org/link/summary/11-2011.00)

[Green Marketers \(http://online.onetcenter.org/link/summary/11-2011.01\)](http://online.onetcenter.org/link/summary/11-2011.01)

[Sales Managers \(http://online.onetcenter.org/link/summary/11-2022.00\)](http://online.onetcenter.org/link/summary/11-2022.00)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

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Marketing Communications Bachelor of Business Administration Degree (B.B.A.)

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

MKT2222 Fundamentals of Marketing Research

3

Provides an in-depth review of the marketing research function in a contemporary business environment. The course will discuss the market research process, focus on secondary data, and introduce students to quantitative and qualitative primary data collection methods.

Prerequisites: MKT2220, MAT2215

MKT2241 Consumer Behavior

3

Introduces the nature and determinants of consumer behavior. Primary emphasis is placed on developing an understanding of psychological characteristics (needs and personality) that influence and shape consumer purchase decisions.

Prerequisite: MKT2220

MKT2242 Branding

3

Provides students with a comprehensive treatment of brands, brand equity, and brand management. This course includes the design and implementation of marketing programs and activities to build, measure, and manage brand equity. This is the capstone course for the A.A.S. in Marketing Communications.

Prerequisite: MKT2220

MKT3310 Services Marketing

3

Provides students with an understanding of how the marketing process for services is conducted. Students will learn how to develop a services marketing plan and utilize elements for various types of services.

Prerequisite: MKT2220

MKT4465 Strategic Marketing Capstone

3

Focuses on the long-term implications of strategic market planning, including analysis of marketing opportunities, development of marketing strategies, shaping of marketing offers, and the management and delivery of marketing programs. This is the capstone course for the B.B.A. in Marketing Communications.

Prerequisites: MGT2220, MKT2222, MKT2241, MKT2242, MKT3310

Marketing Electives*

18

BUSINESS CORE COURSES

ACC1111 Financial Accounting I

3

Introduces the basic structure of accounting terminology and procedures of a business organization. Students learn about recording and reporting functions, adjusting entries, and the preparation of financial statements.

BUS1101 Career and Business Essentials

3

Explores the nature and scope of business, examines its component parts, and describes how it is organized and managed. Students learn about the internal and external forces that comprise our business and economic system. This course covers career development and teaches practical techniques and strategies for success.

BUS2231 Business Law I	3
Provides students with detailed knowledge of the laws relating to contracts, commerce, property, sales, negotiable instruments, and employment. Students develop an awareness of business situations requiring legal counsel and a familiarization with the overall structure of the legal system.	
BUS4483 Internship	3
Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects. Prerequisite: Departmental permission	
CIS1115 Computer Applications	3
Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel. This course provides an orientation to Berkeley College's computer framework including Blackboard, content collection, and portfolio development.	
ECO2200 Principles of Economics	3
Introduces the core principles of micro and macroeconomic theory while emphasizing real-world personal, business, and governmental applications. Topics include tradeoffs and opportunity costs, gains from specialization and trade, supply and demand, the role of government in the economy, inflation and unemployment, and the monetary system of the United States.	
FIN3301 Principles of Finance I	3
Provides an overview of the fundamental principles relating to the study of finance, including theories and practices in financial management. Students become familiar with the financial organization and operation of a business. Topics include financial analysis, planning and control, budgeting and forecasting, and financing. Prerequisites: ACC1111, MAT2215	
IBS2201 International Business	3
Explores the diverse environment, management concerns, financial issues, and marketing questions faced by international business organizations. Students gain a heightened global awareness as they seek the knowledge and skills needed to function competitively in an increasingly interdependent world. Prerequisite: BUS1101	
MGT2220 Principles of Management	3
Examines operational theories of management under the functions of planning, organizing, staffing, directing, and controlling. Emphasizes the manager's role in creating and maintaining an internal environment for performance. Students discuss cases in detail. Prerequisite: BUS1101	
MKT2220 Principles of Marketing	3
Provides an introduction to the fundamental principles and practices in the marketing process. Provides a detailed study of each marketing mix tool (product, price, place, promotion) along with an introduction to marketing research and consumer behavior.	

LIBERAL ARTS AND SCIENCE CORE COURSES**

ENG1105 Writing and Research	3
An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.	
ENG2205 Writing Through Literature	3
Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres. Prerequisite: ENG1105	
ENG3315 Advanced Writing	3

Explores a wide variety of professional and creative writing modes, from personal profiles to blogging and beyond. Students build their reading, writing, and researching skills while reinforcing the fundamental concepts and current developments associated with the areas of their respective majors.

Prerequisite: ENG2205

HUM2225 Introduction to Ethics 3

Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.

MAT2215 Statistics I 3

Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.

SOC1123 Psychology of Adjustment 3

Explores the psychological principles involved in coping with the challenges of moving through changes in life stages and life circumstances. Topics include stress management, communication, time management, healthy relationships, positive thinking, conflict management, and balancing home, education, and work.

SOC2231 Human Relations 3

Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.

English Elective 3

Humanities Elective 3

Liberal Arts Electives 6

Mathematics/Science Elective 3

Science Elective 3

Social Science Elective 3

FREE ELECTIVES 15

120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

*12 credits of Marketing Electives must be at the 3000/4000 level.

**12 credits of Liberal Arts Electives must be at the 3000/4000 level.

SAMPLE PROGRAM SEQUENCE 

B.B.A., Marketing Communications New Jersey Program Statistics 

B.B.A., Marketing Communications New York Program Statistics 

Bachelor of Business Administration Degree (B.B.A.) Marketing Communications

SAMPLE PROGRAM SEQUENCE

		Semester Credits			Semester Credits
FIRST SEMESTER			FIFTH SEMESTER		
BUS1101	Career and Business Essentials	3	MKT3310	Services Marketing	3
SOC1123	Psychology of Adjustment.....	3	ECO2200	Principles of Economics	3
SOC2231	Human Relations	3	BUS2231	Business Law I.....	3
CIS1115	Computer Applications.....	3		Marketing Elective	3
ENG1105	Writing and Research	3		Free Elective	3
SECOND SEMESTER			SIXTH SEMESTER		
ACC1111	Financial Accounting I	3	FIN3301	Principles of Finance I	3
MKT2220	Principles of Marketing.....	3		Marketing Electives	6
MGT2220	Principles of Management.....	3		English Elective.....	3
ENG2205	Writing Through Literature	3		Free Elective	3
MAT2215	Statistics I	3	SEVENTH SEMESTER		
THIRD SEMESTER				Marketing Elective	3
IBS2201	International Business	3		Science Elective	3
MKT2222	Fundamentals of Marketing Research.....	3		Liberal Arts Elective.....	3
MKT2241	Consumer Behavior	3		Free Electives	6
HUM2225	Introduction to Ethics	3	EIGHTH SEMESTER		
	Mathematics/Science Elective	3	BUS4483	Internship.....	3
FOURTH SEMESTER			MKT4465	Strategic Marketing Capstone.....	3
MKT2242	Branding	3		Social Science Elective.....	3
ENG3315	Advanced Writing	3		Liberal Arts Elective.....	3
	Marketing Electives	6		Free Elective	3
	Humanities Elective	3			

120 SEMESTER CREDITS
REQUIRED FOR GRADUATION

NOTE: 12 credits of Liberal Arts Electives must be at the 3000/4000 level. 12 credits of Marketing Electives must be at the 3000/4000 level.

Under certain circumstances the need to take developmental College Skills courses may lengthen the time required to complete the student's program, and may result in increased costs to a student.

Not all programs and courses are offered at all campuses. You may be required to take some courses at another campus or online.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/bba_marketing_communications_nj_statistics.htm and BerkeleyCollege.edu/gainful-employment/bba_marketing_communications_ny_statistics.htm.

Berkeley College

Bachelor's degree in Marketing Communications

Program Length: 4 years

Print (52.1401-GedtPrint.html)

Students graduating on time

N/A* of Title IV students complete the program within 4 years ⓘ

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$101,200 for tuition and fees

\$0 for books and supplies

\$43,912 for off-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

67% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

N/A* in debt ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate. ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

\$35,130 per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Advertising and Promotions Managers (<http://online.onetcenter.org/link/summary/11-2011.00>)

Green Marketers (<http://online.onetcenter.org/link/summary/11-2011.01>)

Marketing Managers (<http://online.onetcenter.org/link/summary/11-2021.00>)

Sales Managers (<http://online.onetcenter.org/link/summary/11-2022.00>)

Market Research Analysts and Marketing Specialists (<http://online.onetcenter.org/link/summary/13-1161.00>)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

Date Created 5/22/2017

These disclosures are required by the U.S. Department of Education

Berkeley College

Bachelor's degree in Marketing Communications

Program Length: 4 years

Print (52.1401-GedtPrint.html)

Students graduating on time

17% of Title IV students complete the program within 4 years ⓘ

Program Costs*

\$101,200 for tuition and fees

\$0 for books and supplies

\$43,912 for off-campus room and board

\$64,816 for on-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

62% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

N/A* in debt ⓘ

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate. ⓘ

The typical graduate earns

\$36,098 per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

[Advertising and Promotions Managers \(http://online.onetcenter.org/link/summary/11-2011.00\)](http://online.onetcenter.org/link/summary/11-2011.00)

[Green Marketers \(http://online.onetcenter.org/link/summary/11-2011.01\)](http://online.onetcenter.org/link/summary/11-2011.01)

[Marketing Managers \(http://online.onetcenter.org/link/summary/11-2021.00\)](http://online.onetcenter.org/link/summary/11-2021.00)

[Sales Managers \(http://online.onetcenter.org/link/summary/11-2022.00\)](http://online.onetcenter.org/link/summary/11-2022.00)

[Market Research Analysts and Marketing Specialists \(http://online.onetcenter.org/link/summary/13-1161.00\)](http://online.onetcenter.org/link/summary/13-1161.00)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

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Medical Assistant

Become an integral member of a medical team.

Medical assistants perform administrative and clinical tasks to keep the offices of physicians, podiatrists, chiropractors, and other health practitioners running smoothly. A medical assistant takes vital signs, prepares patients for and assists physicians during examinations, collects and prepares laboratory specimens, performs basic laboratory tests on the premises, schedules appointments, bills patients, fills out insurance forms, and much more.

Berkeley College's Medical Assistant Certificate and Associate in Applied Science degree programs prepare students to enter the high-demand field of healthcare and to work in a variety of settings, including physicians' offices, hospitals, nursing homes, and other professional healthcare facilities. Graduates are prepared to meet both the clinical and administrative challenges of today's rapidly changing healthcare environment.

The program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. This is accomplished by providing curriculum relating to patient care skills, general study, and administrative/business skills.

The Associate in Applied Science degree program is an extension of the career-track Certificate program.

Graduates of the Medical Assistant programs are eligible to sit for a variety of certification examinations, including:

- Certified Medical Assistant - CMA (American Association of Medical Assistants)
- Registered Medical Assistant - RMA (American Medical Technologists)
- Certified Clinical Medical Assistant - CCMA (National Healthcareer Association)
- Certified Electrocardiography - CET (National Healthcareer Association)
- Certified Phlebotomy - CPT (National Healthcareer Association)
- Basic Life Support for Healthcare Providers - BLS (American Heart Association)

Students gain experience in a wide variety of areas, including:

- Clinical procedures such as electrocardiography (EKG), venipuncture, and specimen collection
- Medical office administration
- Medical terminology
- Pharmacology and human diseases

Benefit from:

- A strong foundation in both the theory and practice of clinical care
- Hands-on learning in on-site medical laboratories that simulate the clinical environment
- Instruction in the use of relevant medical devices and software
- Valuable, practical experience through a program-related, faculty-monitored practicum

Certification

The Medical Assistant Certificate program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Graduates of CAAHEP-accredited Medical Assistant programs are eligible to sit for the Certified Medical Assistant - CMA (AAMA) exam. The CMA (AAMA) designation is a national credential awarded by the American Association of Medical Assistants (AAMA), indicating that the Medical Assistant meets certain standards of competence as determined by the AAMA. Although certification is not required to work in most states, employers prefer to hire certified Medical Assistants. In the State of New Jersey, Medical Assistants who hold the CMA (AAMA) credential are permitted to administer injections.

Berkeley College's Medical Assistant credentialing examination three-year weighted average pass rate is 93 percent, which far exceeds the 60 percent threshold set forth by the Medical Assisting Education Review Board. This rate is representative of students who graduated in 2013, 2014, and 2015 and who passed the Certified Medical Assistant - CMA (AAMA), Registered Medical Assistant - RMA (AMT), and/or Certified Clinical Medical Assistant - CCMA (NHA) certification examinations.

Academic Programs

- **A.A.S., Medical Assistant**
- **Medical Assistant Certificate**

Berkeley College Academic Program Statistics 

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Medical Assistant Associate in Applied Science Degree (A.A.S.)

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

HEA1101 Foundations of Health Services

3

Provides students with a comprehensive introduction to the American healthcare system. This course explains the structures and operations of healthcare organizations, explores the forces responsible for shaping the system, and considers the policies influencing the system's current and future performance.

HEA2200 Medical Terminology

3

Provides a solid foundation and understanding of the medical language used by healthcare professionals through the introduction, reinforcement, and combination of medical word parts including prefixes, suffixes, and combining forms. Emphasis is placed on word building, analysis of word parts, spelling, special endings, plural forms, correct pronunciation of terminology related to procedures, and diseases of the various body systems. Commonly used abbreviations and symbols will also be introduced.

HEA2203 Ethical and Legal Aspects of Health Services

3

An introduction to the principles of law as applied to the healthcare field. Students learn ethical standards and issues as related to healthcare.

HEA2255 Computer Applications in Health Services

3

Familiarizes students with computerized billing and electronic health records using practice management software. Students learn to enter and edit patient personal history information, enter charges and post payments to financial accounts, and print statements. The importance of accuracy is stressed throughout this course.

Prerequisite: HEA1101

MED1100 Clinical and Surgical Office Procedures

3

Students learn the skills needed to function in a clinical office setting including patient relations, laboratory procedures and safety, maintaining medical asepsis, recognizing surgical instrumentation, conducting proper autoclaving and disinfecting, obtaining vital signs, draping patients, assisting with examinations and treatments, and performing diagnostic procedures. Students also learn to prepare and maintain a sterile surgical environment, prepare a patient for minor surgery, and assist during minor surgical procedures.

Prerequisites or Corequisites: HEA2200, SCI1120

MED1120 Medical Office Administration

3

Introduction to the healthcare industry and the medical assistant profession. Emphasizes patient relations as well as efficient procedures and administration of the professional office. Telephone techniques, patient scheduling, medical records management, and patient privacy within the practice are covered. Explores career development opportunities and strategies. Stresses entry-level job requirements and upward career paths.

MED1130 Medical Emergencies and Electrocardiography

3

Introduction to the anatomy and physiology of the cardiac system. Students learn how to perform electrocardiogram (EKG) on patients, troubleshoot EKG machine problems, and recognize basic cardiac arrhythmias. Spirometry testing is performed. Students will also learn to respond to common emergency situations, administer first aid in accordance with Occupational Safety and Health Administration (OSHA) standards, recognize the effect of stress on all persons involved in emergency situations, and demonstrate self-awareness in responding to emergency situations. Emphasis is placed on professional attitudes and the principles and basic concepts of ethics and laws involved in providing

medical services. Students must obtain Basic Life Support (BLS) for Healthcare Providers certification through the American Heart Association.

Prerequisites or Corequisites: HEA2200, SCI1120

MED1140 Specimen Collection and Procedures

3

Students learn a variety of laboratory procedures, specimen collection, Clinical Laboratory Improvement Amendment Waiver Test, and Point of Care Testing (PoCT). Includes performing proper venipuncture and finger-stick techniques for obtaining human blood specimens, as well as other methods of collecting body fluid specimens while complying with OSHA Standards.

Prerequisites or Corequisites: HEA2200, SCI1120

MED1160 Principles of Pharmacology and Human Diseases

3

Basic principles of pharmacology and human pathophysiology are combined to further the understanding of medication administration, as well as the therapeutic and non-therapeutic effects of various medication classifications. This course covers the pharmacokinetics, pharmacodynamics, drug preparation, and dose calculation as well as the various routes of drug administration. Also covered are the etiology, pathogenesis, pathophysiology, and treatment of the common pathologies.

Prerequisites or Corequisites: HEA2200, SCI1120

MED2280 Medical Assistant Capstone and Practicum

6

This course requires the student to integrate the knowledge, skills, and techniques learned throughout the Medical Assistant program. The practicum component provides students with 165 hours of hands-on work experience in a supervised ambulatory healthcare environment. The on-campus component elicits reflection on the application of principles and practices learned throughout the entire Medical Assistant program. This course is designed to reinforce the knowledge and skills necessary to sit for industry-specific certifications examinations such as the Certified Medical Assistant – CMA (American Association of Medical Assistants), Registered Medical Assistant - RMA, and/or Certified Clinical Medical Assistant - CCMA.

Prerequisite or Corequisite: HEA2200, SCI1120, and departmental permission

BUSINESS CORE COURSES

CIS1115 Computer Applications

3

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel. This course provides an orientation to Berkeley College's computer framework including Blackboard, content collection, and portfolio development.

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research

3

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

MAT2215 Statistics I

3

Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.

SCI1120 Human Biology

3

Study of the structure and function of the human body. Students are introduced to the various body systems, including the integumentary, skeletal, muscular, nervous, special senses, endocrine, respiratory, digestive, urinary, reproductive, hematological/immunological, and cardiovascular. Course includes definitions, terminology, chemical basis of life, and energy, as well as microbiology.

SCI2228 Microbiology

3

The morphology and function of microorganisms, especially viruses and bacteria, are studied. The characteristics of microorganisms, the disease process, and the immune response are discussed.

SOC2231 Human Relations

3

Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some

major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.

Humanities Elective	3
Social Science Elective	3
<hr/>	
FREE ELECTIVE	3

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

In addition to meeting the **immunization requirements** of Berkeley College and the State of New Jersey, additional vaccinations such as a tetanus shot administered within the past 10 years and the Hepatitis B vaccination are recommended for students enrolled in the Medical Assistant program.

The minimum passing grade required for Medical (MED) courses is a C. Any grade below a C is a failing grade. In order to pass a MED course that consists of both didactic and clinical/laboratory portions, students must receive at least a C for the didactic portion of the course and a P for the clinical/laboratory portion. A failure in either the didactic or clinical/laboratory portion of a MED course will result in a failing grade for the entire course. Therefore, only a MED course in which students receive at least a C will satisfy the course requirements for the Medical Assistant program.

To qualify for graduation, students must pass all MED courses with a minimum grade of C, as well as participate in a national credential examination accredited by the National Commission for Certifying Agencies (NCCA) such as the Certified Medical Assistant - CMA (The American Association of Medical Assistants (AAMA)), Registered Medical Assistant - RMA (AMT), or Certified Clinical Medical Assistant - CCMA (NHA). The AAMA guidelines require students to meet certain criteria in order to participate in the CMA (AAMA) exam. A full explanation of these guidelines can be found on the AAMA website (<http://www.aama-ntl.org/cma-aama-exam/application-steps/eligibility>). Although certification is not required to work in most states, employers prefer to hire certified Medical Assistants.

This program also requires students to obtain specific supplies, the cost of which totals approximately \$790.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/aas_medical_assistant_statistics_sem.htm.

Any required traditional textbooks and/or some required supplies are included as part of the charge for tuition and fees and will be distributed to students. Please note, however, that students have the right to obtain traditional textbooks, and/or certain required items, from other sources. Students who demonstrate that they have obtained required item(s) from another source may return the items distributed by the College and receive a refund of the amount charged by the College for the specific item.

SAMPLE PROGRAM SEQUENCE

A.A.S., Medical Assistant Program Statistics

Associate in Applied Science Degree (A.A.S.) Medical Assistant

SAMPLE PROGRAM SEQUENCE

	Semester Credits
FIRST SEMESTER	
MED1100 Clinical and Surgical Office Procedures	3
MED1120 Medical Office Administration	3
MED1130 Medical Emergencies and Electrocardiography	3
SCI1120 Human Biology	3
HEA2200 Medical Terminology.....	3
SECOND SEMESTER	
MED1140 Specimen Collection and Procedures	3
MED1160 Principles of Pharmacology and Human Diseases.....	3
MED2280 Medical Assistant Capstone and Practicum	6
SOC2231 Human Relations	3
THIRD SEMESTER	
HEA1101 Foundations of Health Services.....	3
HEA2203 Ethical and Legal Aspects of Health Services	3
CIS1115 Computer Applications.....	3
ENG1105 Writing and Research	3
SCI2228 Microbiology.....	3
FOURTH SEMESTER	
HEA2255 Computer Applications in Health Services	3
MAT2215 Statistics I	3
Social Science Elective.....	3
Humanities Elective	3
Free Elective	3

60 SEMESTER CREDITS
REQUIRED FOR GRADUATION

NOTE: In addition to meeting the immunization requirements of Berkeley College and the State of New Jersey, additional vaccinations such as a tetanus shot administered within the past 10 years and the Hepatitis B vaccination are recommended for students enrolled in the Medical Assistant program.

The minimum passing grade required for Medical (MED) courses is a C. Any grade below a C is a failing grade. In order to pass a MED course that consists of both didactic and clinical/laboratory portions, students must receive at least a C for the didactic portion of the course and a P for the clinical/laboratory portion. A failure in either the didactic or clinical/laboratory portion of a MED course will result in a failing grade for the entire course. Therefore, only a MED course in which students receive at least a C will satisfy the course requirements for the Medical Assistant program.

To qualify for graduation, students must pass all Medical (MED) courses with a minimum grade of C, as well as participate in a national credential examination accredited by the National Commission for Certifying Agencies (NCCA) such as the Certified Medical Assistant - CMA (AAMA), Registered Medical Assistant - RMA (AMT), or Certified Clinical Medical Assistant - CCMA (NHA). The American Association of Medical Assistants (AAMA) guidelines require students to meet certain criteria in order to participate in the CMA (AAMA) exam. A full explanation of these guidelines can be found on the AAMA website (<http://www.aama-ntl.org/cma-aama-exam/application-steps/eligibility>). Although certification is not required to work in most states, employers prefer to hire certified Medical Assistants.

This program also requires students to obtain specific supplies, the cost of which totals approximately \$790.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/aas_medical_assistant_statistics_sem.htm.

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Under certain circumstances the need to take developmental College Skills courses may lengthen the time required to complete the student's program, and may result in increased costs to a student.

Not all programs and courses are offered at all campuses. You may be required to take some courses at another campus or online.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/aas_medical_assistant_statistics_sem.htm.

Berkeley College

Associate's degree in Medical Assistant

Program Length: 2 years

Print (51.0801-GedtPrint.html)

Students graduating on time

N/A* of Title IV students complete the program within 2 years ⓘ

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$50,600 for tuition and fees

\$0 for books and supplies

\$21,956 for off-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

88% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

N/A* in debt ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate. ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

not provided per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Medical Assistants (<http://online.onetcenter.org/link/summary/31-9092.00>)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

Date Created 6/1/2017

These disclosures are required by the U.S. Department of Education

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Medical Assistant Certificate Program

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES
Semester credits
HEA2200 Medical Terminology

3

Provides a solid foundation and understanding of the medical language used by healthcare professionals through the introduction, reinforcement, and combination of medical word parts including prefixes, suffixes, and combining forms. Emphasis is placed on word building, analysis of word parts, spelling, special endings, plural forms, correct pronunciation of terminology related to procedures, and diseases of the various body systems. Commonly used abbreviations and symbols will also be introduced.

MED1100 Clinical and Surgical Office Procedures

3

Students learn the skills needed to function in a clinical office setting including patient relations, laboratory procedures and safety, maintaining medical asepsis, recognizing surgical instrumentation, conducting proper autoclaving and disinfecting, obtaining vital signs, draping patients, assisting with examinations and treatments, and performing diagnostic procedures. Students also learn to prepare and maintain a sterile surgical environment, prepare a patient for minor surgery, and assist during minor surgical procedures.

Prerequisites or Corequisites: HEA2200, SCI1120

MED1120 Medical Office Administration

3

Introduction to the healthcare industry and the medical assistant profession. Emphasizes patient relations as well as efficient procedures and administration of the professional office. Telephone techniques, patient scheduling, medical records management, and patient privacy within the practice are covered. Explores career development opportunities and strategies. Stresses entry-level job requirements and upward career paths.

MED1130 Medical Emergencies and Electrocardiography

3

Introduction to the anatomy and physiology of the cardiac system. Students learn how to perform electrocardiogram (EKG) on patients, troubleshoot EKG machine problems, and recognize basic cardiac arrhythmias. Spirometry testing is performed. Students will also learn to respond to common emergency situations, administer first aid in accordance with Occupational Safety and Health Administration (OSHA) standards, recognize the effect of stress on all persons involved in emergency situations, and demonstrate self-awareness in responding to emergency situations. Emphasis is placed on professional attitudes and the principles and basic concepts of ethics and laws involved in providing medical services. Students must obtain Basic Life Support (BLS) for Healthcare Providers certification through the American Heart Association.

Prerequisites or Corequisites: HEA2200, SCI1120

MED1140 Specimen Collection and Procedures

3

Students learn a variety of laboratory procedures, specimen collection, Clinical Laboratory Improvement Amendment Waiver Test, and Point of Care Testing (PoCT). Includes performing proper venipuncture and finger-stick techniques for obtaining human blood specimens, as well as other methods of collecting body fluid specimens while complying with OSHA Standards.

Prerequisites or Corequisites: HEA2200, SCI1120

MED1160 Principles of Pharmacology and Human Diseases

3

Basic principles of pharmacology and human pathophysiology are combined to further the understanding of medication administration, as well as the therapeutic and non-therapeutic effects of various medication classifications. This course covers the pharmacokinetics, pharmacodynamics, drug preparation, and dose calculation as well as the various routes of drug administration. Also covered are the etiology, pathogenesis, pathophysiology, and treatment of the common pathologies.

Prerequisites or Corequisites: HEA2200, SCI1120

MED2280 Medical Assistant Capstone and Practicum

6

This course requires the student to integrate the knowledge, skills, and techniques learned throughout the Medical Assistant program. The practicum component provides students with 165 hours of hands-on work experience in a supervised ambulatory healthcare environment. The on-campus component elicits reflection on the application of principles and practices learned throughout the entire Medical Assistant program. This course is designed to reinforce the knowledge and skills necessary to sit for industry-specific certifications examinations such as the Certified Medical Assistant - CMA (American Association of Medical Assistants), Registered Medical Assistant - RMA, and/or Certified Clinical Medical Assistant - CCMA.

Prerequisite or Corequisite: HEA2200, SCI1120, and departmental permission

LIBERAL ARTS AND SCIENCES CORE COURSES**SCI1120 Human Biology**

3

Study of the structure and function of the human body. Students are introduced to the various body systems, including the integumentary, skeletal, muscular, nervous, special senses, endocrine, respiratory, digestive, urinary, reproductive, hematological/immunological, and cardiovascular. Course includes definitions, terminology, chemical basis of life, and energy, as well as microbiology.

SOC2231 Human Relations

3

Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.

30 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

In addition to meeting the **immunization requirements** of Berkeley College and the State of New Jersey, additional vaccinations such as a tetanus shot administered within the past 10 years and the Hepatitis B vaccination are recommended for students enrolled in the Medical Assistant program.

The minimum passing grade required for Medical (MED) courses is a C. Any grade below a C is a failing grade. In order to pass a MED course that consists of both didactic and clinical/laboratory portions, students must receive at least a C for the didactic portion of the course and a P for the clinical/laboratory portion. A failure in either the didactic or clinical/laboratory portion of a MED course will result in a failing grade for the entire course. Therefore, only a MED course in which students receive at least a C will satisfy the course requirements for the Medical Assistant program.

To qualify for graduation, students must pass all MED courses with a minimum grade of C, as well as participate in a national credential examination accredited by the National Commission for Certifying Agencies (NCCA) such as the Certified Medical Assistant - CMA (AAMA), Registered Medical Assistant - RMA (AMT), or Certified Clinical Medical Assistant - CCMA (NHA). The American Association of Medical Assistants (AAMA) guidelines require students to meet certain criteria in order to participate in the CMA (AAMA) exam. A full explanation of these guidelines can be found on the AAMA website (<http://www.aama-ntl.org/cma-aama-exam/application-steps/eligibility>). Although certification is not required to work in most states, employers prefer to hire certified Medical Assistants.

This program also requires students to obtain specific supplies, the cost of which totals approximately \$670.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/medical_assistant_certificate_statistics_sem.htm.

Any required traditional textbooks and/or some required supplies are included as part of the charge for tuition and fees and will be distributed to students. Please note, however, that students have the right to obtain traditional textbooks, and/or certain required items, from other sources. Students who demonstrate that they have obtained required item(s) from another source may return the items distributed by the College and receive a refund of the amount charged by the College for the specific item.

SAMPLE PROGRAM SEQUENCE**Medical Assistant Certificate Program Statistics**

Medical Assistant Certificate

SAMPLE PROGRAM SEQUENCE

	Semester Credits
FIRST SEMESTER	
MED1100 Clinical and Surgical Office Procedures	3
MED1120 Medical Office Administration	3
MED1130 Medical Emergencies and Electrocardiography	3
SCI1120 Human Biology	3
HEA2200 Medical Terminology.....	3

SECOND SEMESTER

MED1140 Specimen Collection and Procedures	3
MED1160 Principles of Pharmacology and Human Diseases.....	3
MED2280 Medical Assistant Capstone and Practicum	6
SOC2231 Human Relations	3

30 SEMESTER CREDITS
REQUIRED FOR GRADUATION

NOTE: In addition to meeting the immunization requirements of Berkeley College and the State of New Jersey, additional vaccinations such as a tetanus shot administered within the past 10 years and the Hepatitis B vaccination are recommended for students enrolled in the Medical Assistant program.

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To qualify for graduation, students must pass all Medical (MED) courses with a minimum grade of C, as well as participate in a national credential examination accredited by the National Commission for Certifying Agencies (NCCA) such as the Certified Medical Assistant - CMA (AAMA), Registered Medical Assistant - RMA (AMT), or Certified Clinical Medical Assistant - CCMA (NHA). The American Association of Medical Assistants (AAMA) guidelines require students to meet certain criteria in order to participate in the CMA (AAMA) exam. A full explanation of these guidelines can be found on the AAMA website (<http://www.aama-ntl.org/cma-aama-exam/application-steps/eligibility>). Although certification is not required to work in most states, employers prefer to hire certified Medical Assistants.

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Under certain circumstances the need to take developmental College Skills courses may lengthen the time required to complete the student's program, and may result in increased costs to a student.

Not all programs and courses are offered at all campuses. You may be required to take some courses at another campus or online.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/medical_assistant_certificate_statistics_sem.htm.

Berkeley College

Undergraduate certificate in Medical Assistant

Program Length: 1 year

Print (51.0801-GedtPrint.html)

Students graduating on time

N/A* of Title IV students complete the program within 1 year ⓘ

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$20,900 for tuition and fees

\$0 for books and supplies

\$10,978 for off-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

92% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

N/A* in debt ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate. ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

not provided per year after leaving this program ⓘ

Graduates who got jobs

64% of program graduates got jobs according to the accreditor job placement rate

Program graduates are employed in the following fields:

Medical Assistants (<http://online.onetcenter.org/link/summary/31-9092.00>)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

Date Created 6/1/2017

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Medical Insurance, Billing, and Coding

Keeping a healthy bottom line for healthcare organizations.

Managing vast amounts of medical insurance and billing information is critical to the success of any healthcare organization. Berkeley College offers degree and certificate programs to prepare students with the important business and technology skills needed for positions in medical insurance, billing, and coding. Courses provide students with the required knowledge and skills to become nationally certified.

Graduates of the Medical Insurance Billing and Coding (MIBC) certificate program are required to participate in the Certified Professional Biller examination (CPB) through the American Academy of Professional Coders (AAPC) or the Certified Billing and Coding Specialist examination (CBCS) through the National Healthcareer Association (NHA) — both are nationally accepted standards of achievement in the administrative part of the field. The certificate program focuses primarily on medical billing pursuits such as an introduction to coding, reimbursement, legal and ethical requirements, and the medical billing cycle in the professional or outpatient setting. For more information, visit <http://www.nhanow.com/certifications/billing-coding> and <https://www.aapc.com/certification/medical-billing-certification.aspx>.

Graduates of the MIBC degree program are required to participate in the Certified Coding Associate examination (CCA) through the American Health Information Management Association (AHIMA) or the Certified Professional Coder examination (CPC) through AAPC — both are nationally accepted standards of achievement in the coding field. (If you have already completed the MIBC Certificate program at the college, Berkeley will apply all 11 courses from the MIBC certificate to the Medical Insurance Billing and Coding degree program.) The degree program covers both facility (inpatient) and professional (outpatient) coding. Both the AAPC and AHIMA recommend an Associate's degree prior to sitting for the CCA and CPC certification examinations. For certain medical billing and coding jobs, an Associate's degree is highly desirable, and may be required. For more information, visit <http://www.ahima.org/certification> and <https://www.aapc.com/certification/cpc/>.

Although certification is not required to work in most states, employers prefer to hire certified Medical Insurance, Billing, and Coding graduates.

Faculty members in this program are selected for both academic excellence and relevant professional experience. They combine firsthand knowledge with teaching experience to help prepare students to enter this in-demand field.

Benefit from:

- Curricula that focus on the structure and dynamics of the healthcare industry
- An emphasis on technology and specialized software to collect, process, and use information essential to the healthcare industry and its clients
- Training in communications between healthcare providers and private and governmental funding agencies
- Valuable, practical experience through program-related, faculty-monitored internships or job-related assignments if enrolled in the Associate's degree program
- A seamless transition between the Certificate and Associate's degree programs

Academic Programs

- **A.A.S., Health Services Administration - Medical Insurance, Billing, and Coding**
- **Medical Insurance, Billing, and Coding Certificate**

Berkeley College Academic Program Statistics 

Health Services Administration - Medical Insurance, Billing, and Coding Associate in Applied Science Degree (A.A.S.)

[PROGRAM LEARNING OBJECTIVES](#)

Course Requirements

MAJOR CORE COURSES

Semester credits

HEA1101 Foundations of Health Services

3

Provides students with a comprehensive introduction to the American healthcare system. This course explains the structures and operations of healthcare organizations, explores the forces responsible for shaping the system, and considers the policies influencing the system's current and future performance.

HEA2200 Medical Terminology

3

Provides a solid foundation and understanding of the medical language used by healthcare professionals through the introduction, reinforcement, and combination of medical word parts including prefixes, suffixes, and combining forms. Emphasis is placed on word building, analysis of word parts, spelling, special endings, plural forms, correct pronunciation of terminology related to procedures, and diseases of the various body systems. Commonly used abbreviations and symbols will also be introduced.

HEA2203 Ethical and Legal Aspects of Health Services

3

An introduction to the principles of law as applied to the healthcare field. Students learn ethical standards and issues as related to healthcare.

HEA2230 Health Information Management

3

Provides the student with an overview of the health information management (HIM) segment of the healthcare industry. This course addresses job responsibilities, legal and ethical standards, clinical data management, technology, and the wide variety of responsibilities of management.

Prerequisite: HEA1101

HEA2255 Computer Applications in Health Services

3

Familiarizes students with computerized billing and electronic health records using practice management software. Students learn to enter and edit patient personal history information, enter charges and post payments to financial accounts, and print statements. The importance of accuracy is stressed throughout this course.

Prerequisite: HEA1101

HEA2293 Internship

3

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisites: Departmental permission

MBC1100 Medical Coding - ICD

2

Introduces the development of medical nomenclature and classification systems. Topics include coding of diseases and procedures, an overview of coding systems, and basic coding rules and conventions.

Prerequisite: HEA2200

Prerequisite or Corequisite: SCI2100 or SCI1120

MBC1110 Medical Coding - CPT	2
Teaches procedural coding, the assignment of DRGs, the relationship between coding to reimbursement, and selected nomenclature and classification systems.	
Prerequisite: HEA2200	
Prerequisite or Corequisite: SCI2100 or SCI1120	
MBC2200 Medical Coding - Hospital Coding	2
Introduces the student to the new coding system used by hospitals for coding inpatient procedures. Students will learn how to analyze, assign, and sequence coding procedures in the ICD-10-PCS coding system and/or ICD-9-CM volume 3 procedure codes.	
Prerequisites: HEA2200, MBC1100	
Prerequisite or Corequisite: SCI2100 or SCI1120	
MBC2210 Medical Billing and Reimbursement Methods	2
Prepares students to be skilled health professionals in the business areas of health facilities. Students learn to interpret insurance payment documents, organize financial records, follow up on claims, handle denials and rejections, understand billing and collection guidelines, and monitor the cash flow cycle.	
Prerequisite: HEA1101	
MBC2220 Clinical Documentation and Compliance	2
Provides in-depth coverage of ICD, CPT, and HCPCS coding rubrics, conventions, principles, and updates as they apply to the coding of complex case studies. Students will assign codes and prospective payment categories using the required manuals.	
Prerequisite: HEA2200, SCI2100, or SCI1120	
Prerequisite or Corequisite: MBC2200	
MBC2280 Medical Insurance, Billing, and Coding Capstone	5
Focuses on the integration of knowledge, skills, and techniques learned throughout the Medical Insurance, Billing, and Coding program. This course reinforces the knowledge and skills needed to sit for a national certification exam.	
Prerequisites: MBC1110, MBC2220, and departmental permission	

MED1000 Basic Pharmacology and Pathophysiology	3
This course explores the causes, diagnosis, and treatment of common diseases as well as the basic principles of pharmacology. Focus is placed on the description of conditions and diseases of the organ systems, including etiology, signs and symptoms, methods of diagnosis, and treatment. The classification, actions, side effects, adverse reactions, sources, and forms of medications will also be explored.	
Prerequisite: HEA2200	

BUSINESS CORE COURSES

CIS1115 Computer Applications	3
Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel. This course provides an orientation to Berkeley College's computer framework including Blackboard, content collection, and portfolio development.	

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research	3
An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.	
ENG2205 Writing Through Literature	3
Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres.	
Prerequisite: ENG1105	

ENG2215 Public Speaking 3

Supports students in the development of oral communication skills. This course emphasizes the identification of good and poor speech habits, techniques for improving speech, oral interpretation, effective speech planning and delivery, and interpersonal communication.

Prerequisite or Corequisite: ENG2205

SCI1100 Anatomy and Physiology I 3

Study of the structure, function, and pathology (disease) of the human body. Students are introduced to various body systems including the musculoskeletal, digestive, nervous, and integumentary, as well as the special senses.

SCI2100 Anatomy and Physiology II 3

Study of the structure, function, and pathology (disease) of the human body. Students are introduced to various body systems including the cardiovascular, respiratory, urinary, endocrine, lymphatic, and reproductive systems.

Prerequisite: SCI1100

SOC2231 Human Relations 3

Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.

Science/Humanities Elective 3

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

Internship eligibility and employment opportunities in the healthcare field may be contingent upon the results of a medical examination, which may include drug and alcohol testing, as well as receipt of satisfactory references.

Applicants for whom such requirements may be matters of concern are strongly advised to contact an Admissions counselor prior to enrolling in this program.

Any required traditional textbooks and/or some required supplies are included as part of the charge for tuition and fees and will be distributed to students. Please note, however, that students have the right to obtain traditional textbooks, and/or certain required items, from other sources. Students who demonstrate that they have obtained required item(s) from another source may return the items distributed by the College and receive a refund of the amount charged by the College for the specific item.

SAMPLE PROGRAM SEQUENCE

A.A.S., Health Services Administration - Medical Insurance, Billing, and Coding New Jersey Program Statistics

A.A.S., Health Services Administration - Medical Insurance, Billing, and Coding New York Program Statistics

Associate in Applied Science Degree (A.A.S.) Health Services Administration – Medical Insurance, Billing, and Coding

SAMPLE PROGRAM SEQUENCE

	Semester Credits
FIRST SEMESTER	
HEA1101 Foundations of Health Services.....	3
HEA2200 Medical Terminology.....	3
SCI1100 Anatomy and Physiology I.....	3
CIS1115 Computer Applications.....	3
ENG1105 Writing and Research	3
SECOND SEMESTER	
MBC1100 Medical Coding - ICD.....	2
MBC2210 Medical Billing and Reimbursement Methods.....	2
HEA2255 Computer Applications in Health Services.....	3
SCI2100 Anatomy and Physiology II.....	3
MED1000 Basic Pharmacology and Pathophysiology.....	3
SOC2231 Human Relations	3
THIRD SEMESTER	
MBC1110 Medical Coding - CPT.....	2
MBC2200 Medical Coding - Hospital Coding	2
MBC2220 Clinical Documentation and Compliance	2
HEA2203 Ethical and Legal Aspects of Health Services.....	3
ENG2215 Public Speaking.....	3
ENG2205 Writing Through Literature.....	3
FOURTH SEMESTER	
MBC2280 Medical Insurance, Billing, and Coding Capstone	5
HEA2293 Internship.....	3
HEA2230 Health Information Management.....	3
Science/Humanities Elective	3
60 SEMESTER CREDITS REQUIRED FOR GRADUATION	

NOTE: Internship eligibility and employment opportunities in the healthcare field may be contingent upon the results of a medical examination, which may include drug and alcohol testing, as well as receipt of satisfactory references. Applicants for whom such requirements may be matters of concern are strongly advised to contact an Admissions counselor prior to enrolling in this program.

Graduates of the Medical Insurance Billing and Coding (MIBC) degree program are required to participate in the Certified Coding Associate examination (CCA) through the American Health Information Management Association (AHIMA) or the Certified Professional Coder examination (CPC) through AAPC — both are nationally accepted standards of achievement in the coding field. (If you have already completed the MIBC Certificate program at the college, Berkeley will apply all 11 courses from the MIBC certificate to the Medical Insurance Billing and Coding degree program.) The degree program covers both facility (inpatient) and professional (outpatient) coding. Both the AAPC and AHIMA recommend an Associate's degree prior to sitting for the CCA and CPC certification examinations. For certain medical billing and coding jobs, an Associate's degree is highly desirable, and may be required. For more information, visit <http://www.ahima.org/certification> and <https://www.aapc.com/certification/cpc/>.

Although certification is not required to work in most states, employers prefer to hire certified Medical Insurance, Billing, and Coding graduates.

Any required traditional textbooks and/or some required supplies are included as part of the charge for tuition and fees and will be distributed to students. Please note, however, that students have the right to obtain traditional textbooks, and/or certain required items, from other sources. Students who demonstrate that they have obtained required item(s) from another source may return the items distributed by the College and receive a refund of the amount charged by the College for the specific item.

Under certain circumstances the need to take developmental College Skills courses may lengthen the time required to complete the student's program, and may result in increased costs to a student.

Not all programs and courses are offered at all campuses. You may be required to take some courses at another campus or online.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/aas_health_services_administration_medical_insurance_billing_coding_nj_statistics_sem.htm and BerkeleyCollege.edu/gainful-employment/aas_health_services_administration_medical_insurance_billing_coding_ny_statistics_sem.htm.

Berkeley College

Associate's degree in Health Services Administration - Medical Insurance, Billing, and Coding

Program Length: 2 years

Print (51.0707-GedtPrint.html)

Students graduating on time

29% of Title IV students complete the program within 2 years ⓘ

Program Costs*

\$50,600 for tuition and fees

\$0 for books and supplies

\$21,956 for off-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

89% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

\$9,237 in debt ⓘ

The typical monthly loan payment

\$106 per month in student loans with **6.8%** interest rate. ⓘ

The typical graduate earns

\$29,526 per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

[Bill and Account Collectors \(http://online.onetcenter.org/link/summary/43-3011.00\)](http://online.onetcenter.org/link/summary/43-3011.00)

[Medical Records and Health Information Technicians
\(http://online.onetcenter.org/link/summary/29-2071.00\)](http://online.onetcenter.org/link/summary/29-2071.00)

Licensure Requirements

*Program has no licensure requirements in any state.

Additional Information

Date Created 6/1/2017

These disclosures are required by the U.S. Department of Education

Berkeley College

Associate's degree in Health Services Administration - Medical Insurance, Billing, and Coding

Program Length: 2 years

[Print \(51.0707-GedtPrint.html\)](#)

Students graduating on time

10% of Title IV students complete the program within 2 years ⓘ

Program Costs*

\$50,600 for tuition and fees

\$0 for books and supplies

\$21,956 for off-campus room and board

\$32,408 for on-campus room and board

Other Costs

[Visit website for more program cost information](#)

[\(http://berkeleystore.berkeleycollege.edu/\)](http://berkeleystore.berkeleycollege.edu/)

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

86% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

N/A* in debt ⓘ

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate. ⓘ

The typical graduate earns

\$31,436 per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

[Bill and Account Collectors \(http://online.onetcenter.org/link/summary/43-3011.00\)](http://online.onetcenter.org/link/summary/43-3011.00)

[Medical Records and Health Information Technicians
\(http://online.onetcenter.org/link/summary/29-2071.00\)](http://online.onetcenter.org/link/summary/29-2071.00)

Licensure Requirements ⓘ

*Program has no licensure requirements in any state.

Additional Information

Date Created 6/1/2017

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Medical Insurance, Billing, and Coding Certificate Program

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

HEA1101 Foundations of Health Services 3

Provides students with a comprehensive introduction to the American healthcare system. This course explains the structures and operations of healthcare organizations, explores the forces responsible for shaping the system, and considers the policies influencing the system's current and future performance.

HEA2200 Medical Terminology 3

Provides a solid foundation and understanding of the medical language used by healthcare professionals through the introduction, reinforcement, and combination of medical word parts including prefixes, suffixes, and combining forms. Emphasis is placed on word building, analysis of word parts, spelling, special endings, plural forms, correct pronunciation of terminology related to procedures, and diseases of the various body systems. Commonly used abbreviations and symbols will also be introduced.

HEA2203 Ethical and Legal Aspects of Health Services 3

An introduction to the principles of law as applied to the healthcare field. Students learn ethical standards and issues as related to healthcare.

HEA2230 Health Information Management 3

Provides the student with an overview of the health information management (HIM) segment of the healthcare industry. This course addresses job responsibilities, legal and ethical standards, clinical data management, technology, and the wide variety of responsibilities of management.

Prerequisite: HEA1101

HEA2255 Computer Applications in Health Services 3

Familiarizes students with computerized billing and electronic health records using practice management software. Students learn to enter and edit patient personal history information, enter charges and post payments to financial accounts, and print statements. The importance of accuracy is stressed throughout this course.

Prerequisite: HEA1101

MBC1100 Medical Coding - ICD 2

Introduces the development of medical nomenclature and classification systems. Topics include coding of diseases and procedures, an overview of coding systems, and basic coding rules and conventions.

Prerequisite: HEA2200

Prerequisite or Corequisite: SCI2100 or SCI1120

MBC1110 Medical Coding - CPT 2

Teaches procedural coding, the assignment of DRGs, the relationship between coding to reimbursement, and selected nomenclature and classification systems.

Prerequisite: HEA2200

Prerequisite or Corequisite: SCI2100 or SCI1120

MBC2210 Medical Billing and Reimbursement Methods 2

Prepares students to be skilled health professionals in the business areas of health facilities. Students learn to interpret insurance payment documents, organize financial records, follow up on claims, handle denials and rejections, understand billing and collection guidelines, and monitor the cash flow cycle.

Prerequisite: HEA1101

BUSINESS CORE COURSES

CIS1115 Computer Applications

3

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel. This course provides an orientation to Berkeley College's computer framework including Blackboard, content collection, and portfolio development.

LIBERAL ARTS AND SCIENCES CORE COURSES

ENG1105 Writing and Research

3

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

SCI1120 Human Biology

3

Study of the structure and function of the human body. Students are introduced to the various body systems, including the integumentary, skeletal, muscular, nervous, special senses, endocrine, respiratory, digestive, urinary, reproductive, hematological/immunological, and cardiovascular. Course includes definitions, terminology, chemical basis of life, and energy, as well as microbiology.

30 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

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SAMPLE PROGRAM SEQUENCE

Medical Insurance, Billing, and Coding Certificate in New Jersey Program Statistics

Medical Insurance, Billing, and Coding Certificate

SAMPLE PROGRAM SEQUENCE

	Semester Credits
FIRST SEMESTER	
HEA1101 Foundations of Health Services.....	3
HEA2200 Medical Terminology.....	3
SCI1120 Human Biology	3
CIS1115 Computer Applications.....	3
ENG1105 Writing and Research	3
SECOND SEMESTER	
MBC1100 Medical Coding - ICD	2
MBC1110 Medical Coding - CPT	2
MBC2210 Medical Billing and Reimbursement Methods.....	2
HEA2203 Ethical and Legal Aspects of Health Services.....	3
HEA2255 Computer Applications in Health Services.....	3
HEA2230 Health Information Management	3

30 SEMESTER CREDITS
REQUIRED FOR GRADUATION

NOTE: Graduates of the Medical Insurance Billing and Coding (MIBC) certificate program are required to participate in the Certified Professional Biller examination (CPB) through the AAPC or the Certified Billing and Coding Specialist examination (CBCS) through the National Healthcareer Association (NHA) — both are nationally accepted standards of achievement in the administrative part of the field. The certificate program focuses primarily on medical billing pursuits such as an introduction to coding, reimbursement, legal and ethical requirements, and the medical billing cycle in the professional or outpatient setting. For more information, visit <http://www.nhanow.com/certifications/billing-coding> and <https://www.aapc.com/certification/medical-billing-certification.aspx>.

Although certification is not required to work in most states, employers prefer to hire certified Medical Insurance, Billing, and Coding graduates.

Any required traditional textbooks and/or some required supplies are included as part of the charge for tuition and fees and will be distributed to students. Please note, however, that students have the right to obtain traditional textbooks, and/or certain required items, from other sources. Students who demonstrate that they have obtained required item(s) from another source may return the items distributed by the College and receive a refund of the amount charged by the College for the specific item.

Under certain circumstances the need to take developmental College Skills courses may lengthen the time required to complete the student's program, and may result in increased costs to a student.

Not all programs and courses are offered at all campuses. You may be required to take some courses at another campus or online.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/medical_insurance_billing_and_coding_certificate_nj_statistics_sem.htm.

Berkeley College

Undergraduate certificate in Medical Insurance, Billing, and Coding

Program Length: 1 year

Print (51.0713-GedtPrint.html)

Students graduating on time

N/A* of Title IV students complete the program within 1 year ⓘ

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$20,900 for tuition and fees

\$0 for books and supplies

\$10,978 for off-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

84% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

N/A* in debt ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate. ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

not provided per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Medical Secretaries (<http://online.onetcenter.org/link/summary/43-6013.00>)

Medical Records and Health Information Technicians
(<http://online.onetcenter.org/link/summary/29-2071.00>)

Medical Assistants (<http://online.onetcenter.org/link/summary/31-9092.00>)

Licensure Requirements 

*Program has no licensure requirements in any state.

Additional Information

Date Created 6/1/2017

These disclosures are required by the U.S. Department of Education

**Berkeley College
Overview****Academic Programs****Academic Policies
and Procedures****Admissions and
Finances****Administration,
Faculty, and Staff****Contact Us**

Nursing

The Berkeley College School of Health Studies is committed to excellence in nursing education. Current programs prepare students to enter this rewarding, in-demand field and to enhance their skills and expand their career opportunities.

The Practical Nurse Certificate program prepares students to sit for the NCLEX-PN licensure examination, which is required to become a Licensed Practical Nurse (LPN). Students learn to provide basic medical care and perform administrative tasks. Graduates often begin careers in physicians' offices, clinics, nursing homes, assisted living facilities, rehabilitation centers, or home healthcare settings.

The LPN to B.S.N. program is the only on-site LPN to B.S.N. program in New Jersey. Licensed, experienced LPNs can earn a Bachelor of Science in Nursing (B.S.N.) degree and prepare to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). With advanced skills and training, graduates can qualify for higher-level positions and pursue graduate degrees.

Berkeley College's Nursing programs meet the educational requirements for licensure in the state of New Jersey. Licensure, however, is not automatic. In addition to successfully passing the National Council Examination (NCLEX-RN or NCLEX-PN), the New Jersey Board of Nursing requires that applicants be of a good moral character. Applicants wishing to become licensed in another state are encouraged to explore licensure requirements, which vary from state to state.

Academic Programs

- **B.S.N., LPN to B.S.N.**
- **Practical Nurse Certificate**

[Berkeley College Academic Program Statistics](#) 

**Berkeley College
Overview**
Academic Programs
**Academic Policies
and Procedures**
**Admissions and
Finances**
**Administration,
Faculty, and Staff**
Contact Us

B.S.N., LPN to B.S.N.

The only on-site LPN to B.S.N. program in New Jersey!

(LPN License Required)

The Berkeley College School of Health Studies now offers an LPN to B.S.N. program in which experienced LPNs can transition to the role of a baccalaureate-prepared Registered Nurse (RN). Graduates of the program are awarded a Bachelor of Science in Nursing (B.S.N.) degree and are eligible to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). In the rapidly changing world of healthcare, a B.S.N. can expand employment and earning opportunities. In fact, many hospitals and other healthcare facilities now require RNs to possess a B.S.N. The B.S.N. also prepares nurses to pursue graduate degrees.

Berkeley College's LPN to B.S.N. program meets the educational requirements for licensure in the state of New Jersey. Licensure, however, is not automatic. In addition to successfully passing the National Council Licensure Examination for Registered Professional Nurses (NCLEX-RN), the New Jersey Board of Nursing requires that applicants be of a good moral character. Applicants wishing to become licensed in another state are encouraged to explore licensure requirements, which vary from state to state.

Nurses with a B.S.N. are qualified to perform advanced tasks, including:

- Developing nursing care treatment plans
- Providing care to patients who are ill, injured, or suffering from other medical conditions
- Providing support and education to patients and families
- Supervising nurses and other professionals
- Administering medications and injections
- Assisting doctors during surgeries and other medical procedures

Benefit from:

- A strong foundation in both the theory and practice of clinical care
- The practical experience of hands-on labs and faculty monitored clinical or job-related assignments
- A supportive faculty selected on the basis of academic excellence and relevant professional experience in the nursing field
- Eligibility to sit for the NCLEX-RN examination and to apply for graduate programs in nursing

Applicants to the LPN to B.S.N. program must a) have completed an accredited Practical Nurse program in the United States, b) possess an unrestricted active or inactive practical nurse license, and c) have completed a minimum of 2,080 hours of work as an LPN within the last two years.

LPN to B.S.N. Bachelor of Science in Nursing (B.S.N.)

Students accepted into the LPN to B.S.N. program will receive 30 credits for a) completing an accredited Practical Nurse program in the United States, b) possessing an unrestricted active or inactive practical nurse license, and c) completing a minimum of 2,080 hours of work as an LPN within the last two years.

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

NUR3310 Nursing Research for Evidence-Based Practice

3

Focuses on the introduction of research with an emphasis on its application in nursing practice. The steps of the research process for qualitative and quantitative design will be examined. Students will review and critique scholarly, peer-reviewed nursing and inter-professional research studies. Ethical implications of research and translational scholarship will be discussed.

Prerequisites: MAT2215, SCI2100, SCI2110, SCI2228, ENG2205

Prerequisite or Corequisite: SCI3310

NUR3320 Transition to Professional Nursing

3

Focuses on the transition of the Licensed Practical Nurse to Registered Nurse within the healthcare environment. The development of professional values, critical thinking, and clinical judgment will be emphasized. Integration of nursing theory and evidence-based practice into nursing care will be explored. Concepts of social, political, and economic influences on nursing practice will be examined. Legal issues, organ and tissue donation, the nurse practice act, concepts of leadership, and appropriate delegation will be introduced.

Prerequisites: MAT2215, SCI2100, SCI2110, SCI2228, ENG2205

Prerequisite or Corequisite: SCI3310

NUR3330 Health Assessment Across the Lifespan

3

Using didactic and simulated clinical experiences, skills needed to conduct comprehensive physical assessment for individuals across the lifespan in a variety of settings are developed. Emphasis is placed on critical thinking, analysis, and the integration of systematic data collection for effective decision making in nursing practice. Use of evidence-based assessment tools for risk reduction is emphasized. A transcultural approach is used to assess the holistic human being.

Prerequisites or Corequisites: NUR3310, NUR3320

NUR3360 Advanced Mental Health Nursing

3

This course focuses on understanding the role of the professional nurse who cares for clients with mental health needs. Students will participate in clinical care of those in need of mental health services across a spectrum of care settings. Emphasis is placed on clinical judgment skills and professional values within a legal and ethical framework. Current issues in caring for individuals, families, and communities managing mental health challenges will be discussed. Topics may include, but are not limited to, abuse and neglect, chemical dependence, coping mechanisms, therapeutic communication, stress management, support systems, and cultural and religious influences.

Prerequisite: NUR3330

NUR4410 Advanced Maternal-Child Nursing

3

This didactic and clinical course focuses on the role of the professional nurse in meeting the holistic health needs of the childbearing and childrearing family. The nursing process is utilized to provide family-centered psychosocial and culturally sensitive care. Topics include, but are not limited to, maternal health, newborn and pediatric assessment, and pediatric growth and development (well/ill care). Students are provided the opportunity to utilize an evidence-based approach to critical thinking and nursing practice in various healthcare settings.

Prerequisite: NUR3330

NUR4420 Nursing Leadership and Management

3

This course explores management and leadership skills for the professional registered nurse in designing, coordinating, directing, and evaluating safe and quality healthcare. The role of the RN will be emphasized as a change agent and transformational leader. Students will demonstrate the application of nursing theory, evidence-based practice, information systems, problem solving, and effective communication strategies for best practices within a nursing organization.

Prerequisites: NUR3360, NUR4410, NUR4450

NUR4430 Community Health Nursing

3

Focuses on the application of the nursing process for a vulnerable population or community group in the promotion and protection of public health using health promotion, risk reduction, and disease management strategies. Community assessment, epidemiologic, environmental, change, political action, and case management frameworks are used to guide evidence-based nursing care delivery to persons, families, and populations in community settings. The nurse's role on the community health team and an understanding of healthcare needs of different cultural groups will be studied.

Prerequisites: NUR3360, NUR4410, NUR4450

NUR4440 Advanced Nursing Pharmacology

3

This course builds upon basic nursing knowledge of pharmacology. In-depth review of drug classifications will be emphasized. Students will apply critical thinking skills to the calculation and administration of medications. A case study approach will be used to focus on the nursing role of promoting safe, high-quality pharmacological care. Advance concepts such as chemotherapy, blood administration, and critical care medications will also be explored.

Prerequisite: NUR3330

NUR4450 Advanced Adult Health Nursing

3

This didactic and clinical course builds on the basic concepts of critical care related to multi-organ/system function and dysfunction, requiring the development of critical thinking. Nursing care relating to physiology, assessment, pathophysiology, system failure, end of life, and clinical management of the cardiovascular system, neurological system, pulmonary system, endocrine system, and renal system are addressed. Core concepts of complex pathophysiology, evidence-based treatment modalities, and advanced nursing roles are integrated in discussions of providing care to critically ill patients.

Prerequisite or Corequisite: NUR4440

NUR4460 Professional Nursing Seminar

3

Knowledge and skills from previous courses will be integrated into case studies and simulations focused on building critical thinking and clinical judgment. Individual student plans will be developed through testing to identify strengths and opportunities for learning. Test-taking strategies will be reviewed and utilized. Preparation for the transition to professional nursing practice will be emphasized.

Prerequisites or Corequisites: NUR4420, NUR4430

SCIENCE CORE COURSES**SCI1100 Anatomy and Physiology I**

3

Study of the structure, function, and pathology (disease) of the human body. Students are introduced to various body systems including the musculoskeletal, digestive, nervous, and integumentary, as well as the special senses.

SCI1110 Anatomy and Physiology Laboratory I

1

An introduction to the basic principles of human anatomy and physiology as explored through laboratory sessions. Laboratory activities coincide with lectures to enhance understanding of each topic by providing visual and hands-on experiments for the concepts learned in the lecture. Laboratory sessions include microscopy, dissections, and elementary physiological experiments. Among the topics considered are various body systems including the musculoskeletal, digestive, nervous, and integumentary, as well as the general and special senses.

Corequisite: SCI1100

SCI2100 Anatomy and Physiology II

3

Study of the structure, function, and pathology (disease) of the human body. Students are introduced to various body systems including the cardiovascular, respiratory, urinary, endocrine, lymphatic, and reproductive systems.

Prerequisite: SCI1100

SCI2110 Anatomy and Physiology Laboratory II

1

Continues the study of human anatomy and physiology through laboratory exploration. Laboratory activities coincide with lectures to enhance understanding of each topic by providing visual and hands-on experiments for the concepts learned in the lecture. Laboratory sessions include microscopy, dissections, and elementary physiological experiments. Among the topics covered are the cardiovascular, respiratory, urinary, endocrine, lymphatic, and reproductive systems.

Prerequisite: SCI1110

Corequisite: SCI2100

SCI2228 Microbiology

3

The morphology and function of microorganisms, especially viruses and bacteria, are studied. The characteristics of microorganisms, the disease process, and the immune response are discussed.

SCI3000 Chemistry for Healthcare Professionals

4

An introduction to chemistry, organic chemistry, and biological chemistry for students in nursing and other health science programs. This course expands on foundational knowledge of physiological processes and treatment modalities in human beings. A case study approach will be integrated into the course.

Prerequisite: MAT2211

SCI3310 Nutrition for Healthcare Professionals

3

An introduction to the basic principles of nutrition and a foundation for wellness. Practical application of essential information and the interrelationships between nutrition, food, and the environment as they impact health status will be explored. Culture/religious beliefs, ethnicity, socio-economic status, and nutritional trends and how they influence the nutritional health of the person will be examined. The nutritional needs associated with obesity and eating disorders, enteral and parenteral nutrition, metabolic and respiratory stress, gastrointestinal disorders, diabetes, cardiovascular disorders, renal disorders, cancer, and HIV/AIDS across the lifespan will be discussed.

LIBERAL ARTS AND SCIENCE CORE COURSES**ENG1105 Writing and Research**

3

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

ENG2205 Writing Through Literature	3
Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres. Prerequisite: ENG1105	
ENG3315 Advanced Writing	3
Explores a wide variety of professional and creative writing modes, from personal profiles to blogging and beyond. Students build their reading, writing, and researching skills while reinforcing the fundamental concepts and current developments associated with the areas of their respective majors. Prerequisite: ENG2205	
HUM2225 Introduction to Ethics	3
Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.	
MAT2211 College Algebra	3
Introduces students to solving problems by using geometric and algebraic approaches and appropriate technology. Topics include the Cartesian coordinate system, linear equations, absolute value, rational and exponential functions, systems of linear equations, linear inequalities, logarithms, and polynomials. Prerequisite: CSK85 or placement-based score	
MAT2215 Statistics I	3
Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.	
SOC2225 Introduction to Psychology	3
Survey of the basic principles of psychology and their direct application to the understanding of human behavior so as to allow students to gain an understanding and awareness of their own everyday existence. Topics include human development, learning, memory, thinking, intelligence, creativity, motivation, emotion, adjustment, perception, abnormal behavior, and therapy.	
SOC2231 Human Relations	3
Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.	
SOC3305 Marriage and Family	3
Explores the traditional and changing family as a social institution with multicultural and crosscultural differences. Family roles and patterns are examined with emphasis on the forms they assume in different cultures and subcultures, including ethnic and class variations.	
English Elective	3
Humanities Electives*	6
Liberal Arts Elective	3
Social Science Elective	3
<hr/>	
Credits Granted upon Acceptance into the LPN to B.S.N. Program	30

120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

*Three credits of Humanities Electives must be at the 3000/4000 level.

Governing regulations may disqualify individuals from obtaining professional certification in this field based upon certain health conditions or results of criminal background checks. Therefore, in addition to meeting the **immunization requirements** of Berkeley College and the state of New Jersey, students applying to the LPN to B.S.N. program must provide authorization for a criminal background check prior to registration and submit a physical assessment by a licensed medical professional prior to participating in clinical rotations. Students enrolled in the LPN to B.S.N. program are required to purchase their own malpractice insurance.

Extensive criminal background checks may be repeated after admission at the request of clinical facilities, and positive findings may prevent students from completing the clinical portion of the program and graduating. Health requirements required for clinical courses are extensive and may total several hundred dollars. The costs of these health requirements are borne by the student.

To qualify for graduation, students must pass all Nursing (NUR) courses with a minimum grade of B. Graduates of the LPN to B.S.N. program are eligible to sit for the NCLEX-RN licensure examination. Passing this exam is required to work as a Registered Nurse (RN).

This program also requires students to obtain specific supplies, the cost of which totals approximately \$1,435.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/bsn_lpn_to_bsn_nj_statistics_sem.htm.

[SAMPLE PROGRAM SEQUENCE](#) ↗

[SAMPLE PROGRAM SEQUENCE](#) ↗

[B.S.N., LPN to B.S.N. New Jersey Program Statistics](#) ↗

Bachelor of Science in Nursing Degree (B.S.N.) LPN to B.S.N.

Students accepted into the LPN to B.S.N. program will receive 30 credits for a) completing an accredited Practical Nurse program in the United States, b) possessing an unrestricted active or inactive practical nurse license, and c) completing a minimum of 2,080 hours of work as an LPN within the last two years.

SAMPLE PROGRAM SEQUENCE

	Semester Credits
FIRST SEMESTER	
SCI1100 Anatomy and Physiology I.....	3
SCI1110 Anatomy and Physiology Laboratory I	1
ENG1105 Writing and Research	3
MAT2211 College Algebra	3
SOC2225 Introduction to Psychology.....	3

SECOND SEMESTER

SCI2100 Anatomy and Physiology II.....	3
SCI2110 Anatomy and Physiology Laboratory II.....	1
MAT2215 Statistics I.....	3
SCI3310 Nutrition for Healthcare Professionals.....	3
SOC2231 Human Relations	3

THIRD SEMESTER

SCI2228 Microbiology.....	3
ENG2205 Writing Through Literature	3
SCI3000 Chemistry for Healthcare Professionals	4
Social Science Elective.....	3

FOURTH SEMESTER

NUR3310 Nursing Research for Evidence Based Practice.....	3
NUR3320 Transition to Professional Nursing	3
NUR3330 Health Assessment Across the Lifespan	3
ENG3315 Advanced Writing	3
HUM2225 Introduction to Ethics	3

FIFTH SEMESTER

NUR3360 Advanced Mental Health Nursing.....	3
SOC3305 Marriage and Family	3
English Elective.....	3
Humanities Elective	3

SIXTH SEMESTER

NUR4410 Advanced Maternal-Child Nursing	3
NUR4440 Advanced Nursing Pharmacology	3
NUR4450 Advanced Adult Health Nursing	3
Liberal Arts Elective	3

	Semester Credits
SEVENTH SEMESTER	
NUR4420 Nursing Leadership and Management	3
NUR4430 Community Health Nursing	3
NUR4460 Professional Nursing Seminar	3
Humanities Elective (3000/4000 level).....	3

120 SEMESTER CREDITS

REQUIRED FOR GRADUATION

NOTE: Three credits of Humanities Electives must be at the 3000/4000 level.

Governing regulations may disqualify individuals from obtaining professional certification in this field based upon certain health conditions or results of criminal background checks. Therefore, in addition to meeting the immunization requirements of Berkeley College and the State of New Jersey, students applying to the LPN to B.S.N. program must provide authorization for a criminal background check prior to registration and submit a physical assessment by a licensed medical professional prior to participating in clinical rotations. Students enrolled in the LPN to B.S.N. program are required to purchase their own malpractice insurance.

Extensive criminal background checks may be repeated after admission at the request of clinical facilities, and positive findings may prevent students from completing the clinical portion of the program and graduating. Health requirements required for clinical courses are extensive and may total several hundred dollars. The costs of these health requirements are borne by the student.

To qualify for graduation, students must pass all Nursing (NUR) courses with a minimum grade of B. Graduates of the LPN to B.S.N. program are eligible to sit for the NCLEX-RN licensure examination. Passing this exam is required to work as a Registered Nurse (RN).

This program also requires students to obtain specific supplies, the cost of which totals approximately \$1,435.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/bsn_lpn_to_bsn_nj_statistics_sem.htm.

Under certain circumstances the need to take developmental College Skills courses may lengthen the time required to complete the student's program, and may result in increased costs to a student.

Not all programs and courses are offered at all campuses. You may be required to take some courses at another campus or online.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/bsn_lpn_to_bsn_nj_statistics_sem.htm.

Berkeley College

Bachelor's degree in Nursing

Program Length: 3 years

Print (51.3801-GedtPrint.html)

Students graduating on time

N/A* of Title IV students complete the program within 3 years ⓘ

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$88,550 for tuition and fees

\$0 for books and supplies

\$43,912 for off-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

N/A* of students who attend this program borrow money to pay for it ⓘ

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

The typical graduate leaves with

N/A* in debt ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate. ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

not provided per year after leaving this program ⓘ

Graduates who got jobs

N/A* of program graduates got jobs according to the accreditor job placement rate

*Program does not have enough completers to calculate a placement rate as required.

Program graduates are employed in the following fields:

Critical Care Nurses (<http://online.onetcenter.org/link/summary/29-1141.03>)

Registered Nurses (<http://online.onetcenter.org/link/summary/29-1141.00>)

Licensure Requirements ⓘ

This program meets licensure requirements in

New Jersey*, New York*, Pennsylvania*

*State requires students to sit for licensure exam

Additional Information

Date Created 6/22/2017

These disclosures are required by the U.S. Department of Education

Berkeley College Overview

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Practical Nurse Certificate

Provide vital care to patients in need.

The Practical Nurse program provides students with the knowledge and clinical skills necessary to enter the healthcare field as a Practical Nurse. Graduates of the Practical Nurse program are eligible to sit for the NCLEX-PN licensure examination. Passing this exam is required to become a Licensed Practical Nurse (LPN).

Berkeley College's Practical Nurse program meets the educational requirements for licensure in the state of New Jersey. Licensure, however, is not automatic. In addition to successfully passing the National Council Licensure Examination for Practical Nurses (NCLEX-PN), the New Jersey Board of Nursing requires that applicants be of a good moral character. Applicants wishing to become licensed in another state are encouraged to explore licensure requirements, which vary from state to state.

Practical Nurses provide basic medical care, including:

- Monitoring a patient's health by checking vital signs
- Administering wound care and inserting catheters
- Providing for the basic comfort of patients, such as helping them bathe or dress
- Reporting a patient's medical status to the registered nurse and/or physician
- Maintaining patient health records
- Collecting specimens

Practical Nurse graduates provide care to their patients in a variety of healthcare environments, including physicians' offices, clinics, nursing homes, assisted living facilities, rehabilitation centers, and home healthcare settings.

Benefit from:

- A strong foundation in both the theory and techniques of clinical nursing
- Hands-on learning in on-site nursing laboratories that simulate various clinical environments
- Opportunities to practice communication and interpersonal skills needed for developing a rapport with colleagues and patients
- Valuable, practical experience gained through the completion of clinical rotations at off-campus healthcare facilities, under the supervision of New Jersey licensed Registered Nurse (RN) instructors

Practical Nurse Certificate Program

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

NUR1100 Foundations of Nursing

8

Students learn the components of nursing and the application of techniques and procedures to provide care to patients. Topics include the nursing process; communication skills; legal and ethical aspects of nursing; physical and psychosocial development; health promotion; safety skills; infection control; basic normal assessment; pain management; and concepts of loss, grief, and death. Hands-on demonstration, practice, and validation of skills are conducted in the nursing lab and in the clinical setting.

NUR1200 Pharmacology

3

Students study the different drug categories and the methods of administration, including oral and by injection. Includes the proper use of the Physician's Desk Reference (PDR) and how to accurately read, prepare, and call in written prescriptions.

Prerequisite: SCI2215

Prerequisite or Corequisite: NUR1100

NUR1300 Nursing Concepts I

8

Students learn the concepts underlying health and wellness of individuals and families. Students will apply concepts to exemplars addressing basic nutrition, fluid and electrolytes, surgery, oxygenation, and the cardiovascular,

gastrointestinal, genitourinary, endocrine, eye and ear, neurological and muscular systems. Direct clinical practice provides opportunities for students to demonstrate successful application of these concepts in a patient care setting.

Prerequisites: NUR1100, SCI2215, SOC2225, CPR certification, and completion of all departmental physical forms, including purchase of malpractice insurance.

NUR1400 Special Topics in Nursing

6

Students explore special topics in nursing addressing the nursing process as applied to the provision of nursing care for individuals and families with mental health challenges, childbearing families, and children. Topics include anatomy and physiology, assessment, diseases and disorders, pharmacology, diet therapy, and special considerations across the life span. Students study the needs and care of patients from conception through childhood. Topics include conception, embryology, maternal and newborn health, nursing care from pre-conception to postpartum for childbearing families, reactions to hospitalization, childhood illnesses/disorders, outpatient settings, and federal legislation. Hands-on care and management of patients via the nursing process are conducted in the clinical setting.

Prerequisites: NUR1100, SCI 2215, SOC2225, CPR certification, and completion of all departmental physical forms, including purchase of malpractice insurance.

NUR2100 Nursing Concepts II

10

Students build upon concepts explored in Nursing Concepts I, including nutrition, fluid and electrolytes, and oxygenation. Students also learn about complex disease processes in the cardiovascular, gastrointestinal, neurological, muscular, and genitourinary systems. Students begin to explore immunological diseases such as HIV and concepts related to oncology. Direct clinical practice provides opportunities for students to demonstrate successful application of these concepts in a patient care setting.

Prerequisites: NUR1300, CPR certification, and completion of all departmental physical forms, including purchase of malpractice insurance

NUR2200 Transition into Practice

6

Students examine professional practice issues such as delegation and use of SBAR (Situation, Background, Assessment, and Recommendation). Legal/ethical issues concerning clients' rights, use of restraints/seclusion, and advance directives and palliative care are explored through case discussions, recent news events, practice updates, and legislative mandates.

Prerequisites: NUR1300, CPR certification, and completion of all departmental physical forms, including purchase of malpractice insurance

Prerequisites or Corequisites: NUR1400, NUR2100

LIBERAL ARTS AND SCIENCES CORE COURSES

SCI2215 Life Sciences

6

Students are introduced to the various body systems including the integumentary, skeletal, muscular, nervous, sensory, endocrine, respiratory, digestive, urinary, reproductive, hematological/immunological, and cardiovascular. Course includes definitions, terminology, chemical basis of life, and energy as well as microbiology.

SOC2225 Introduction to Psychology

3

Survey of the basic principles of psychology and their direct application to the understanding of human behavior so as to allow students to gain an understanding and awareness of their own everyday existence. Topics include human development, learning, memory, thinking, intelligence, creativity, motivation, emotion, adjustment, perception, abnormal behavior, and therapy.

50 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

Governing regulations may disqualify individuals from obtaining professional certification in this field based upon health or criminal records. Therefore, in addition to meeting the **immunization requirements** of Berkeley College and the state of New Jersey, students applying to the Practical Nurse program must provide authorization for a criminal background check prior to registration and submit a physical assessment by a licensed medical professional prior to participating in clinical rotations. Students enrolled in the Practical Nurse program are required to purchase their own malpractice insurance.

Extensive criminal background checks may be repeated after admission at the request of clinical facilities, and positive findings may prevent students from completing the clinical portion of the program, graduating, and participating in certification exams. Health requirements required for clinical courses are extensive and may total several hundred dollars. The costs of these health requirements are borne by the student.

To qualify for graduation, students must pass all Nursing (NUR) courses, Life Sciences, and Introduction to Psychology with a minimum grade of C+.

Graduates of the Practical Nurse program are eligible to sit for the NCLEX-PN licensure examination. Passing this exam is required to work as a Licensed Practical Nurse (LPN).

This program also requires students to obtain specific supplies, the cost of which totals approximately \$740.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is

available at BerkeleyStore.BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/practical_nurse_certificate_statistics_sem.htm.

Any required traditional textbooks and/or some required supplies are included as part of the charge for tuition and fees and will be distributed to students. Please note, however, that students have the right to obtain traditional textbooks, and/or certain required items, from other sources. Students who demonstrate that they have obtained required item(s) from another source may return the items distributed by the College and receive a refund of the amount charged by the College for the specific item.

[SAMPLE PROGRAM SEQUENCE](#)

[Practical Nurse Certificate Program Statistics](#)

Practical Nurse Certificate

SAMPLE PROGRAM SEQUENCE

	Semester Credits
FIRST SEMESTER	
SCI2215 Life Sciences	6
SOC2225 Introduction to Psychology.....	3
NUR1100 Foundations of Nursing	8
SECOND SEMESTER	
NUR1200 Pharmacology.....	3
NUR1300 Nursing Concepts I.....	8
NUR1400 Special Topics in Nursing	6
THIRD SEMESTER	
NUR2100 Nursing Concepts II.....	10
NUR2200 Transition into Practice	6

50 SEMESTER CREDITS
REQUIRED FOR GRADUATION

NOTE: Governing regulations may disqualify individuals from obtaining professional certification in this field based upon health or criminal records. Therefore, in addition to meeting the immunization requirements of Berkeley College and the State of New Jersey, students applying to the Practical Nurse program must provide authorization for a criminal background check prior to registration and submit a physical assessment by a licensed medical professional prior to participating in clinical rotations. Students enrolled in the Practical Nurse program are required to purchase their own malpractice insurance.

Extensive criminal background checks may be repeated after admission at the request of clinical facilities, and positive findings may prevent students from completing the clinical portion of the program, graduating, and participating in certification exams. Health requirements required for clinical courses are extensive and may total several hundred dollars. The costs of these health requirements are borne by the student.

To qualify for graduation, students must pass all Nursing (NUR) courses, Life Sciences, and Introduction to Psychology with a minimum grade of C+.

Graduates of the Practical Nurse program are eligible to sit for the NCLEX-PN licensure examination. Passing this exam is required to work as a Licensed Practical Nurse (LPN).

This program also requires students to obtain specific supplies, the cost of which totals approximately \$740.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore. BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/practical_nurse_certificate_statistics_sem.htm.

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Under certain circumstances the need to take developmental College Skills courses may lengthen the time required to complete the student's program, and may result in increased costs to a student.

Not all programs and courses are offered at all campuses. You may be required to take some courses at another campus or online.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/practical_nurse_certificate_statistics_sem.htm

Berkeley College

Undergraduate certificate in Practical Nurse

Program Length: 45 weeks

Print (51.3901-GedtPrint.html)

Students graduating on time

N/A* of Title IV students complete the program within 45 weeks ⓘ

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$33,550 for tuition and fees

\$0 for books and supplies

\$10,978 for off-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

N/A* of students who attend this program borrow money to pay for it ⓘ

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

The typical graduate leaves with

N/A* in debt ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate. ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

not provided per year after leaving this program ⓘ

Graduates who got jobs

44% of program graduates got jobs according to the state job placement rate

Program graduates are employed in the following fields:

Licensed Practical and Licensed Vocational Nurses

(<http://online.onetcenter.org/link/summary/29-2061.00>)

Licensure Requirements ⓘ

This program meets licensure requirements in

New York*, New Jersey*

*State requires students to sit for licensure exam

Additional Information

Date Created 6/22/2017

These disclosures are required by the U.S. Department of Education

**Berkeley College
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Surgical Technology

Specialized training for a specialized career.

The Surgical Technology program prepares students to work as valuable members of a surgical team, which most commonly includes surgeons, anesthesiologists, and circulating nurses. Surgical Technologists assist in surgical procedures under the supervision of surgeons, registered nurses, and other surgical personnel. They perform a variety of critical hands-on tasks, including:

- Preparing operating rooms by setting up surgical instruments and equipment
- Preparing patients for surgery by washing, shaving, and disinfecting incision sites
- Passing instruments and other sterile supplies to surgeons during surgical procedures
- Maintaining a proper sterile field throughout the surgical process
- Monitoring and assessing operating room conditions

Benefit from:

- A strong foundation in both the theory and techniques of surgical technology
- Hands-on learning in on-site surgical laboratories that simulate the surgical environment
- Valuable, practical experience gained through the completion of clinical practicums at off-campus healthcare facilities, under the supervision of instructors and professional practitioners
- Liberal arts and sciences courses that provide students with a foundation of skills and knowledge necessary to reason clearly and communicate effectively

Certification

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). Only students who complete a CAAHEP-accredited Surgical Technology program are eligible to sit for the Certified Surgical Technologist (CST) exam, a national credentialing exam administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). 78 percent of Berkeley College's Surgical Technology students who graduated between August 1, 2015, and July 31, 2016, passed the Certified Surgical Technologist (CST) exam on their first attempt. This pass rate is higher than the national average of 69.8 percent, according to statistics from the National Board of Surgical Technology and Surgical Assisting.

Degree Program

- **A.A.S., Surgical Technology**

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Surgical Technology Associate in Applied Science Degree (A.A.S.)

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

HEA2200 Medical Terminology

3

Provides a solid foundation and understanding of the medical language used by healthcare professionals through the introduction, reinforcement, and combination of medical word parts including prefixes, suffixes, and combining forms. Emphasis is placed on word building, analysis of word parts, spelling, special endings, plural forms, correct pronunciation of terminology related to procedures, and diseases of the various body systems. Commonly used abbreviations and symbols will also be introduced.

HEA2203 Ethical and Legal Aspects of Health Services

3

An introduction to the principles of law as applied to the healthcare field. Students learn ethical standards and issues as related to healthcare.

SUR1100 Fundamentals of Surgical Technology

6

Students are introduced to the role and responsibilities of the surgical technologist, the healthcare team, and the clinical environment. Topics include environment and workplace safety, patient care and safety, age-extreme patients, and patients with special needs. Students learn the basic techniques for scrubbing, gowning, and gloving. An on-campus operating room laboratory provides students with such hands-on experience as vital signs, patient transporting, and positioning.

SUR2112 Surgical Techniques

6

Provides an in-depth study of the principles of aseptic techniques. Topics include wound healing, specimen care, safe use of surgical equipment, surgical counts, and prepping and draping the patient. Various types of sutures, needles, stapling devices, sponges, dressings, packings, drains, and catheters are presented. Students are introduced to robotics, physics, and electricity. Focuses on diagnostic procedures as well as general, genitourinary, orthopedics, obstetrics and gynecological, ear, nose, and throat surgical procedures. Emphasis is placed on developing an effective operative routine as students set up for mock surgical procedures and role play the members of the perioperative team.

Prerequisite: SUR1100

SUR2120 Surgical Specialty Intervention Procedures

3

Focuses on the following surgical specialties: ophthalmology, plastic, neurosurgery, thoracic surgery, peripheral vascular, cardiovascular, organ and tissue recovery, and pediatric surgery.

Prerequisite: SUR2112

Corequisite: SUR2280

SUR2251 Pharmacology and Anesthesiology

2

The rationale for use of specific drugs, their therapeutic effects, major side effects on the surgical patient, and how these drugs may alter or influence surgical intervention are defined. Emphasis is on the role and responsibilities of the surgical technologist regarding pharmaceuticals in the operating room.

Prerequisite: SUR2112

SUR2280 Operating Room Clinical Practicum I

5

Students apply the didactic and laboratory skills learned throughout the program to the clinical setting, gain clinical work experience in surgical procedures and operating room practices, and scrub on surgical cases in various surgical

specialties. Students also participate in focused discussions and special projects.

Prerequisites: SUR2112, Basic Cardiac Life Support/Automated External Defibrillation Certification

Corequisite: SUR2120

SUR2290 Operating Room Clinical Practicum II

5

Continuation of clinical work experience in surgical procedures and operating room practices. Students also participate in focused discussions and special projects.

Prerequisites: SUR2280, Basic Cardiac Life Support/Automated External Defibrillation Certification

Corequisite: SUR2292

SUR2292 Surgical Technology Capstone

4

Designed to elicit reflection and application to the whole of the Surgical Technology program. The course requires the student to apply the knowledge, skills, and techniques attained throughout the Surgical Technology program. The capstone course provides an opportunity for the assessment of surgical technologist critical thinking skills and teamwork skills through case studies that present experiences often encountered in the surgical technologist's workplace. The course reinforces the knowledge, skills, and strategies needed to sit for the national credentialing exam; and stresses entry-level job requirements and upward career paths, resume writing skills, interviewing techniques, and networking.

Prerequisite: Departmental permission

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research

3

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

ENG2205 Writing Through Literature

3

Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres.

Prerequisite: ENG1105

SCI1100 Anatomy and Physiology I

3

Study of the structure, function, and pathology (disease) of the human body. Students are introduced to various body systems including the musculoskeletal, digestive, nervous, and integumentary, as well as the special senses.

SCI1110 Anatomy and Physiology Laboratory I

1

An introduction to the basic principles of human anatomy and physiology as explored through laboratory sessions. Laboratory activities coincide with lectures to enhance understanding of each topic by providing visual and hands-on experiments for the concepts learned in the lecture. Laboratory sessions include microscopy, dissections, and elementary physiological experiments. Among the topics considered are various body systems including the musculoskeletal, digestive, nervous, and integumentary, as well as the general and special senses.

Corequisite: SCI1100

SCI2100 Anatomy and Physiology II

3

Study of the structure, function, and pathology (disease) of the human body. Students are introduced to various body systems including the cardiovascular, respiratory, urinary, endocrine, lymphatic, and reproductive systems.

Prerequisite: SCI1100

SCI2110 Anatomy and Physiology Laboratory II

1

Continues the study of human anatomy and physiology through laboratory exploration. Laboratory activities coincide with lectures to enhance understanding of each topic by providing visual and hands-on experiments for the concepts learned in the lecture. Laboratory sessions include microscopy, dissections, and elementary physiological experiments. Among the topics covered are the cardiovascular, respiratory, urinary, endocrine, lymphatic, and reproductive systems.

Prerequisite: SCI1110

Corequisite: SCI2100

SCI2228 Microbiology

3

The morphology and function of microorganisms, especially viruses and bacteria, are studied. The characteristics of microorganisms, the disease process, and the immune response are discussed.

SOC2225 Introduction to Psychology

3

Survey of the basic principles of psychology and their direct application to the understanding of human behavior so as to allow students to gain an understanding and awareness of their own everyday existence. Topics include human development, learning, memory, thinking, intelligence, creativity, motivation, emotion, adjustment, perception, abnormal behavior, and therapy.

Humanities Elective

3

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

Governing regulations may disqualify individuals from obtaining certification in this field based upon health or criminal records. Therefore, in addition to meeting the **immunization requirements** of Berkeley College and the State of New Jersey, students applying to the Surgical Technology program must provide authorization for a criminal background check prior to registration and submit a physical assessment by a licensed medical professional prior to participating in clinical rotations. Students are required to purchase their own malpractice insurance.

Extensive criminal background checks may be repeated after admission at the request of clinical facilities; and positive findings may prevent students from completing the clinical portion of the program, graduating, and participating in the national certification exam. Health requirements required for clinical courses are extensive and may total several hundred dollars. The costs of these health requirements are borne by the student.

To qualify for employment as a Surgical Technologist in the State of New Jersey, a person must either complete a nationally or regionally accredited Surgical Technology program or meet other specified criteria. Requirements may vary by state. The Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredits Berkeley College's Surgical Technology program; therefore, students who complete this program are eligible to sit for the Certified Surgical Technologist (CST) exam.

To qualify for graduation, students must pass all Surgical (SUR) courses, as well as Anatomy and Physiology I and II, Anatomy and Physiology Laboratory I and II, and Microbiology, with a minimum grade of C+, as well as participate in the Certified Surgical Technologist (CST) National Certification Exam administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). Passing this examination is required to work as a Surgical Technologist in some states, including New Jersey and New York.

This program also requires students to obtain specific supplies, the cost of which totals approximately \$835.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/aas_surgical_technology_statistics_sem.htm.

SAMPLE PROGRAM SEQUENCE

A.A.S., Surgical Technology Program Statistics

Associate in Applied Science Degree (A.A.S.) Surgical Technology

SAMPLE PROGRAM SEQUENCE

	Semester Credits
FIRST SEMESTER	
SUR1100 Fundamentals of Surgical Technology.....	6
HEA2200 Medical Terminology.....	3
SCI1100 Anatomy and Physiology I.....	3
SCI1110 Anatomy and Physiology Laboratory I.....	1
ENG1105 Writing and Research.....	3
SECOND SEMESTER	
SUR2112 Surgical Techniques.....	6
SCI2228 Microbiology.....	3
SCI2100 Anatomy and Physiology II.....	3
SCI2110 Anatomy and Physiology Laboratory II.....	1
ENG2205 Writing Through Literature.....	3
THIRD SEMESTER	
SUR2120 Surgical Specialty Intervention Procedures.....	3
SUR2280 Operating Room Clinical Practicum I.....	5
SUR2251 Pharmacology and Anesthesiology.....	2
HEA2203 Ethical and Legal Aspects of Health Services.....	3
SOC2225 Introduction to Psychology.....	3
FOURTH SEMESTER	
SUR2290 Operating Room Clinical Practicum II.....	5
SUR2292 Surgical Technology Capstone.....	4
Humanities Elective.....	3

60 SEMESTER CREDITS
REQUIRED FOR GRADUATION

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Under certain circumstances the need to take developmental College Skills courses may lengthen the time required to complete the student's program, and may result in increased costs to a student.

Not all programs and courses are offered at all campuses. You may be required to take some courses at another campus or online.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/aas_surgical_technology_statistics_sem.htm.

Berkeley College

Associate's degree in Surgical Technology

Program Length: 2 years

Print (51.0909-GedtPrint.html)

Students graduating on time

N/A* of Title IV students complete the program within 2 years ⓘ

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$50,600 for tuition and fees

\$0 for books and supplies

\$21,956 for off-campus room and board

Other Costs

Visit website for more program cost information

(<http://berkeleystore.berkeleycollege.edu/>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

N/A* of students who attend this program borrow money to pay for it ⓘ

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

The typical graduate leaves with

N/A* in debt ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate. ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

not provided per year after leaving this program ⓘ

Graduates who got jobs

87% of program graduates got jobs according to the accreditor job placement rate

Program graduates are employed in the following fields:

Medical Equipment Preparers (<http://online.onetcenter.org/link/summary/31-9093.00>)

Surgical Technologists (<http://online.onetcenter.org/link/summary/29-2055.00>)

Licensure Requirements ⓘ

This program meets licensure requirements in

New York*, New Jersey*, Pennsylvania*

*State requires students to sit for licensure exam

Additional Information

Date Created 6/1/2017

These disclosures are required by the U.S. Department of Education

Four-year Combined B.B.A./M.B.A. Option General Business/Business Administration

B.B.A. SAMPLE PROGRAM SEQUENCE

		Semester Credits
FIRST SEMESTER		
CIS1115	Computer Applications.....	3
BUS1101	Career and Business Essentials.....	3
SOC1123	Psychology of Adjustment.....	3
SOC2231	Human Relations.....	3
ENG1105	Writing and Research.....	3
SECOND SEMESTER		
MKT2220	Principles of Marketing.....	3
MGT2220	Principles of Management.....	3
ENG2205	Writing Through Literature.....	3
MAT2215	Statistics I.....	3
	Business Elective.....	3
THIRD SEMESTER		
ACC1111	Financial Accounting I.....	3
IBS2201	International Business.....	3
HUM2225	Introduction to Ethics.....	3
	Business Elective.....	3
	Business Elective.....	3
FOURTH SEMESTER		
ENG3315	Advanced Writing.....	3
ECO2200	Principles of Economics.....	3
BUS2231	Business Law I.....	3
	Mathematics/Science Elective.....	3
	Business Elective.....	3
FIFTH SEMESTER		
FIN3301	Principles of Finance I.....	3
	Business Elective.....	3
	Free Electives.....	9
SIXTH SEMESTER		
BUS4451	Business Strategy and Policy.....	3
	Business Electives.....	9
	Free Elective.....	3
SEVENTH SEMESTER		
MBA6615	Organizational Behavior and Leadership.....	3
	English Elective.....	3
	Humanities Elective.....	3
	Liberal Arts Elective.....	3
	Social Science Elective.....	3
EIGHTH SEMESTER		
BUS4483	Internship.....	3
MBA6630	Marketing Strategy in a Global Context.....	3
	Business Elective.....	3
	Science Elective.....	3
	Liberal Arts Elective.....	3

120 SEMESTER CREDITS REQUIRED FOR GRADUATION

Business Elective courses may be from any business category.

NOTE: 12 credits of Liberal Arts Electives must be at the 3000/4000 level. 12 credits of Business Electives and/or Business Electives must be at the 3000/4000 level. Business Electives and Business Electives can be from any business-related discipline.

M.B.A. SAMPLE PROGRAM SEQUENCE

		Semester Credits
NINTH SEMESTER		
MBA6610	Operations Management.....	3
MBA6620	Managerial Economics for Business Decision-Making.....	3
MBA6625	Managerial Finance.....	3
	M.B.A. Practicum.....	1
TENTH SEMESTER		
MBA6635	Strategic Management of Technology.....	3
MBA7710	Globalization: Analysis and Response.....	3
	M.B.A. Elective.....	3
	M.B.A. Practicum.....	1
ELEVENTH SEMESTER		
MBA7715	Corporate Governance and Business Ethics.....	3
MBA8810	M.B.A. Capstone.....	3
	M.B.A. Elective.....	3
	M.B.A. Practicum.....	1

36 GRADUATE CREDITS REQUIRED FOR GRADUATION

PRACTICUMS

In the ninth, tenth, and eleventh semesters, students are required to add a one-credit practicum to any three of their 600- or 700-level courses. The practicums provide an opportunity for students to relate concepts from their coursework to actual work experiences.

Prospective students who meet the following criteria may be eligible for the program: A cumulative GPA of at least 3.50, full-time enrollment, and successful completion (B or better) of the six undergraduate courses that correspond to the M.B.A. foundations requirements

NOTE: Every other degree combination includes the same two graduate level courses taken during the final year as electives.

Under certain circumstances the need to take developmental College Skills courses may lengthen the time required to complete the student's program, and may result in increased costs to a student.

Not all programs and courses are offered at all campuses. You may be required to take some courses at another campus or online.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/bba_accounting_nj_statistics.htm (B.B.A., Accounting), BerkeleyCollege.edu/gainful-employment/bba_fashion_marketing_and_management_nj_statistics.htm (B.B.A., Fashion Merchandising and Management), BerkeleyCollege.edu/gainful-employment/bba_financial_services_nj_statistics.htm (B.B.A., Financial Services), BerkeleyCollege.edu/gainful-employment/bba_general_business_nj_statistics.htm (B.B.A., General Business), BerkeleyCollege.edu/gainful-employment/bba_health_services_management_nj_statistics.htm (B.B.A., Health Services Management), BerkeleyCollege.edu/gainful-employment/bba_international_business_nj_statistics.htm (B.B.A., International Business), BerkeleyCollege.edu/gainful-employment/bba_business_administration_management_nj_statistics.htm (B.B.A., Business Administration - Management), BerkeleyCollege.edu/gainful-employment/bba_marketing_communications_nj_statistics.htm (B.B.A., Marketing Communications), or BerkeleyCollege.edu/gainful-employment/mba_management_nj_statistics.htm (M.B.A., Management).

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Programs of Study

DEGREES OFFERED

Berkeley College offers the following undergraduate programs of study:

- Associate in Applied Science (A.A.S.)
- Associate in Science (A.S.)
- Bachelor of Business Administration (B.B.A.)
- Bachelor of Fine Arts (B.F.A.)
- Bachelor of Science (B.S.)
- Bachelor of Science in Nursing (B.S.N.)

The majority of the College's academic programs are available in day, evening, and weekend sessions through Berkeley's various campuses and online. It is important to note, however, that not all programs are offered at every campus and not all courses are offered every term or at every campus. Specifically, the Graphic Design program is only available at the Woodland Park campus and the Interior Design program is only available at the Woodland Park and Paramus campuses. Furthermore, scheduled course offerings may be canceled at the discretion of the College. Students enrolled in certain programs may therefore need to complete their studies at an alternative Berkeley campus or online. For current information about course schedules, please go to BerkeleyCollege.edu/Academics/CourseSchedules.htm.

PROGRAMS OF STUDY

Accounting

- **A.A.S., Business Administration - Accounting**
- **B.B.A., Accounting**

Fashion Merchandising and Management

- **A.A.S., Fashion Merchandising and Management**
- **B.B.A., Fashion Merchandising and Management**

Financial Services

- **A.A.S., Financial Services**
- **B.B.A., Financial Services**

General Business

- **B.B.A., General Business**

Graphic Design

- **B.F.A., Graphic Design**

Health Sciences

- **A.A.S., Health Sciences**
- **Patient Care Technician Certificate**
- **Surgical Processing Technician Certificate**

Health Services Management

- **A.A.S., Health Services Administration**
- **B.B.A., Health Services Management**

Information Technology Management

- **A.A.S., Information Technology Management**
- **B.S., Information Technology Management**

Interior Design

- **A.A.S., Interior Design**
- **B.F.A., Interior Design**

International Business

- **A.A.S., International Business**
- **A.S., International Business**
- **B.B.A., International Business**

Justice Studies - Criminal Justice

- **A.A.S., Justice Studies - Criminal Justice**
- **B.S., Justice Studies - Criminal Justice**

Legal Studies

- **A.A.S., Legal Studies**
- **B.S., Legal Studies**

Management

- **A.A.S., Business Administration - Management**
- **B.B.A., Business Administration - Management**

Marketing Communications

- **A.A.S., Marketing Communications**
- **B.B.A., Marketing Communications**

Medical Assistant

- **A.A.S., Medical Assistant**
- **Medical Assistant Certificate**

Medical Insurance, Billing, and Coding

- **A.A.S., Health Services Administration - Medical Insurance, Billing, and Coding**
- **Medical Insurance, Billing, and Coding Certificate**

Nursing

- **B.S.N., LPN to B.S.N.**
- **Practical Nurse Certificate**

Surgical Technology

- **A.A.S., Surgical Technology**

A **four-year combined B.B.A./M.B.A.** option exists for students interested in pursuing graduate studies.

The following programs are not offered to new students and are only available to continuing students currently enrolled in them:

Design Management

- [B.B.A., Design Management](#)

National Security

- [B.S., National Security](#)

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/disclosures/.

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New York State Education Department Registered Programs

The following programs are registered by the New York State Education Department (New York State Education Department, Office of College and University Evaluation, 5 North, 89 Washington Avenue, Albany, NY 12234, 518-474-1551). Enrollment in other than registered programs may jeopardize a student's eligibility for certain student aid awards.

HEGIS CODE	PROGRAM TITLE	DEGREE
5002	Business Administration - Accounting	A.A.S.
5004	Business Administration - Management	A.A.S.
5004	Marketing Communications	A.A.S.
5004	Fashion Merchandising and Management	A.A.S.
5003	Financial Services	A.A.S.
5299	Health Services Administration	A.A.S.
5213	Health Services Administration - Medical Insurance, Billing, and Coding	A.A.S.
5004	Information Technology Management	A.A.S.
5004	International Business	A.A.S.
5505	Justice Studies - Criminal Justice	A.A.S.
5099	Legal Studies	A.A.S.
5004	International Business	A.S.
0502	Accounting	B.B.A.
0506	Business Administration - Management	B.B.A.
0509	Marketing Communications	B.B.A.
0509	Fashion Merchandising and Management	B.B.A.
0504	Financial Services	B.B.A.
0501	General Business	B.B.A.
1202	Health Services Management	B.B.A.
0513	International Business	B.B.A.
0506	Information Technology Management	B.S.
2105	Justice Studies - Criminal Justice	B.S.
0599	Legal Studies	B.S.

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Larry L. Luing School of Business®

With a commitment to a career-focused education, the Larry L. Luing School of Business helps prepare students for the professional business world. A wide range of rigorous academic programs is developed and constantly updated to meet current marketplace demands. A qualified, supportive faculty brings both excellent academic credentials and relevant professional experience, providing students with a combination of in-depth classroom instruction and practical, hands-on learning. Students also have access to a wealth of support services and resources as they prepare for the opportunities and challenges of today's rapidly changing global business environment.



- **Accounting**
- **Fashion Merchandising and Management**
- **Financial Services**
- **General Business**
- **Health Services Management**
- **Information Technology Management**
- **International Business**
- **Management**
- **Marketing Communications**
- **Four-Year Combined B.B.A./M.B.A. Option**

The Larry L. Luing School of Business at Berkeley College has been awarded the status of Candidate for Accreditation by the International Assembly for Collegiate Business Education (IACBE) located at 11374 Strang Line Road in Lenexa, KS, USA.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/disclosures/.

Please note: Berkeley College reserves the right to revise course offerings, cancel scheduled courses, or make any other curriculum changes that the College, in its sole discretion, deems appropriate. The College may limit an individual student's course load as needed to facilitate the student's academic success. Such changes may affect the estimated duration and cost of the student's program. For more information, students should consult with an Academic Advisor.



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School of Health Studies

The Berkeley College School of Health Studies provides outstanding career-focused education in many of today's most in-demand healthcare professions, including clinical specializations and healthcare administration. Degree and certificate programs have been carefully developed to meet the needs of this important field.

In-depth classroom instruction combines with practical, hands-on learning to provide students with the knowledge and skills needed to enter rewarding, fulfilling careers in a variety of healthcare facilities and organizations. Clinical students train with modern medical devices and technology in simulated healthcare environments, where they learn current industry practices and procedures. Students pursuing careers in healthcare administration learn the essential skills and technologies that keep healthcare facilities running smoothly, including medical insurance, billing, and coding.

The School of Health Studies faculty members bring both excellent academic credentials and professional experience to the classroom. Students benefit from the firsthand insight and expertise of the healthcare faculty. Clinical practicums are also an important part of the well-rounded healthcare education provided by Berkeley College. Students gain valuable experience working in healthcare facilities under the supervision of licensed and/or certified healthcare professionals. Career Services specialists assist students and graduates in identifying and pursuing job opportunities.



- **Health Sciences**
- **Medical Assistant**
- **Medical Insurance, Billing, and Coding**
- **Nursing**
- **Patient Care Technician**
- **Surgical Processing Technician**
- **Surgical Technology**

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School of Liberal Arts

The liberal arts are an important part of a Berkeley College education. The School of Liberal Arts offers courses in Social Sciences, English, Humanities, Mathematics, and Science. These courses add value to the specialized, career-focused business, health, or professional studies training received by students.

The liberal arts curriculum works in concert with major program courses to develop students' proficiency in the **College Learning Objectives** in reading and written communication, oral communication, critical reasoning and analysis, information literacy, understanding of multiple perspectives, and integration of learning.

Berkeley students are expected to learn about the issues and achievements that shape our world and that will contribute to their success as humane, self-aware, and intellectually curious members of the global human community. The well-rounded programs at Berkeley College are designed to prepare intellectually curious students for both personal and professional success.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/disclosures/.

Please note: Berkeley College reserves the right to revise course offerings, cancel scheduled courses, or make any other curriculum changes that the College, in its sole discretion, deems appropriate. The College may limit an individual student's course load as needed to facilitate the student's academic success. Such changes may affect the estimated duration and cost of the student's program. For more information, students should consult with an Academic Advisor.

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College Learning Objectives

Berkeley College's liberal arts curriculum and major programs are designed to foster skills in communication, reasoning and analysis, information literacy, understanding of multiple perspectives, and integration of learning, as well as knowledge across multiple disciplines and specialized areas related to the professional programs. Berkeley students are expected to learn about the issues and achievements that shape our world and that will contribute to their success as humane, self-aware, and intellectually curious members of the global human community.

Developing these essential skills in students is a responsibility shared across departments and among faculty, requiring time and careful planning to achieve. Most learning objectives will be introduced initially in the Liberal Arts core courses that are designed to be optimally supportive of the transition from high school to college. The learning objectives are then further developed through general study within the humanities, sciences, and arts. Finally, the learning objectives are applied within each student's specialized major courses.

Learning at Berkeley College covers general areas of knowledge, intellectual and practical skills, and personal and social responsibilities. Through their courses and co-curricular activities, students will have the experiences necessary for the acquisition and meaningful expression of the College Learning Objectives.

The Berkeley College Learning Objectives are:

Reading and Written Communication: Students will demonstrate competent writing and reading throughout their programs of study.

Oral Communication: Students will demonstrate effective oral communication skills in both general and major-specific contexts.

Critical Analysis and Reasoning: Students will use critical analysis and reasoning, supported by knowledge and skills learned throughout their degree programs, to enhance personal and professional decision-making:

- Quantitative analysis and reasoning
- Analysis and reasoning in the humanities, sciences, social sciences, and arts
- Ethical analysis and reasoning
- Reasoning in career-related contexts

Knowledge and Skills for Living in a Diverse Society: Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.

Information Literacy: Students will define and articulate their needs for information and access this information effectively and efficiently.

Integration of Learning: Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.

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School of Professional Studies

The School of Professional Studies at Berkeley College provides a well-rounded education to help prepare students for careers requiring specialized training. Degree programs have been developed by industry experts to give students the in-depth knowledge and latest skills required to excel in professional environments. Curricula are updated regularly to meet current marketplace demands. The dedicated, outstanding faculty members have been selected for both excellent academic credentials and practical experience, and they deliver close, personal attention to students. Comprehensive support services and resources are available to students at all locations and online.

- **Graphic Design**
- **Interior Design**
- **Justice Studies - Criminal Justice**
- **Legal Studies**



For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/disclosures/.

Please note: Berkeley College reserves the right to revise course offerings, cancel scheduled courses, or make any other curriculum changes that the College, in its sole discretion, deems appropriate. The College may limit an individual student's course load as needed to facilitate the student's academic success. Such changes may affect the estimated duration and cost of the student's program. For more information, students should consult with an Academic Advisor.

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The Berkeley College Honors Program

The Berkeley College Honors Program is a selective and voluntary 9 or 18-credit academic opportunity designed to educate, recognize, and retain our highly-motivated, high-achieving Associate and Bachelor degree-seeking students. The mission of the Honors Program is to provide a rigorous educational experience that focuses on theme-based seminars, community service engagement, and the development of student scholarship. Students are taught and mentored by Honors faculty, guest lecturers, writing consultants and librarians. Honors seminars are held at select New York and New Jersey campuses, and online. Each accepted Honors student is assigned to a particular location and learning community. Learning communities meet approximately once a week. Students must register for Honors seminars through their academic advisor.

The Honors Program is open to both incoming first-year students enrolled in an Associate or Bachelor degree program and continuing/transfer students enrolled in a Bachelor degree program. Students who meet the seminar, service, and scholarship requirements will receive the Honors Scholar distinction on their Berkeley College transcripts and diplomas. The distinction will be noted next to each student's name in the Commencement booklets. Students will also receive an Honors Scholar cord to be worn over their gowns at Commencement.

Berkeley College continuing/transfer students seeking a Bachelor's degree with a cumulative 3.50 grade point average (GPA) or higher, and a minimum of 18 semester credits, but no more than 80 semester credits by the next fall term, are eligible to apply for admission into the next honors continuing/transfer learning community. Continuing/Transfer Honors students starting the program will complete one honors seminar in each of the fall, winter, and spring semesters consecutively, culminating in a final Honors Thesis seminar in the spring semester. Transfer students must receive approval before applying to the Program.

Incoming first-year domestic or international students seeking Associate's or Bachelor's degrees who have either high school GPAs of at least 3.00 or special approval from the Honors Program Director are eligible to apply for the first-year Honors program.

Associate's degree-seeking first-year Honors students starting the program in the fall semester complete one first-year honors seminar in each of the fall, winter, and spring semesters consecutively.

Bachelor's degree-seeking first-year Honors students starting the program in the fall semester complete one first-year honors seminar in each of the fall, winter, and spring semesters consecutively. First-year students continue into the second year of the Honors Program.

All eligible students are invited to download an application via the Honors Program page on the Berkeley College website: [click here](#). The application deadline is June 1st for domestic applicants seeking to join the first-year Honors Program the following fall. Applications should be e-mailed directly to the relevant campus Admissions Director.

The application deadline is August 1st for international applicants seeking to join the first-year Honors Program the following fall. Applications should be emailed directly to the International Admissions Director.

The application deadline is June 1st for applicants seeking to join the Continuing/Transfer Honors Program the following fall. Applications should be emailed directly to the Honors Program Director.

The three-member Honors Faculty Admissions Committee will review each application and select the next learning community of Honors students for the fall term. Students admitted into the program will receive a written response from the Honors Program Director within one month following the application deadline.

Each student in the Honors Program must sign an Honors Program Acknowledgment that the student must maintain a cumulative 3.00 Berkeley College GPA to remain in the program, among other requirements. Credits earned in the Honors Program will contribute toward the fulfillment of students' liberal arts or free elective requirements.

SAMPLE PROGRAM SEQUENCE

Honors Program

SAMPLE PROGRAM SEQUENCE

	Semester Credits		Semester Credits
First Semester		Fourth Semester	
HON1105 Honors Writing and Research.....	3	HON3310 Honors Seminar.....	3
Second Semester		Fifth Semester	
HON2205 Honors Writing Through Literature	3	HON4400 Advanced Honors Seminar.....	3
Third Semester		Sixth Semester	
HON2210 Pre-Honors Seminar	3	HON4410 Directed Honors Research	3
		Program Total	18

NOTE: Continuing/transfer honor students begin the program at the fourth semester term.

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Learning Communities

Learning Communities are cohorts of students studying, collaborating, and learning together in linked courses during an academic term, with the intent of broadening the learning experience. Learning Communities are designed to help students build rapport among their peers and their teachers, as well as offer them an integrated learning experience.

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The Gateway Program

The Gateway Program is an optional program to assist students who have not met the College's admissions requirements to become confident and successful learners as well as develop the reading, writing, math, and study skills necessary for success in college. The program is available every semester, at no additional cost. Students who satisfactorily complete all assessments will be eligible to register for regular college classes.

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The Jumpstart Program

The Jumpstart Program is an optional program for students who have been accepted to Berkeley, but need to develop their reading, writing, and math skills. The program, which is available every term, is designed to allow high school seniors and adult students to meet their developmental reading, writing, and math requirements, at no additional cost, in the term prior to their matriculation at Berkeley.

Students who are required to take CSK75, CSK77, and CSK85 as part of their academic program and choose not to enroll in Jumpstart will be required to take these classes at the regular tuition rate during their first academic year.

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Foundations of Learning

The Foundations of Learning Seminar may be required for students returning to Berkeley who have not achieved satisfactory academic progress. The seminar requires active participation, weekly discussions, and activities that focus on developing positive coping skills and learning strategies that promote optimal learning and functioning, both in college and in the professional workplace. Students who do not post to the weekly discussions or assignments may be withdrawn from the College.

Students must meet the requirements of their academic plan to remain enrolled. Students are encouraged to review the **Satisfactory Academic Progress information** in the Berkeley College Undergraduate Catalog.

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Satisfactory Academic Progress

For information on Satisfactory Academic Progress, click on the links below.

- [Satisfactory Academic Progress \(SAP\)](#)
- [Satisfactory Academic Progress \(SAP\) - Clinical Students Enrolled Prior to June 6, 2016](#)

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Satisfactory Academic Progress (SAP)

Qualitative Assessments: Every matriculated student is required to maintain a minimum grade point average (GPA), which varies based on the number of credits the student has already attempted. Compliance with this qualitative requirement is measured every term. Continued failure to meet this standard after a warning (automatic) or probationary (when permitted) period, or failing to fulfill the requirements of a prescribed academic plan, will lead to dismissal from the College. Probation may be granted and academic plans may be prescribed at the sole discretion of the College, only after a successful appeal by the student. Some programs have more restrictive requirements using different thresholds for passing grades. The details can be viewed, by program, in the Catalog. All course grades below the minimum passing standard for that course will be treated as failures in calculating the student's GPA for qualitative assessment. Students will not be allowed to change programs without approval from the Academic Advisement Department.

Quantitative Assessments: Students are also required to pass a minimum percentage of the credits they attempt in order to remain eligible for enrollment. Quantitative progress assessments are subject to those same warning, probation, and academic plan procedures every term. Some programs have more restrictive requirements using different thresholds for passing grades. The details can be viewed, by program, in the Catalog. All course grades below the minimum passing standard for that course will be treated as credits attempted and not earned for purposes of quantitative assessment. Students will not be allowed to change programs without approval from the Academic Advisement Department.

QUALITATIVE STANDARDS

In order to remain in good academic standing, students must maintain the GPA specified below:

Qualitative Standards	
Degree Programs	
Credits Attempted	Required GPA
0-15	1.5
16-30	1.75
31 or more	2
LPN to B.S.N Program	
Required GPA	2.75
Certificate Programs	
Required GPA	2

For this purpose, credits attempted are all those completed that receive a letter grade (including an F, WP, and Developmental credits).

Students in the LPN to B.S.N. program must maintain a 2.75 GPA while enrolled in the program. Students in all other Baccalaureate programs must have a GPA of at least 2.00 after completing 31 or more credits.

QUANTITATIVE STANDARDS

In addition to the qualitative standards set forth above, students must meet quantitative standards of progress in order to remain eligible for enrollment.

150 Percent Rule

In order to maintain the quantitative standards for satisfactory academic progress, students must be able to complete their programs by the time they have attempted 150 percent of the required credit hours necessary for graduation in their degree programs. The maximum timeframe for each program is listed below:

Maximum Timeframe Standards

Program	Credits Required for Graduation	Maximum Attempted Credits Allowed
---------	--	--

Associate's degree (A.A.S. and A.S.)	60	90
Bachelor's degree (B.B.A., B.F.A., B.S., and B.S.N.)	120	180
Patient Care Technician Certificate	33	49
Practical Nurse Certificate	50	75
Medical Assistant Certificate	30	45
Medical Insurance, Billing, and Coding Certificate	30	45
Surgical Processing Technician Certificate	33	49

Application of the 150 Percent Rule

The College includes developmental and test credits as "credits attempted" in applying the 150 percent metric. For students who have changed programs and/or have returned to complete additional degrees, only the attempted credits applicable to their current programs will be counted in the 150 percent calculation. Students will not be allowed to change programs without approval from the Academic Advisement Department.

Students for whom it is no longer possible to comply with the 150 percent rule before program completion will be declared ineligible to participate in Title IV or TAG programs. At the discretion of the Provost's Office, these students may be dismissed from the College. Such decisions are not appealable.

Progress Assessments

To help students avoid reaching the 150 percent point, the College tests student progress every term, based on attempted vs. earned benchmarks. The following standards are applied:

Degree Programs

Credits Attempted	Necessary % Passed (Earned/Attempted)
0-30	50
31-45	65
46 or more	67

Certificate Programs

Credits Attempted	Necessary % Passed (Earned/Attempted)
0-15	50
16 or more	67

For this purpose, attempted credits include developmental courses, test credits, and all credits accepted in transfer. In addition, all credits for which a letter grade was received, including F, WP, and WF (withdrawn after tuition assessment), are counted as attempted credits. Credits earned include all coursework that was successfully completed (student received a passing grade).

Please note that in some certificate programs the grade of C is treated as a failing grade. Consult the Berkeley College Undergraduate Catalog or Student Handbook Supplements applicable to certain health studies programs for program-specific details.

WARNINGS AND APPEALS

Warning of Failure to Meet Satisfactory Academic Progress (SAP) Requirements

Students who, for the first time, fail to meet standards will automatically be placed on Warning status for the following term. Students on Warning status may continue to be enrolled and, if applicable, maintain their eligibility for financial aid. Students who meet the SAP standards during the Warning (subsequent) term will be restored to good standing.

Appeals for Probation

Students who fail to meet standards during the Warning term may appeal to be placed on Probation status for the subsequent term. Failure to submit an appeal if required will result in withdrawal from the College. Students on probation may continue to be enrolled and, if applicable, maintain their eligibility for financial aid. Students who have met the SAP standards by the end of the probationary term will be restored to good standing.

Appeals for Academic Plans

Students who fail to meet the SAP standards by the end of a probation term may appeal again to be given academic plans customized for their needs. Failure to submit an appeal if required will result in withdrawal from the College. Academic plans, to which students must agree, are designed to allow students to achieve compliance with SAP requirements within a reasonable period of time. Students on academic plans may continue to be enrolled and, if

applicable, maintain their eligibility for financial aid programs as long as they satisfy the terms and conditions of their plans.

Academic Advisement

The College will promptly contact students placed on Warning, Probation, or Academic Plan status to offer additional academic support services.

Appeal Procedures

Students dismissed for failure to meet qualitative standards or prescribed quantitative benchmarks may appeal those dismissals by timely submission of online eForms. Dismissals for failure to satisfy the 150 percent rule are not appealable.

Students will be notified when their appeals have been submitted successfully. The appeals will be reviewed, as needed, by the SAP Review Committee, which is comprised of representatives appointed by the Provost's Office. Decisions made by the SAP Review Committee will be based on several criteria, including any special circumstances that contributed to the failure to satisfy SAP requirements and material changes in such circumstances. Students who successfully appeal may be restored to good academic standing by meeting the SAP standards in the subsequent term or following their prescribed academic plans. Students whose appeals are granted will receive instructions from the Academic Advisement Department on how to proceed. Approved appeals will be honored for two terms, the term for which they are appealing and the subsequent term.

Provisional Appeals

Students on Warning or Probation status who are not succeeding in their studies are encouraged to submit provisional appeals even before the end of the term. Provisional appeals by students who go on to meet SAP standards in that term will be deemed withdrawn.

Denial of an Appeal

If a failing student's appeal is denied, the student will be notified and dismissed from the College.

Reinstatement after Dismissal or Loss of Eligibility for Financial Aid Due to Failure to Meet SAP Standards

The College will consider exceptional appeals for reinstatement of students who have not been enrolled for a minimum of one term. Students dismissed or declared ineligible for financial aid due to their failure to meet SAP standards may later experience positive changes in their personal circumstances that improve their chances for future academic success. Reinstatement of such students will be at the non-appealable discretion of the Provost's Office and will be conditioned upon adherence to prescribed academic plans. Only those whose student accounts are current will be considered for reinstatement.

SAP and Transfer Credits

In measuring compliance with SAP standards, transfer credits will be considered as credits attempted and earned. Therefore, since transfer credits are ungraded but are nevertheless counted in calculating SAP requirements, transfer students may be required to earn at least a 2.00 GPA in their first term (and all subsequent terms) at Berkeley in order to remain in good standing.

SAP and Repeated Courses

When a course is successfully repeated, the original failure(s) is not included in calculating the cumulative GPA or the qualitative requirements. For the quantitative SAP measure, however, each failed attempt will be included in the "courses attempted" portion of the evaluation.

SAP and Incomplete Grades

Effective January 1, 2012, initial calculations of SAP will treat incomplete grades as F grades until such incompletes are replaced with passing letter grades. After the first week of the following term, all unresolved incomplete grades will convert to F grades and will be treated as such in all SAP evaluations. To accommodate grade changes, final SAP calculations are made after all grades have been recorded.

SAP and Course Withdrawal

Students who drop courses will receive letter grades of either WP (withdrawn-passing) or WF (withdrawn-failing). These grades will not be considered in the application of qualitative requirements, but will be counted as credits attempted for quantitative purposes.

SAP and Developmental Coursework

Effective January 1, 2012, even though they are not applied toward the number of credits required to complete a program of study, developmental credits will be included in both qualitative and quantitative SAP measurements.

SAP and Non-Matriculated Students

Students enrolled as non-matriculated students will not be held to the SAP standards. However, if non-matriculated students matriculate, then all coursework will be included in SAP calculations.

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Satisfactory Academic Progress (SAP) - Clinical Students Enrolled Prior to June 6, 2016

INTRODUCTION

Qualitative Assessments: Every matriculated student is required to maintain a minimum grade point average (GPA), which varies based on the number of credits the student has already attempted. Compliance with this qualitative requirement is measured each term. Continued failure to meet this standard after a warning (automatic) or probationary (when permitted) period, or failing to fulfill the requirements of a prescribed academic plan, will lead to dismissal from the College. Probation may be granted and academic plans may be prescribed at the sole discretion of the College, only after a successful appeal by the student. Some programs have more restrictive requirements using different thresholds for passing grades. The details can be viewed by program in the Catalog. All course grades below the minimum passing standard for that course will be treated as failures in calculating the student's GPA for qualitative assessment. Students will not be allowed to change programs without approval from the Academic Advisement Department.

Quantitative Assessments: Students are also required to pass a minimum percentage of the credits they attempt in order to remain eligible for enrollment. Quantitative progress assessments are subject to those same warning, probation, and academic plan procedures every term. Some programs have more restrictive requirements using different thresholds for passing grades. The details can be viewed, by program, in the Catalog. All course grades below the minimum passing standard for that course will be treated as credits attempted and not earned for purposes of quantitative assessment. Students will not be allowed to change programs without approval from the Academic Advisement Department.

QUALITATIVE STANDARDS

In order to remain in good standing for purposes of determining financial aid eligibility, students enrolled in certificate programs must maintain the GPA specified below:

Certificate Programs

Required GPA	2.00
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In order to remain in good standing for purposes of determining financial aid eligibility, students enrolled in Associate's degree programs (A.A.S. and A.S.) must maintain the GPA specified below:

A.A.S. and A.S.

Credits Attempted*	Required GPA
0-15	1.50
16-30	1.60
31-44	1.75
45 or more	2.00

*For this purpose credits attempted are all those completed that receive a letter grade (including an F, WP, and Developmental credits).

Please note that students in the Practical Nursing program, for which progress is measured in clock hours and academic credits are awarded at the end of each term, academic progress will be measured with reference to both credits and clock hours.

While the standards for good academic standing and good standing for purposes of determining financial aid eligibility are typically the same, that may not be the case for certain programs offered in the School of Health Studies. A GPA of 2.00 may be sufficient to retain financial aid eligibility, but in certain Health Studies programs the minimum passing grade is 2.50. Please consult the applicable Student Handbook Supplements for information concerning the requirements of specific Health Studies programs.

QUANTITATIVE STANDARDS

In addition to the qualitative standards set forth above, students must meet quantitative standards of progress in order to remain eligible for enrollment.

150 Percent Rule

In order to maintain the quantitative standards for satisfactory academic progress, students must be able to complete their programs by the time they have attempted 150 percent of the required credit hours necessary for graduation in their degree programs.

150 Percent Benchmarks: Degree Programs

For an Associate's degree requiring the completion of 90 credit hours, this would require completion of degree requirements by the time the student had attempted 135 credit hours.

150 Percent Benchmarks: Certificate Programs

The Medical Assistant certificate program requires the completion of 60 credit hours; this would require completion of diploma requirements by the time the student had attempted 90 credits.

The Medical Insurance, Billing, and Coding certificate program requires the completion of 59 credit hours; this would require completion of diploma requirements by the time the student had attempted 88 credits.

The Patient Care Technician certificate program requires the completion of 47 credit hours; this would require completion of diploma requirements by the time the student had attempted 70 credits.

The Practical Nurse certificate program requires the completion of 72 academic credit hours; this would require completion of diploma requirements by the time the student had attempted 108 credits.

The Surgical Processing Technician certificate program requires the completion of 47 credit hours; this would require completion of diploma requirements by the time the student had attempted 70 credits.

Application of the 150 Percent Rule

The College includes developmental and test credits as "credits attempted" in applying the 150 percent metric. For students who have changed programs and/or have returned to complete additional degrees, only the attempted credits applicable to their current programs will be counted in the 150 percent calculation. Students will not be allowed to change programs without approval from the Academic Advisement Department.

Students for whom it is no longer possible to comply with the 150 percent rule before program completion will be declared ineligible to participate in Title IV or TAG programs. At the discretion of the Provost's Office, these students may be dismissed from the College. Such decisions are not appealable.

Progress Assessments

To help students avoid reaching the 150 percent point, the College tests student progress each term, based on attempted vs. earned benchmarks. Students in Associate's degree programs must have earned passing grades in 67 percent of their attempted classes once they have attempted 81 or more credit hours. Students in certificate programs must have earned passing grades in 67 percent of their attempted classes once they have attempted 37 or more credit hours.

Attempted vs. Earned Certificate Programs

Credits Attempted*	Necessary Pct. Passed (Earned/Attempted)
0-24	50%
25-36	60%
37+	67%

Attempted vs. Earned A.A.S. and A.S.

Credits Attempted*	Necessary Pct. Passed (Earned/Attempted)
0-16	25%
17-32	37%
33-48	50%
49-64	56%
65-80	65%
80+	67%

*For this purpose, attempted credits include developmental courses, test credits, and all credits accepted in transfer. In addition, all credits for which a letter grade was received, including F, WP, and WF (withdrawn after tuition assessment), are counted as attempted credits. Credits earned include all coursework that was successfully completed (student received a passing grade).

Please note that in some certificate programs the grade of C is treated as a failing grade. Consult the Berkeley College Catalog or Student Handbook Supplements applicable to certain health studies programs for program-specific details. In the Practical Nursing program, for which progress is measured in clock hours and academic credits are awarded at the end of each term, academic progress will be measured with reference to both credits and clock hours.

WARNINGS AND APPEALS

Warning of Failure to Meet Satisfactory Academic Progress (SAP) Requirements

Students who, for the first time, fail to meet standards will automatically be placed on Warning status for the following term. Students on Warning status may continue to be enrolled and, if applicable, maintain their eligibility for financial aid. Students who meet the SAP standards during the Warning (subsequent) term will be restored to good standing.

Appeals for Probation

Students who fail to meet standards during the Warning term may appeal to be placed on Probation status for the subsequent term. Failure to submit an appeal if required will result in withdrawal from the College. Students on probation may continue to be enrolled, and if applicable, maintain their eligibility for financial aid. Students who have met the SAP standards by the end of the probationary term will be restored to good standing.

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Academic Advisement

The College will promptly contact students placed on Warning, Probation, or Academic Plan status to offer additional academic support services.

Appeal Procedures

Students dismissed for failure to meet qualitative standards or prescribed quantitative benchmarks in ongoing progress assessments may appeal those dismissals by timely submission of online eForms. Dismissals for failure to satisfy the 150 percent rule are not appealable.

Students will be notified when their appeals have been submitted successfully. The appeals will be reviewed, as needed, by the Satisfactory Academic Process (SAP) Review Committee, which is comprised of representatives appointed by the Provost's Office. Decisions made by the SAP Review Committee will be based on several criteria, including any special circumstances that contributed to the failure to satisfy SAP requirements and material changes in such circumstances. Students who successfully appeal may be restored to good academic standing by meeting the SAP standards in the subsequent term or following their prescribed academic plans. Students whose appeals are granted will receive instructions from the Academic Advisement Department on how to proceed. Approved appeals will be honored for two terms, the term for which they are appealing and the subsequent term.

Provisional Appeals

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Denial of an Appeal

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Reinstatement after Dismissal or Loss of Eligibility for Financial Aid Due to Failure to Meet SAP Standards

The College will consider exceptional appeals for reinstatement of students who have not been enrolled for a minimum of one term. Students dismissed or declared ineligible for financial aid due to their failure to meet SAP standards may later experience positive changes in their personal circumstances that improve their chances for future academic success. Reinstatement of such students will be at the non-appealable discretion of the Provost's Office and will be conditioned upon adherence to prescribed academic plans. Only those whose student accounts are current will be considered for reinstatement.

SAP and Transfer Credits

In measuring compliance with SAP standards, transfer credits will be considered as credits attempted and earned. Therefore, since transfer credits are ungraded but are nevertheless counted in calculating SAP requirements, transfer students may be required to earn at least a 2.00 GPA in their first term (and all subsequent terms) at Berkeley in order to remain in good standing.

SAP and Repeated Courses

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SAP and Course Withdrawal

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SAP and Developmental Coursework

Effective January 1, 2012, even though they are not applied toward the number of credits required to complete a program of study, developmental credits will be included in both qualitative and quantitative SAP measurements.

SAP and Non-Matriculated Students

Students enrolled as non-matriculated students will not be held to the SAP standards. However, if non-matriculated students matriculate, then all coursework will be included in SAP calculations.

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Course Descriptions

- **Larry L. Luing School of Business® Courses**
- **School of Health Studies Courses**
- **School of Liberal Arts Courses**
- **School of Professional Studies Courses**
- **Career Development Courses**
- **College Skills Courses**

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Larry L. Luing School of Business® Courses

- Accounting
- Business Administration
- Computer Information Systems
- Economics
- Fashion
- Finance
- Health Services Management
- Information Technology Management
- International Business
- Management
- Marketing Communications

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Accounting

ACC1111 Financial Accounting I

3 Credit Hours

Introduces the basic structure of accounting terminology and procedures of a business organization. Students learn about recording and reporting functions, adjusting entries, and the preparation of financial statements.

ACC1112 Financial Accounting II

3 Credit Hours

Covers the corporate form of a business organization. Students learn accounting principles for the valuation of receivables, the recording of long-term assets, current liabilities, and long-term liabilities. Includes an accounting software component.

Prerequisite: ACC1111

ACC1113 Managerial Accounting

3 Credit Hours

Introduces the use of accounting information for management planning, control in budget preparation, and the evaluation of cost behavior.

Prerequisite: ACC1111 or ACC1112

ACC2201 Intermediate Accounting I

3 Credit Hours

Presents an in-depth study of concepts, principles, and processes with an emphasis on contemporary theory. Students learn about working papers, cost and revenue apportionments, and adjusting/closing entries. Emphasis is given to certain balance sheet classifications including cash, receivables, inventories, and fixed assets.

Prerequisite: ACC1112

ACC2202 Intermediate Accounting II

3 Credit Hours

Builds on the concepts presented in Intermediate Accounting I. Special attention is given to certain balance sheet classifications, including intangible assets, current and long-term liabilities, and stockholders' equity. Students explore contemporary accounting topics as enumerated in FASB pronouncements.

Prerequisite: ACC2201

ACC2240 Cost Accounting

3 Credit Hours

Examines accounting procedures and concepts applicable to the distribution of costs of business enterprises. Emphasizes the determination of unit costs using job orders and process costs systems. Students study the valuation of expenses and distribution of overhead in order to facilitate the preparation of statements.

Prerequisite: ACC1112

ACC3310 Advanced Accounting

3 Credit Hours

Provides an analytical overview of the accounting problems associated with business combinations. Students learn how to prepare and interpret financial reports for combined corporate entities. Focuses on the theory, concepts, and procedures of government and nonprofit accounting and financial reporting.

Prerequisite: ACC2202

ACC3330 Government and Nonprofit Accounting

3 Credit Hours

Focuses on the theory, concepts, and procedures of government and nonprofit accounting and financial reporting. Examines concepts, standards, and procedures applicable to state, local, and federal governments, hospitals, voluntary health and welfare organizations, and various nonprofit organizations.

Prerequisite: ACC2202

ACC3351 Federal Taxation I

3 Credit Hours

Introduces the study of federal income tax. This course explores the principles of income recognition; business and non-business expense deductions; the concept of capital gains/losses for individuals; and tax situations specific to corporations including capital structure and earnings, profits, and dividend distributions.

Prerequisite: ACC2202

ACC3352 Federal Taxation II**3 Credit Hours**

Builds on the concepts presented in Federal Taxation I. This course focuses on the study of advanced income taxation with a particular emphasis on the taxation of corporations, partnerships, and estates.

Prerequisite: ACC3351

ACC4410 Auditing**3 Credit Hours**

Examines the role and function of the independent auditor. Provides analyses of court decisions and rulings by regulatory agencies. Students learn about the forces that have influenced philosophy and conceptual foundations of auditing, the standards that guide the auditor, and the methodology used in conducting an audit.

Prerequisites: ACC3310, MAT2215

ACC4425 Advanced Analysis of Financial Statements**3 Credit Hours**

Provides a broad understanding of and a practical approach to the use of financial statements to assess the financial viability of an organization. Students learn how to read and interpret financial statements from a user's perspective.

Prerequisite: ACC4410

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Business Administration

BUS1101 Career and Business Essentials

3 Credit Hours

Explores the nature and scope of business, examines its component parts, and describes how it is organized and managed. Students learn about the internal and external forces that comprise our business and economic system. This course covers career development and teaches practical techniques and strategies for success.

BUS2231 Business Law I

3 Credit Hours

Provides students with detailed knowledge of the laws relating to contracts, commerce, property, sales, negotiable instruments, and employment. Students develop an awareness of business situations requiring legal counsel and a familiarization with the overall structure of the legal system.

BUS2245 Business Ethics

3 Credit Hours

Examines the principles of ethics with relation to business decision-making and business strategies. Students learn how to integrate ethical decision-making into organizational behavior, strategy, and the challenges posed by the globalization of business practices.

Prerequisite: BUS1101

BUS2250 Computer Applications in Business

3 Credit Hours

Introduces computer-based applications and simulations in business. Students learn the concepts and software used by business organizations in order to simulate real-life problem solving.

Prerequisites: CIS1115, BUS1101

BUS2255 Entrepreneurship

3 Credit Hours

Examines the conversion of ideas into successful business ventures. Topics include developing ideas for entrepreneurial ventures, testing the feasibility of an idea, evaluating the lifestyle considerations of business ownership, preparing business plans, seeking expert advice, securing financing, and avoiding common pitfalls.

Prerequisite: BUS1101

BUS2267 Management Information Systems

3 Credit Hours

Examines the technical, economic, and organizational impact of complex interdependent work systems. Topics include analyzing short- and long-term information needs and communicating these needs to technical specialists and higher management.

Prerequisite: CIS2204

BUS2270 Special Topics in Business

1 to 3 Credit Hours

Involves readings and discussions organized around selected topics in Business. Themes will vary each semester.

BUS2281 Project Management

3 Credit Hours

Provides an overview of various project management knowledge areas. Topics include project integration, scope, quality, human resources, communications, risk, and procurement management. Students will use Microsoft Project software.

BUS2293 Internship

3 Credit Hours

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisite: Departmental permission

BUS3304 Data Analysis in Decision Making**3 Credit Hours**

Introduces students to the fast-growing field of business analytics. The course provides students with a general understanding of quantitative methods, analytical software, and data analysis to help them comprehend and analyze contemporary business issues and problems. The emphasis is placed on critical thinking and quantitative reasoning skills.

Prerequisite: MAT2215 or MAT2212

BUS3331 Business Law II**3 Credit Hours**

Provides an in-depth examination of the political, legal, ethical, and regulatory issues related to managerial decisions. Topics include commercial paper, real and personal property, creditors' rights and bankruptcy, agency, estate planning, and government regulations.

Prerequisite: BUS2231

BUS4410 Business Research Methodology**3 Credit Hours**

Explores the processes and techniques of business research methods and their application to making effective and efficient decisions. Areas covered include defining a problem, selecting the method of research, ascertaining costs and benefits, and statistical tools and presentation.

Prerequisites: BUS1101, MAT2215

BUS4451 Business Strategy and Policy**3 Credit Hours**

Provides an overview of the most recent theories and the current practice in strategic management. Examines the development and implementation of strategies in various areas of business activity (finance, sourcing, production, human resource management, marketing, and international business).

Prerequisites: FIN3301, IBS2201, MGT2220, MKT2220

BUS4470 Special Topics in Business**1 to 3 Credit Hours**

Involves readings and discussions organized around selected topics in Business.

Prerequisite: Any 200-level course in Business

BUS4483 Internship**3 Credit Hours**

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisite: Departmental permission

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Computer Information Systems

CIS1115 Computer Applications

3 Credit Hours

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel. This course provides an orientation to Berkeley College's computer framework including Blackboard, content collection, and portfolio development.

CIS2201 Advanced Spreadsheets

3 Credit Hours

Provides students with experience using spreadsheet applications, such as Microsoft Excel. Topics include building complex worksheets; importing and exporting data; using mathematical, financial, and statistical functions; developing macros; consolidating spreadsheets; creating templates; and utilizing "what if" analyses.

Prerequisite: CIS1115

CIS2204 Database Management Systems

3 Credit Hours

Provides students with hands-on experience using well-known database management software applications, such as Microsoft Access. Topics include an introduction to database programming; multiple database files; query files; reports; and the planning, development, and implementation of database systems.

CIS2212 Multimedia and Business Presentations

3 Credit Hours

Focuses on enhancing business communications via the growing areas of electronic communication. Students learn to design and deliver purposeful and effective oral presentations using multimedia. Practice sessions and videotape feedback provide additional insight into presentation style and effectiveness.

Prerequisite: CIS1115

CIS2233 Web Design I

3 Credit Hours

Provides an introduction to concepts of web design. Students are introduced to the use of powerful design software, such as Dreamweaver and Fireworks. Students work with tables, frames, objects, images, symbols, instances, and animated GIFs.

CIS2234 Web Design II

3 Credit Hours

Engages students in learning well-known coding and programming applications, such as HTML and JavaScript, for the creation of web pages. Students develop basic hypertext elements including headings, titles, document body, paragraphs, lists, anchors, links, meta tags, and graphic design in order to create websites.

Prerequisite: CIS2233

CIS2235 Web Design III

3 Credit Hours

Develops a deeper knowledge of website development. Students create dynamic websites through advanced techniques using authoring software such as Director and Shockwave and advanced animation software such as Flash.

Prerequisite: CIS2234

CIS2241 Graphic Development

3 Credit Hours

Introduces students to the creation of elements for multimedia and the web, using software such as Adobe Photoshop. Topics include simple image conversions; creating and editing layers, splash screens, and transparent GIFs; adding text to images; image adjustment; and 3D effects and surfaces.

CIS2270 Special Topics in Technology

1 to 3 Credit Hours

Explores selected topics in technology through readings and discussions.

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Economics

ECO2200 Principles of Economics

3 Credit Hours

Introduces the core principles of micro and macroeconomic theory while emphasizing real-world personal, business, and governmental applications. Topics include tradeoffs and opportunity costs, gains from specialization and trade, supply and demand, the role of government in the economy, inflation and unemployment, and the monetary system of the United States.

ECO4401 International Economics

3 Credit Hours

Introduces the commercial and financial relationships between the United States and the rest of the world. The course emphasizes the development of the international monetary system, including a detailed comparison of floating exchange rates with the workings of the gold standard and the Bretton Woods system.

Prerequisite: ECO2200

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Fashion

FAS1101 Introduction to the Fashion Business

3 Credit Hours

Provides an overview of the fashion industry and its global reach. This course familiarizes students with fashion history and key milestones. Students learn about business categories including women's, men's, and children's ready-to-wear, accessories, shoes, innerwear, and outerwear. Further topics include consumer behaviors, marketing, product development, and sales.

FAS2224 Fashion Product Knowledge

3 Credit Hours

Provides an overview of key business categories within fashion, including women's, men's, and children's ready-to-wear, accessories, shoes, innerwear, and outerwear. This course focuses on consumer behaviors, needs, technology, marketing, and sales. Students are also introduced to the basics of home furnishings, beauty, and cosmetics.

FAS2230 Fashion Textiles for Apparel and Home

3 Credit Hours

Provides an overview of the textiles industry. Students acquire the basic knowledge of fibers, yarns, cloth construction, finishes, and embellishments necessary to determine quality and to make appropriate fabric choices for contemporary fashion apparel and home furnishings. Students learn principles of sustainability as they relate to textile development, manufacturing, and reuse.

FAS2240 Visual Merchandising

3 Credit Hours

Examines the ways in which visual presentation is used in a variety of settings. Students learn color theory and principles of visual design and apply this knowledge in venues that include department and specialty stores, malls, and restaurants.

FAS2245 Merchandise Planning and Buying

3 Credit Hours

Provides an overview of contemporary inventory control systems, sales records, and projections. Students learn the retail method of inventory, how to read operating statements, techniques for planning, and formulas to determine mark-ups, markdowns, open-to-buys, and terms of sales.

FAS2250 Product Lifecycle Management and Sustainability

3 Credit Hours

Provides an introduction to supply chain management and sourcing in a global fashion environment. This course focuses on sustainable business models and practices. Students learn about various cloud-based technologies and utilize software programs.

Prerequisites: CIS1115, FAS2245

FAS2261 Trend Analysis and Product Development

3 Credit Hours

Provides an overview of how color, fiber, and style trends are determined, researched, and analyzed to develop fashion products appropriate to a brand's unique selling proposition and target market. Students examine the product development process, learn product lifecycle management fundamentals, develop a product line, and apply strategies to achieve profitability.

Prerequisites: FAS1101, FAS2230, MKT2220

FAS2270 Special Topics in Fashion

1 to 3 Credit Hours

Involves readings and discussions organized around selected topics in fashion. Themes will vary each semester.

FAS3321 Art's Influence on Fashion

3 Credit Hours

Provides an overview of the major art movements and their relationship and influence on fashion. This course explores art's historic and present-day influence on fashion. Students learn how art can inspire and

communicate fashion in a variety of ways by studying different art forms, including painting, music, sculpture, film, and performance art.

Prerequisite: FAS1101

FAS3327 The Great Fashion Designers**3 Credit Hours**

Examines the aesthetics of major fashion designers from the 19th to the 21st centuries through lecture and study of museum clothing collections. Students will gain knowledge of historic fashion influences with application to contemporary and future fashion apparel.

Prerequisite: FAS1101

FAS3335 Omni-Channel Retail Management**3 Credit Hours**

Provides an in-depth analysis of omni-channel retailing. Students learn to develop and manage a layered, digitally connected, and coordinated shopping experience across multiple channels, including brick and mortar, catalog, ecommerce, and mobile, with a focus on a customer-centric experience.

Prerequisites: FAS2261, MKT2220

FAS3361 Fashion Public Relations and Events**3 Credit Hours**

Provides an overview of fashion public relations. Students learn skills and techniques to develop and present a fashion brand and collection to a target audience, with a focus on media communications, advertising, and sponsorship.

Prerequisites: FAS1101, FAS2261

FAS3365 Interactive Fashion Communication**3 Credit Hours**

Provides an overview on communicating a consistent fashion brand across multiple channels to a target consumer. Students will learn how to develop and create engaging brand experiences, promotions, and content through writing, photography, video, 3D displays, and brand partnerships.

Prerequisites: MKT2220, FAS2261

FAS4416 Fashion E-Commerce and Interactive Media**3 Credit Hours**

Working within the framework of omni-channel retailing, this course focuses on the development and management of an online retail operation. This course covers design, back-end services, operations, distribution, customer service, and global scalability. Students learn to build effective interactive media marketing strategies, including social media and search engine optimization.

Prerequisite: FAS3335

FAS4470 Special Topics in Fashion**1 to 3 Credit Hours**

Involves readings and discussions organized around selected topics in fashion.

Prerequisite: Any 200-level course in Fashion

FAS4475 Fashion Innovation Capstone**3 Credit Hours**

Utilizes skills learned in previous courses to develop a successful fashion business. Students analyze current market trends and activities, assess consumer needs, and develop sustainable products/services that will meet market demand. Students develop strategies to sell and promote their products/services competitively across multiple distribution and marketing channels.

Prerequisites: FAS2245, FAS2261, FAS3335

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Finance

FIN2200 Introduction to Financial Services

3 Credit Hours

Introduces the world of financial services, including banking, insurance, and securities/brokerage. Topics include financial planning, treasury management, risk management, financial analysis, and securities investments.

Prerequisite: ACC1111

FIN2204 Financial Markets and Institutions

3 Credit Hours

Introduces students to the workings of financial markets and institutions. This course explores the role that financial markets and institutions play in the economy and their relationship to public policy issues.

Prerequisite: FIN2200

FIN2220 Financial Literacy

3 Credit Hours

Presents students with the principles of personal finance, including learning skills to make informed choices regarding financial decisions.

FIN2250 Computer Applications in Financial Services

3 Credit Hours

Introduces computer-based problem simulation in the world of financial services. Students learn how to use financial modeling and spreadsheets to solve real-world financial planning problems.

Prerequisites: FIN2204, CIS1115

FIN2260 Financial Services Seminar

3 Credit Hours

Provides an intensive guided research experience. Students choose and refine a research project based on theoretical and practical knowledge gained from the degree program. Research projects benefit from feedback provided by faculty, peers, and any other partners directly related to the students' learning activities.

Prerequisite: FIN2204

FIN3301 Principles of Finance I

3 Credit Hours

Provides an overview of the fundamental principles relating to the study of finance, including theories and practices in financial management. Students become familiar with the financial organization and operation of a business. Topics include financial analysis, planning and control, budgeting and forecasting, and financing.

Prerequisites: ACC1111, MAT2215

FIN3305 Principles of Financial Planning

3 Credit Hours

Presents the principles of constructing and managing investment vehicles in relation to client needs. Topics include an overview of investment vehicles, measures of investment risk and returns, portfolio management, asset pricing, leverage, and hedging options.

Prerequisites: FIN2204, MAT2212

FIN3310 Insurance Planning

3 Credit Hours

Presents the principles of risk management and insurance planning. Topics include risk exposure; property and casualty insurance; general business liability; and life, health, disability, and long-term care insurance.

Prerequisite: FIN3305

FIN3315 Investment Planning

3 Credit Hours

Explains the principles of constructing and managing investment vehicles in relation to client needs. Topics include an overview of investment vehicles, measures of investment risk and returns, portfolio management, asset pricing, leverage, and hedging options.

Prerequisite: FIN3305

FIN3319 Money and Banking**3 Credit Hours**

Explores the relationship between the financial system and the level, growth, and stability of economic activity. This course emphasizes the theory, structure, and regulation of financial markets and institutions. Students examine investment yields and the role of financial markets as the mechanism for allocating financial resources.

Prerequisites: ECO2200, FIN3301

FIN4400 Tax Planning**3 Credit Hours**

Provides an overview of the fundamental principles of income tax planning. Topics include income tax fundamentals; taxation of trusts and estates; and cost-recovery, basis, and charitable contributions.

Prerequisite: FIN3305

FIN4405 Retirement Planning**3 Credit Hours**

Provides an overview of effective planning, implementation, and monitoring of individual and business-sponsored retirement plans. Topics include retirement needs analysis, social security, Medicare, and distributions.

Prerequisite: FIN4400

FIN4410 Estate Planning**3 Credit Hours**

Provides an overview of the fundamental principles of estate planning. Topics include property transfer at death, gifting strategies, incapacity planning, trusts, and charitable giving.

Prerequisite: FIN4400

FIN4415 Principles of Finance II**3 Credit Hours**

Analysis of advanced corporate finance concepts, including investment criteria, the use of techniques/tools such as net present value, internal rate of return, risk and return, cost of capital, and long-term financial policy. Financing with derivatives, capital structure management, and corporate restructuring will also be considered.

Prerequisite: FIN3301

FIN4420 Comprehensive Financial Planning**3 Credit Hours**

Provides students with the skills necessary to construct a comprehensive personal financial plan based on client information. Students will develop plans that integrate all key areas of personal financial planning.

Prerequisites: FIN3305, FIN3310, FIN3315, FIN4400, FIN4405, FIN4410

FIN4425 Contemporary Issues in Financial Services**3 Credit Hours**

Explores contemporary issues in financial services. Students develop the skills necessary to construct a comprehensive policy paper that integrates knowledge gained through previous coursework and experience and builds on that conceptual foundation through academic research, practical application, critical thinking, and integrative analysis.

Prerequisites: FIN3315, FIN4400, FIN4415

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Health Services Management

HEA1101 Foundations of Health Services

3 Credit Hours

Provides students with a comprehensive introduction to the American healthcare system. This course explains the structures and operations of healthcare organizations, explores the forces responsible for shaping the system, and considers the policies influencing the system's current and future performance.

HEA2200 Medical Terminology

3 Credit Hours

Provides a solid foundation and understanding of the medical language used by healthcare professionals through the introduction, reinforcement, and combination of medical word parts including prefixes, suffixes, and combining forms. Emphasis is placed on word building, analysis of word parts, spelling, special endings, plural forms, correct pronunciation of terminology related to procedures, and diseases of the various body systems. Commonly used abbreviations and symbols will also be introduced.

HEA2203 Ethical and Legal Aspects of Health Services

3 Credit Hours

An introduction to the principles of law as applied to the healthcare field. Students learn ethical standards and issues as related to healthcare.

HEA2205 Managed Care and Health Insurance

3 Credit Hours

Provides an overview of the principles and practices of managed care and health insurance. Students analyze and evaluate private and government-sponsored programs with relation to systems in other countries.

HEA2215 Health Communications

3 Credit Hours

Provides the effective health communication skills necessary for employment and career success in the health services industry. Students learn to write accurate and concise health reports, develop familiarity with terms commonly used in healthcare, and practice verbal communication skills.

HEA2220 Management of Healthcare Delivery Services

3 Credit Hours

Provides an introduction to health insurance products and various approaches to the delivery of healthcare services. Students learn how to manage the issues of consumers, providers, and insurers and explore the organization and structure of the current healthcare system with a view toward options for its future direction.

Prerequisites: HEA1101, MGT2220

HEA2230 Health Information Management

3 Credit Hours

Provides the student with an overview of the health information management (HIM) segment of the healthcare industry. This course addresses job responsibilities, legal and ethical standards, clinical data management, technology, and the wide variety of responsibilities of management.

Prerequisite: HEA1101

HEA2255 Computer Applications in Health Services

3 Credit Hours

Familiarizes students with computerized billing and electronic health records using practice management software. Students learn to enter and edit patient personal history information, enter charges and post payments to financial accounts, and print statements. The importance of accuracy is stressed throughout this course.

Prerequisite: HEA1101

HEA2260 Customer Service Management in Health Services

3 Credit Hours

Introduces the various clients of the health services industry, including patients and their families, practitioners, and healthcare agencies. Students learn various strategies for defining and evaluating standards for customer satisfaction.

Prerequisite: HEA1101

HEA2293 Internship**3 Credit Hours**

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisites: Departmental permission

HEA3309 Health Services Finance**3 Credit Hours**

Introduces the foundations of financing health services in a dynamically changing environment. Topics include healthcare costs, reimbursement systems, insurance issues, the roles of budgeting and accounts, the multifunctionality of financial services within the health services industry, and trends in health services financing.

Prerequisites: FIN3301, HEA1101

HEA3320 Community Health and Medical Care**3 Credit Hours**

Explores issues related to the design and delivery of healthcare programs to all segments of the community. This course focuses on public health and government-funded programs, as well as private healthcare.

Prerequisite: HEA1101

HEA3350 Long-Term and Residential Care**3 Credit Hours**

Explores current long-term and residential care services and financing options. Students learn about alternate delivery systems and organizational structures proposed to accommodate an aging population.

Prerequisite: HEA1101

HEA4410 Research Methods for Health Services**3 Credit Hours**

Develops an awareness of the various frameworks for technical writing and research in the health services field. This course emphasizes effective written communication and analytical skills in health services.

Prerequisites: ENG1105, HEA1101

HEA4420 Introduction to Epidemiology**3 Credit Hours**

The modern health services management student needs to have a good working knowledge of how health and illness are distributed among populations. This course will familiarize the student with epidemiology concepts and principles and also build a set of experiences, including analyses and projects, for students to draw upon when they enter the professional work force.

HEA4430 Behavioral Health**3 Credit Hours**

This course is designed to provide students with a comprehensive overview of behavioral health. The awareness and acceptance of, as well as advances in, treatment for behavioral problems throughout history to present day will be explored. Case studies will examine behavioral health services in a variety of settings, including hospitals, prisons, colleges and universities, rural and urban communities, and western and developing countries.

HEA4440 Health Policy and Politics**3 Credit Hours**

Develops an awareness of the political processes available for the creation of rules, regulations, and laws affecting healthcare policies. Local, national, and global impacts of healthcare financing, health insurance, and healthcare reform upon individuals, communities, and nations are explored.

Prerequisite: HEA2220

HEA4470 Health Services Management Capstone**3 Credit Hours**

Requires students to examine and apply the most recent theories and current practices in the healthcare industry. Students are encouraged to develop the vision, problem-solving, and analytical skills essential for leadership in the healthcare environment.

Prerequisites: HEA2203, HEA2220, HEA3309

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Information Technology Management

ITM1100 Introduction to Information Technology

3 Credit Hours

Explores fundamental technical issues pertaining to computers and information technology. This course introduces hardware and software components of an information system and explores their mutual relationship, dependency, and historical evolution.

ITM2200 Introduction to Networking

3 Credit Hours

Introduces underlying concepts of data communications, telecommunications, and networking. This course emphasizes terminology and technologies in networking environments and provides a general overview of the field of networking.

ITM2210 Introduction to Database Management

3 Credit Hours

Provides an overview of the skills and knowledge necessary for the development and management of relational database systems. Topics include database creation, modeling structures, physical and logical components, accessing techniques, and Structured Query Language (SQL). Concepts are explored through the use of MS Access.

ITM2220 Introduction to Web Design and Graphics

3 Credit Hours

Introduces students to concepts of a website structure, basic web page layout using text and multimedia, content management, and user experience. This course explores the essentials of conceptual design of web pages and basic Internet topics.

ITM2230 Fundamentals of Object-Oriented Programming

3 Credit Hours

Provides an introduction to the principles of computer programming using a current programming language such as Visual Basic, NET, C++, or Java. This course is a beginning programming course with a focus on basic principles of object-oriented design.

Prerequisite: ITM1100

ITM2240 Information Systems Analysis and Design

3 Credit Hours

Covers the analysis, planning, and development of information systems. This course explores the different phases and related activities of the system-development life cycle, and how system components should be implemented in solving defined business problems.

Prerequisites: ITM2200, ITM2210, ITM2220

ITM2250 Information Technology and Law

3 Credit Hours

Explores legal and ethical issues that pertain to information technology management. This course covers topics such as digital property rights, data protection, identity protection, individual privacy, and systems integrity.

ITM3300 Fundamentals of Network Security Management

3 Credit Hours

Covers the design and implementation of an effective security strategy for networking environments. Topics include network security design concepts utilizing anti-virus tools, security policies and practices, and setting up and securing a VPN. Examines network configurations, password management, security through hardware, software, firewalls, and packet filtering.

ITM3301 Network Protocols and Techniques

3 Credit Hours

Explores communications protocols to connect Internet and intranet systems. Topics include link layers, logical addressing, physical address, Resolution Protocol, Reverse Address Resolution Protocol, Internet Control Message Protocol, Domain Name System, and topics related to transition, implementation, security, and mobility.

Prerequisite: ITM2200

ITM3302 Disaster Recovery**3 Credit Hours**

Discusses disaster recovery methodologies and practices using a series of advanced tools. Students learn key measures to adhere to prior to a disaster. This course stresses the importance of business continuity in case of any disaster. Emphasis is placed on learning organizational skills and software tools for sound IT practice.

Prerequisites: ITM2200, ITM3300

ITM3310 Principles of Database Management**3 Credit Hours**

Explores database terminology and concepts, logical system organization, data models, entity concepts, and data manipulation through SQL. Students are introduced to concepts of database security, networking, and database access.

Prerequisite: ITM2210

ITM3311 Distributed Database Systems and Design**3 Credit Hours**

Explores the process and methodology for Distributed Database Systems and design. Topics include relational and hierarchical development, use of various database models, indexing, and database integrity. Students learn to translate business data requirements into database systems.

Prerequisite: ITM2210

ITM3312 Database Programming**3 Credit Hours**

Covers the principles of relational database programming using a case-based, problem-solving approach. The use of tables, queries, forms, reports, embedded SQL, dynamic SQL, and ODBC interfaces are studied. Students learn the essentials of developing database applications, including design, creation, and maintenance.

Prerequisite: ITM3311

ITM3320 Fundamentals of Website Management**3 Credit Hours**

Introduces students to principles of website management, including techniques, strategies, hardware, and software necessary to operate and maintain a successful and secure website.

Prerequisite: ITM2220

ITM3321 Web Graphic Development**3 Credit Hours**

Explores web graphic development techniques including simple image conversions, creating and editing, layers, splash screens, transparent GIFs, adding text to images, image adjustment, and 3D effects and surfaces.

Prerequisite: ITM2220

ITM3322 Web Development and Animation**3 Credit Hours**

Explores creating dynamic websites. Students will be introduced to techniques such as working with tables and frames; objects and images; symbols and instances; and adding animation image maps, rollovers, and animated GIFs. Character design, creation and motion, twining, effects, and storyboarding will also be explored.

Prerequisite: ITM3321

ITM3330 Object-Oriented Programming**3 Credit Hours**

Provides an introduction to the principles of computer programming using a current programming language such as Visual Basic, NET, C++, or Java. This course is a beginning programming course and focuses on basic principles of object-oriented design.

ITM4400 Intrusion Detection and Management**3 Credit Hours**

Explores standard intrusion methodologies and forensics, such as discovery, foot-printing, targeting, penetration, escalation of privileges, and maintaining access. Concepts concerning means for countering and prevention are investigated.

Prerequisite: ITM3301

ITM4410 Database Information Security and Privacy**3 Credit Hours**

Develops the issues and challenges related to database and content security and identifies possible solutions. This course examines database security methodologies for the control, protection, and access to the contents of a database, as well as the preservation of the integrity of the data.

Prerequisite: ITM3311

ITM4420 Web Technologies**3 Credit Hours**

Covers applications for creating web pages using scripting language. Basic hypertext elements, including headings, titles, document body, paragraphs, lists, anchors, links, meta maps, and graphic design, enable students to work with documents and images for the creation of a website.

Prerequisite: ITM3321

ITM4421 Web Services and Enterprise Application Integration**3 Credit Hours**

Covers web services and enterprise application technology. Topics include various approaches and architecture. Other technologies involve using web services as part of service-oriented architecture as a means of integration or using HTTP as a complete application protocol that defines the semantics for service behavior.

Prerequisite: ITM3320

ITM4498 Capstone Senior Project**3 Credit Hours**

Provides an independent capstone experience. Students select a topic and conduct an exploratory research project utilizing guidelines provided by the professor. Topics will be related to computer architecture and networking, information security, database management systems, or web design and development.

Prerequisites: ITM1100, ITM2240

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International Business

IBS2201 International Business

3 Credit Hours

Explores the diverse environment, management concerns, financial issues, and marketing questions faced by international business organizations. Students gain a heightened global awareness as they seek the knowledge and skills needed to function competitively in an increasingly interdependent world.

Prerequisite: BUS1101

IBS2225 International Trade Policies and Practices

3 Credit Hours

Examines various international trade theories, policies, practices, and current controversies regarding national trade policies. This course also explores the influences of the World Trade Organization and international trade agreements on government and corporate trade practices.

Prerequisite: IBS2201

IBS2230 International Marketing

3 Credit Hours

Introduces concepts of marketing in an international setting. This course addresses the global issues that challenge marketers. Topics include techniques for entering and exploiting international markets, the elements of an international marketing mix, and the cultural influences on marketing management and strategies.

Prerequisites: IBS2201, MKT2220

IBS2240 International Management

3 Credit Hours

Introduces the various aspects of international management. Topics include the challenges of managing international organizations, the impact of culture on organizations, and the management of cultural diversity at home and abroad.

Prerequisites: IBS2201, MGT2220

IBS3320 International Business Law

3 Credit Hours

Develops a working knowledge of the primary aspects of international business law. This course will include an examination of both public and private international law. Also studied will be treaties, compacts, and conventions that impact international business law and the role of the United Nations.

Prerequisites: BUS2231, IBS2201

IBS3341 International Banking and Finance

3 Credit Hours

Provides an introduction to international banking, financial markets, global government, and private financial institutions. This course covers the financial functions that multinational corporations, government agencies, and other organizations use in their funding and investment activities.

Prerequisites: IBS2201, FIN3301

IBS3342 Global Business Management

3 Credit Hours

Develops an understanding of the global challenges of the 21st century. This course considers globalization within a historical, social, and political framework emphasizing the emergence of modernity.

Prerequisites: IBS2201, MGT2220

IBS3344 Global Supply Chain Management and Logistics

3 Credit Hours

Covers the organization, functions, and processes of a global purchasing department. This course examines various global sourcing and logistical management topics.

Prerequisites: IBS2201, MGT2220

IBS3345 Comparative International Management

3 Credit Hours

Provides an overview of how business is conducted in different regions of the world. This course focuses on economic, cultural, and political influences affecting business operations and explores business in various

regions, such as Asia, Latin America, and Europe.

Prerequisites: IBS2201, IBS2240

IBS4410 Export and Import Policies and Practices

3 Credit Hours

Introduces various procedural practices and methods for handling exports and imports. Topics include U.S. customs regulations and practices, tariff legislation and duties, marine and other insurance protection, and import and export documents applicable to specific countries.

Prerequisites: IBS2225, IBS2240

IBS4415 Emerging Markets

3 Credit Hours

Emphasizes business practices and characteristics of emerging markets. This course provides students with the competencies required to develop and flourish business in newly industrialized and developing nations.

Prerequisite: IBS2225

IBS4419 Multinational Corporate Management

3 Credit Hours

Introduces the globalization of markets and the challenges faced by multinational corporations. Topics include the management of international objectives/strategies, multinational corporate structures, corporate skills for international operations, managerial communications, and operating policies of the multinational corporation.

Prerequisite: IBS2240

IBS4440 International Strategic Management

3 Credit Hours

Integrates the concepts and practices of using the various functional areas of business to build and consolidate a sustainable competitive advantage in the global arena. This course examines the framework needed for the successful formulation of a corporate mission and global corporate strategies.

Prerequisites: IBS2225, IBS2240, IBS3341

IBS4450 International Business Simulation

3 Credit Hours

Utilizes a robust simulation model to expose students to the complexities of managing a business in the global environment. Students develop expertise by creating various scenarios. 'Venture Strategy' provides a realistic visual environment, multimedia content, and built-in tools for real-time team collaboration.

Prerequisites: IBS2225, IBS2240, IBS3341

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Management

MGT2220 Principles of Management

3 Credit Hours

Examines operational theories of management under the functions of planning, organizing, staffing, directing, and controlling. Emphasizes the manager's role in creating and maintaining an internal environment for performance. Students discuss cases in detail.

Prerequisite: BUS1101

MGT2240 Human Resources and Organizational Behavior

3 Credit Hours

Examines the knowledge and skills needed to identify, grow, and sustain organizational talent within the context of organization behavior. Students learn about recruitment, talent development, motivation, teamwork, compensation, performance, rewards and recognition, safety, relevant laws, and cultural concerns.

Prerequisite: MGT2220

MGT2250 Not-For-Profit Management

3 Credit Hours

Introduces the theory and practice of management within nonprofit organizations. Students will consider best practices in managing various components of nonprofit organizations. Students examine the varying perspectives of nonprofit managers, volunteers, board members, policymakers, donors, and clients/customers.

Prerequisite: MGT2220

MGT2252 Introduction to Sports Management

3 Credit Hours

Explores various principles and practices in sports management. Emphasis is placed on career opportunities and strategies for general success for specific sports and in the field. Each student will research at least one professional sport played in the United States or internationally.

Prerequisite: MGT2220

MGT2253 Fundraising and Resource Development for Nonprofit Organizations

3 Credit Hours

Focuses on the theory and practice of philanthropy. Students are exposed to various methods of resource acquisition through ethical fundraising practices and innovative income producing approaches.

Prerequisite: BUS1101

MGT2268 Sales and Customer Service Management

3 Credit Hours

Provides an integrated view of sales and customer service management. This course focuses on profitably growing a customer base and building customer satisfaction and loyalty. Topics of study include organizational structures, functional processes, performance measurement, and the use of technology for assessing performance.

Prerequisite: MGT2220

MGT3318 Environmental Management

3 Credit Hours

Examines the philosophical study of humans, businesses, and governments and their interactions both with other humans and their natural environment. This course explores a global perspective on environmental ethical issues and examines questions related to the responsibility of businesses as stewards of the planet.

Prerequisite: MGT2220

MGT3332 Operations Management

3 Credit Hours

Explores production and operations management systems from the perspective of their ability to enhance value within organizations. Topics include the issue of performance and productivity, cost, competitive metrics, quality, and customer expectations.

Prerequisites: MGT2220, MAT2215

MGT3345 Managing with Information Systems**3 Credit Hours**

Explores and discusses the nature of information systems and how managers can access and utilize company information systems. Students will learn the principles behind information and decision support systems and will examine individual, group, and executive decision support systems.

Prerequisite: MGT2220

MGT3346 Developing Managerial Competence**3 Credit Hours**

Introduces the theoretical and practical aspects of managing customers, people, and markets. Stresses a hands-on approach to improving a student's ability to manage people. Course material focuses on promoting effective business practices and provides guidance for a variety of contemporary management challenges.

Prerequisite: MGT2220

MGT3347 Staffing**3 Credit Hours**

Introduces the methods and practices related to recruitment, selection, and retention of employees. Explores the strategic role of staffing in modern business organizations. Students will learn various techniques for attracting and retaining human talent in an organization.

Prerequisite: MGT2240

MGT3348 Employee and Labor Relations**3 Credit Hours**

Examines the various legal aspects related to maintaining effective employee and employer relations. Students will explore the implications of various employment laws on employee and employer conduct and gain an understanding of labor-management relations through collective bargaining arrangements.

Prerequisite: MGT2240

MGT3349 Compensation and Benefits**3 Credit Hours**

Introduces the role of compensation and benefits management in attracting and retaining talent in business organizations. Examines the theoretical and practical implications of various compensation models. Students will explore the rationale behind offering various benefit programs to employees.

Prerequisite: MGT2240

MGT3350 Small Business Management**3 Credit Hours**

Explores the process of planning for, starting, and managing a small business. Topics include forms of ownership, management issues, financing the small business, the use of financial information as a decision tool, and legal aspects of running a small business.

Prerequisite: MGT2220

MGT3351 Small Business Start-Up**3 Credit Hours**

Provides an overview of key factors entrepreneurs must consider in assessing a business opportunity, developing a plan, and preparing for start-up. Topics include feasibility analysis, concept testing, strategy development, and implementation. Students will be required to identify and assess business opportunities.

Prerequisites: FIN3301, MGT2220, MKT2220

MGT3352 Managing the Family Business**3 Credit Hours**

Focuses on key management issues that frequently arise in family-run businesses. Topics include legal issues related to ownership, planning and organizational structure, insurance, liability, and financial management.

Prerequisites: FIN3301, MGT2220, MKT2220

MGT3353 Financing the Entrepreneurial Venture**3 Credit Hours**

Explores the tools of financial valuation and their role in investment decisions faced by managers, entrepreneurs, and investors in small business. Topics include the assessment of capital requirements, cost of capital, financing sources, forecasting and cash flow, record keeping and accounting, and maximizing created value.

Prerequisites: FIN3301, MGT2220, MKT2220

MGT3355 Training and Development**3 Credit Hours**

Presents a comprehensive, step-by-step approach to developing training programs based on a "needs-centered" model of training and performance improvement. This course provides students with a background in learning theory and instructional design required to develop organizational training programs.

Prerequisite: MGT3349

MGT4420 Managing for Change**3 Credit Hours**

Integrates the concepts and techniques involved in implementing and managing a planned change process. This course includes discussions and case studies on changing the way work is done, changing communication and influence patterns, and changing managerial strategy.

Prerequisite: MGT2220

MGT4425 Management Simulation**3 Credit Hours**

Utilizes a robust simulation model to expose students to the complexities of managing a business in the global environment. Students develop expertise by creating various scenarios. 'Introduction to Business and Strategy' provides a realistic visual environment, multimedia content, and built-in tools for real-time team collaboration.

Prerequisites: FIN3301, MGT2220, MKT2220

MGT4430 Leadership**3 Credit Hours**

Examines the leadership variables that affect the achievement of organizational goals. Topics include theories of leadership, power, and influence as they affect organizational behavior; team building motivation; group dynamics; organizational communication processes; and change management.

Prerequisite: MGT2220

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Marketing Communications

MKT2220 Principles of Marketing

3 Credit Hours

Provides an introduction to the fundamental principles and practices in the marketing process. Provides a detailed study of each marketing mix tool (product, price, place, promotion) along with an introduction to marketing research and consumer behavior.

MKT2222 Fundamentals of Marketing Research

3 Credit Hours

Provides an in-depth review of the marketing research function in a contemporary business environment. The course will discuss the market research process, focus on secondary data, and introduce students to quantitative and qualitative primary data collection methods.

Prerequisites: MKT2220, MAT2215

MKT2223 Digital and Social Media Strategy

3 Credit Hours

Explores current and emerging forms of digital and social media and how to leverage them to build brands and engage customers. Students will evaluate digital and social media against communication and marketing objectives and develop effective media plans.

Prerequisite: MKT2220

MKT2235 Business to Business Marketing

3 Credit Hours

Addresses businesses that market products to other firms. Areas of focus include market, sales, and product strategies; creating the customer value proposition; and building and managing customer relationships. Emphasis is on organizational buying behavior, market segmentation and selection, channel design, management, and measurement.

Prerequisite: MKT2220

MKT2241 Consumer Behavior

3 Credit Hours

Introduces the nature and determinants of consumer behavior. Primary emphasis is placed on developing an understanding of psychological characteristics (needs and personality) that influence and shape consumer purchase decisions.

Prerequisite: MKT2220

MKT2242 Branding

3 Credit Hours

Provides students with a comprehensive treatment of brands, brand equity, and brand management. This course includes the design and implementation of marketing programs and activities to build, measure, and manage brand equity. This is the capstone course for the A.A.S. in Marketing Communications.

Prerequisite: MKT2220

MKT2245 Professional Selling and Sales Management

3 Credit Hours

Provides students with an understanding of the principles and techniques necessary to sell a product, services, or idea. Students develop sales presentations and use role playing to present their selling approaches in class.

Prerequisite: MKT2220

MKT2247 Advertising Management

3 Credit Hours

Provides students with a broad view of advertising principles and their relation to the marketing process. Students gain an understanding of the three key functional areas of advertising: account management, media planning, and creative design.

Prerequisite: MKT2220

MKT3310 Services Marketing

3 Credit Hours

Provides students with an understanding of how the marketing process for services is conducted. Students will learn how to develop a services marketing plan and utilize elements for various types of services.

Prerequisite: MKT2220

MKT3315 Sports and Events Marketing**3 Credit Hours**

Examines the application of marketing principles and processes to the sports industry as well as the role of marketing in analyzing, planning, implementing, and controlling of programs and events.

Prerequisite: MKT2220

MKT3330 Marketing Logistics**3 Credit Hours**

Acquaints students with a total systems approach to managing the activities involved in physically moving raw materials, process inventory, and finished goods inventory. Students learn how efficiently managed logistics can improve the marketing effort by establishing consistent and dependable customer service levels.

Prerequisite: MKT2220

MKT3351 Public Relations**3 Credit Hours**

Addresses the journalistic and marketing foundation of public relations practices. This course explores the practical applications of crisis management and examines the integration of public relations, marketing, and advertising into customer relationship management and broader marketing communications campaigns.

Prerequisite: MKT2220

MKT4410 New Product Development**3 Credit Hours**

Identifies the various steps through which new products are developed. Emphasis is placed on the activities through which cost estimates become budgets, prototypes become products, and sales plans become sales calls.

Prerequisite: MKT2220

MKT4446 Media Strategy and Metrics**3 Credit Hours**

Links target markets with advertising media through the development of media objectives, strategies, and tactics. This course addresses strategies such as target identification and audience matching with specific media and goals. Students are introduced to standard metrics such as CPM, reach, and frequency.

Prerequisite: MKT2247

MKT4455 IMC Campaign**3 Credit Hours**

Provides students with a hands-on application of program content via creation of a fully functional IMC campaign. Students will isolate a "client," conduct secondary and primary research, set communication objectives, develop strategy, and produce the communication pieces such as ads, press releases, and other tactical executions.

Prerequisites: MKT2222, MKT4446

MKT4460 Quantitative Research Design and Analysis**3 Credit Hours**

Teaches the fundamentals of effective survey construction and experimental design to capture quantitative data, and the primary means by which data is analyzed. Acquaints students with state-of-the-art quantitative techniques for forecasting, product design, market segmentation, concept testing, and test marketing.

Prerequisite: MKT2222

MKT4461 Qualitative Research Design and Analysis**3 Credit Hours**

Provides students with a conceptual knowledge structure for qualitative marketing research. Students will learn the techniques of observational research, interviewing, focus groups, and projective techniques and how to analyze the data collected to aid in making effective marketing decisions.

Prerequisite: MKT2222

MKT4465 Strategic Marketing Capstone**3 Credit Hours**

Focuses on the long-term implications of strategic market planning, including analysis of marketing opportunities, development of marketing strategies, shaping of marketing offers, and the management and delivery of marketing programs. This is the capstone course for the B.B.A. in Marketing Communications.

Prerequisites: MGT2220, MKT2222, MKT2241, MKT2242, MKT3310

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School of Health Studies Courses

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Health Services

HEA1101 Foundations of Health Services

3 Credit Hours

Provides students with a comprehensive introduction to the American healthcare system. This course explains the structures and operations of healthcare organizations, explores the forces responsible for shaping the system, and considers the policies influencing the system's current and future performance.

HEA2200 Medical Terminology

3 Credit Hours

Provides a solid foundation and understanding of the medical language used by healthcare professionals through the introduction, reinforcement, and combination of medical word parts including prefixes, suffixes, and combining forms. Emphasis is placed on word building, analysis of word parts, spelling, special endings, plural forms, correct pronunciation of terminology related to procedures, and diseases of the various body systems. Commonly used abbreviations and symbols will also be introduced.

HEA2203 Ethical and Legal Aspects of Health Services

3 Credit Hours

An introduction to the principles of law as applied to the healthcare field. Students learn ethical standards and issues as related to healthcare.

HEA2205 Managed Care and Health Insurance

3 Credit Hours

Provides an overview of the principles and practices of managed care and health insurance. Students analyze and evaluate private and government-sponsored programs with relation to systems in other countries.

HEA2215 Health Communications

3 Credit Hours

Provides the effective health communication skills necessary for employment and career success in the health services industry. Students learn to write accurate and concise health reports, develop familiarity with terms commonly used in healthcare, and practice verbal communication skills.

HEA2220 Management of Healthcare Delivery Services

3 Credit Hours

Provides an introduction to health insurance products and various approaches to the delivery of healthcare services. Students learn how to manage the issues of consumers, providers, and insurers and explore the organization and structure of the current healthcare system with a view toward options for its future direction.

Prerequisites: HEA1101, MGT2220

HEA2230 Health Information Management

3 Credit Hours

Provides the student with an overview of the health information management (HIM) segment of the healthcare industry. This course addresses job responsibilities, legal and ethical standards, clinical data management, technology, and the wide variety of responsibilities of management.

Prerequisite: HEA1101

HEA2255 Computer Applications in Health Services

3 Credit Hours

Familiarizes students with computerized billing and electronic health records using practice management software. Students learn to enter and edit patient personal history information, enter charges and post payments to financial accounts, and print statements. The importance of accuracy is stressed throughout this course.

Prerequisite: HEA1101

HEA2260 Customer Service Management in Health Services

3 Credit Hours

Introduces the various clients of the health services industry, including patients and their families, practitioners, and healthcare agencies. Students learn various strategies for defining and evaluating standards for customer satisfaction.

Prerequisite: HEA1101

HEA2293 Internship**3 Credit Hours**

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisites: Departmental permission

HEA3309 Health Services Finance**3 Credit Hours**

Introduces the foundations of financing health services in a dynamically changing environment. Topics include healthcare costs, reimbursement systems, insurance issues, the roles of budgeting and accounts, the multifunctionality of financial services within the health services industry, and trends in health services financing.

Prerequisites: FIN3301, HEA1101

HEA3320 Community Health and Medical Care**3 Credit Hours**

Explores issues related to the design and delivery of healthcare programs to all segments of the community. This course focuses on public health and government-funded programs, as well as private healthcare.

Prerequisite: HEA1101

HEA3350 Long-Term and Residential Care**3 Credit Hours**

Explores current long-term and residential care services and financing options. Students learn about alternate delivery systems and organizational structures proposed to accommodate an aging population.

Prerequisite: HEA1101

HEA4410 Research Methods for Health Services**3 Credit Hours**

Develops an awareness of the various frameworks for technical writing and research in the health services field. This course emphasizes effective written communication and analytical skills in health services.

Prerequisites: ENG1105, HEA1101

HEA4420 Introduction to Epidemiology**3 Credit Hours**

The modern health services management student needs to have a good working knowledge of how health and illness are distributed among populations. This course will familiarize the student with epidemiology concepts and principles and also build a set of experiences, including analyses and projects, for students to draw upon when they enter the professional work force.

HEA4430 Behavioral Health**3 Credit Hours**

This course is designed to provide students with a comprehensive overview of behavioral health. The awareness and acceptance of, as well as advances in, treatment for behavioral problems throughout history to present day will be explored. Case studies will examine behavioral health services in a variety of settings, including hospitals, prisons, colleges and universities, rural and urban communities, and western and developing countries.

HEA4440 Health Policy and Politics**3 Credit Hours**

Develops an awareness of the political processes available for the creation of rules, regulations, and laws affecting healthcare policies. Local, national, and global impacts of healthcare financing, health insurance, and healthcare reform upon individuals, communities, and nations are explored.

Prerequisite: HEA2220

HEA4470 Health Services Management Capstone**3 Credit Hours**

Requires students to examine and apply the most recent theories and current practices in the healthcare industry. Students are encouraged to develop the vision, problem-solving, and analytical skills essential for leadership in the healthcare environment.

Prerequisites: HEA2203, HEA2220, HEA3309

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Medical Assistant

MED1000 Basic Pharmacology and Pathophysiology

3 Credit Hours

This course explores the causes, diagnosis, and treatment of common diseases as well as the basic principles of pharmacology. Focus is placed on the description of conditions and diseases of the organ systems, including etiology, signs and symptoms, methods of diagnosis, and treatment. The classification, actions, side effects, adverse reactions, sources, and forms of medications will also be explored.

Prerequisite: HEA2200

MED1100 Clinical and Surgical Office Procedures

3 Credit Hours

Students learn the skills needed to function in a clinical office setting including patient relations, laboratory procedures and safety, maintaining medical asepsis, recognizing surgical instrumentation, conducting proper autoclaving and disinfecting, obtaining vital signs, draping patients, assisting with examinations and treatments, and performing diagnostic procedures. Students also learn to prepare and maintain a sterile surgical environment, prepare a patient for minor surgery, and assist during minor surgical procedures.

Prerequisites or Corequisites: HEA2200, SCI1120

MED1120 Medical Office Administration

3 Credit Hours

Introduction to the healthcare industry and the medical assistant profession. Emphasizes patient relations as well as efficient procedures and administration of the professional office. Telephone techniques, patient scheduling, medical records management, and patient privacy within the practice are covered. Explores career development opportunities and strategies. Stresses entry-level job requirements and upward career paths.

MED1130 Medical Emergencies and Electrocardiography

3 Credit Hours

Introduction to the anatomy and physiology of the cardiac system. Students learn how to perform electrocardiogram (EKG) on patients, troubleshoot EKG machine problems, and recognize basic cardiac arrhythmias. Spirometry testing is performed. Students will also learn to respond to common emergency situations, administer first aid in accordance with Occupational Safety and Health Administration (OSHA) standards, recognize the effect of stress on all persons involved in emergency situations, and demonstrate self-awareness in responding to emergency situations. Emphasis is placed on professional attitudes and the principles and basic concepts of ethics and laws involved in providing medical services. Students must obtain Basic Life Support (BLS) for Healthcare Providers certification through the American Heart Association.

Prerequisites or Corequisites: HEA2200, SCI1120

MED1140 Specimen Collection and Procedures

3 Credit Hours

Students learn a variety of laboratory procedures, specimen collection, Clinical Laboratory Improvement Amendment Waiver Test, and Point of Care Testing (PoCT). Includes performing proper venipuncture and finger-stick techniques for obtaining human blood specimens, as well as other methods of collecting body fluid specimens while complying with OSHA Standards.

Prerequisites or Corequisites: HEA2200, SCI1120

MED1160 Principles of Pharmacology and Human Diseases

3 Credit Hours

Basic principles of pharmacology and human pathophysiology are combined to further the understanding of medication administration, as well as the therapeutic and non-therapeutic effects of various medication classifications. This course covers the pharmacokinetics, pharmacodynamics, drug preparation, and dose calculation as well as the various routes of drug administration. Also covered are the etiology, pathogenesis, pathophysiology, and treatment of the common pathologies.

Prerequisites or Corequisites: HEA2200, SCI1120

MED2280 Medical Assistant Capstone and Practicum

6 Credit Hours

This course requires the student to integrate the knowledge, skills, and techniques learned throughout the Medical Assistant program. The practicum component provides students with 165 hours of hands-on work experience in a supervised ambulatory healthcare environment. The on-campus component elicits reflection on the application of principles and practices learned throughout the entire Medical Assistant program. This course is designed to reinforce the knowledge and skills necessary to sit for industry-specific certifications examinations such as the Certified Medical Assistant - CMA (American Association of Medical Assistants), Registered Medical Assistant - RMA, and/or Certified Clinical Medical Assistant - CCMA.

Prerequisite or Corequisite: HEA2200, SCI1120, and departmental permission

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Medical Billing and Coding

MBC1100 Medical Coding - ICD

2 Credit Hours

Introduces the development of medical nomenclature and classification systems. Topics include coding of diseases and procedures, an overview of coding systems, and basic coding rules and conventions.

Prerequisite: HEA2200

Prerequisite or Corequisite: SCI2100 or SCI1120

MBC1110 Medical Coding - CPT

2 Credit Hours

Teaches procedural coding, the assignment of DRGs, the relationship between coding to reimbursement, and selected nomenclature and classification systems.

Prerequisite: HEA2200

Prerequisite or Corequisite: SCI2100 or SCI1120

MBC2200 Medical Coding - Hospital Coding

2 Credit Hours

Introduces the student to the new coding system used by hospitals for coding inpatient procedures. Students will learn how to analyze, assign, and sequence coding procedures in the ICD-10-PCS coding system and/or ICD-9-CM volume 3 procedure codes.

Prerequisites: HEA2200, MBC1100

Prerequisite or Corequisite: SCI2100 or SCI1120

MBC2210 Medical Billing and Reimbursement Methods

2 Credit Hours

Prepares students to be skilled health professionals in the business areas of health facilities. Students learn to interpret insurance payment documents, organize financial records, follow up on claims, handle denials and rejections, understand billing and collection guidelines, and monitor the cash flow cycle.

Prerequisite: HEA1101

MBC2220 Clinical Documentation and Compliance

2 Credit Hours

Provides in-depth coverage of ICD, CPT, and HCPCS coding rubrics, conventions, principles, and updates as they apply to the coding of complex case studies. Students will assign codes and prospective payment categories using the required manuals.

Prerequisite: HEA2200, SCI2100, or SCI1120

Prerequisite or Corequisite: MBC2200

MBC2280 Medical Insurance, Billing, and Coding Capstone

5 Credit Hours

Focuses on the integration of knowledge, skills, and techniques learned throughout the Medical Insurance, Billing, and Coding program. This course reinforces the knowledge and skills needed to sit for a national certification exam.

Prerequisites: MBC1110, MBC2220, and departmental permission

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Patient Care

PCT1010 Foundations of Patient Care

6 Credit Hours

Introduces students to the roles and responsibilities of healthcare providers in nursing care settings, as well as the associated legal and ethical considerations. This course also introduces students to the fundamental components of patient care and the application of techniques and procedures required to provide basic care.

PCT1320 Advanced Patient Care

3 Credit Hours

Builds the foundational knowledge required to provide safe and effective patient care; nutrition and fluid intake; comfort, rest and sleep; as well as the management of patients with injuries; and how to assist in the nursing process of patient admission, discharge, and transfer.

Prerequisite: PCT1010

PCT2310 Patient Care Communication

3 Credit Hours

Examines key communication techniques utilized to facilitate effective communication between healthcare workers and patients. Students are exposed to relevant federal regulations and accreditation standards, electronic medical records and language lines, as well as verbal and non-verbal communication techniques.

Prerequisite: PCT1010

PCT2320 Patient Care Practicum

3 Credit Hours

Provides students with the opportunity to apply the knowledge and skills learned in all previously completed courses to the acute care environment or laboratory with the supervision of a New Jersey Licensed Registered Nurse.

Prerequisite: CPR certification and completion of all departmental physical forms, including purchase of malpractice insurance

Corequisite: PCT2700

PCT2560 Home Health Aide

3 Credit Hours

Builds on patient care knowledge and skills through a focus on the elderly, adults, infants, and children in the home care setting. This course is taught in the classroom and laboratory, and practiced in a clinical setting under the supervision of a New Jersey Licensed Registered Nurse.

Prerequisite: PCT1010, CPR certification, and completion of all departmental physical forms, including purchase of malpractice insurance

PCT2700 Patient Care Capstone

3 Credit Hours

Requires the integration of knowledge, skills, and techniques attained throughout the program. Critical thinking and teamwork skills are assessed through workplace-based case studies. This course stresses entry-level job requirements, upward career paths, resume writing skills, interviewing techniques, and networking.

Prerequisite or Corequisite: PCT1320

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Nursing

NUR1100 Foundations of Nursing

8 Credit Hours

Students learn the components of nursing and the application of techniques and procedures to provide care to patients. Topics include the nursing process; communication skills; legal and ethical aspects of nursing; physical and psychosocial development; health promotion; safety skills; infection control; basic normal assessment; pain management; and concepts of loss, grief, and death. Hands-on demonstration, practice, and validation of skills are conducted in the nursing lab and in the clinical setting.

NUR1200 Pharmacology

3 Credit Hours

Students study the different drug categories and the methods of administration, including oral and by injection. Includes the proper use of the Physician's Desk Reference (PDR) and how to accurately read, prepare, and call in written prescriptions.

Prerequisite: SCI2215

Prerequisite or Corequisite: NUR1100

NUR1300 Nursing Concepts I

8 Credit Hours

Students learn the concepts underlying health and wellness of individuals and families. Students will apply concepts to exemplars addressing basic nutrition, fluid and electrolytes, surgery, oxygenation, and the cardiovascular, gastrointestinal, genitourinary, endocrine, eye and ear, neurological and muscular systems. Direct clinical practice provides opportunities for students to demonstrate successful application of these concepts in a patient care setting.

Prerequisites: NUR1100, SCI2215, SOC2225, CPR certification, and completion of all departmental physical forms, including purchase of malpractice insurance.

NUR1400 Special Topics in Nursing

6 Credit Hours

Students explore special topics in nursing addressing the nursing process as applied to the provision of nursing care for individuals and families with mental health challenges, childbearing families, and children. Topics include anatomy and physiology, assessment, diseases and disorders, pharmacology, diet therapy, and special considerations across the life span. Students study the needs and care of patients from conception through childhood. Topics include conception, embryology, maternal and newborn health, nursing care from pre-conception to postpartum for childbearing families, reactions to hospitalization, childhood illnesses/disorders, outpatient settings, and federal legislation. Hands-on care and management of patients via the nursing process are conducted in the clinical setting.

Prerequisites: NUR1100, SCI 2215, SOC2225, CPR certification, and completion of all departmental physical forms, including purchase of malpractice insurance.

NUR2100 Nursing Concepts II

10 Credit Hours

Students build upon concepts explored in Nursing Concepts I, including nutrition, fluid and electrolytes, and oxygenation. Students also learn about complex disease processes in the cardiovascular, gastrointestinal, neurological, muscular, and genitourinary systems. Students begin to explore immunological diseases such as HIV and concepts related to oncology. Direct clinical practice provides opportunities for students to demonstrate successful application of these concepts in a patient care setting.

Prerequisites: NUR1300, CPR certification, and completion of all departmental physical forms, including purchase of malpractice insurance

NUR2200 Transition into Practice

6 Credit Hours

Students examine professional practice issues such as delegation and use of SBAR (Situation, Background, Assessment, and Recommendation). Legal/ethical issues concerning clients' rights, use of restraints/seclusion, and advance directives and palliative care are explored through case discussions, recent news events, practice updates, and legislative mandates.

Prerequisites: NUR1300, CPR certification, and completion of all departmental physical forms, including purchase of malpractice insurance

Prerequisites or Corequisites: NUR1400, NUR2100

NUR3310 Nursing Research for Evidence-Based Practice

3 Credit Hours

Focuses on the introduction of research with an emphasis on its application in nursing practice. The steps of the research process for qualitative and quantitative design will be examined. Students will review and critique scholarly, peer-reviewed nursing and inter-professional research studies. Ethical implications of research and translational scholarship will be discussed.

Prerequisites: MAT2215, SCI2100, SCI2110, SCI2228, ENG2205

Prerequisite or Corequisite: SCI3310

NUR3320 Transition to Professional Nursing

3 Credit Hours

Focuses on the transition of the Licensed Practical Nurse to Registered Nurse within the healthcare environment. The development of professional values, critical thinking, and clinical judgment will be emphasized. Integration of nursing theory and evidence-based practice into nursing care will be explored. Concepts of social, political, and economic influences on nursing practice will be examined. Legal issues, organ and tissue donation, the nurse practice act, concepts of leadership, and appropriate delegation will be introduced.

Prerequisites: MAT2215, SCI2100, SCI2110, SCI2228, ENG2205

Prerequisite or Corequisite: SCI3310

NUR3330 Health Assessment Across the Lifespan

3 Credit Hours

Using didactic and simulated clinical experiences, skills needed to conduct comprehensive physical assessment for individuals across the lifespan in a variety of settings are developed. Emphasis is placed on critical thinking, analysis, and the integration of systematic data collection for effective decision making in nursing practice. Use of evidence-based assessment tools for risk reduction is emphasized. A transcultural approach is used to assess the holistic human being.

Prerequisites or Corequisites: NUR3310, NUR3320

NUR3360 Advanced Mental Health Nursing

3 Credit Hours

This course focuses on understanding the role of the professional nurse who cares for clients with mental health needs. Students will participate in clinical care of those in need of mental health services across a spectrum of care settings. Emphasis is placed on clinical judgment skills and professional values within a legal and ethical framework. Current issues in caring for individuals, families, and communities managing mental health challenges will be discussed. Topics may include, but are not limited to, abuse and neglect, chemical dependence, coping mechanisms, therapeutic communication, stress management, support systems, and cultural and religious influences.

Prerequisite: NUR3330

NUR4410 Advanced Maternal-Child Nursing

3 Credit Hours

This didactic and clinical course focuses on the role of the professional nurse in meeting the holistic health needs of the childbearing and childrearing family. The nursing process is utilized to provide family-centered psychosocial and culturally sensitive care. Topics include, but are not limited to, maternal health, newborn and pediatric assessment, and pediatric growth and development (well/ill care). Students are provided the opportunity to utilize an evidence-based approach to critical thinking and nursing practice in various healthcare settings.

Prerequisite: NUR3330

NUR4420 Nursing Leadership and Management

3 Credit Hours

This course explores management and leadership skills for the professional registered nurse in designing, coordinating, directing, and evaluating safe and quality healthcare. The role of the RN will be emphasized as a change agent and transformational leader. Students will demonstrate the application of nursing theory, evidence-based practice, information systems, problem solving, and effective communication strategies for best practices within a nursing organization.

Prerequisites: NUR3360, NUR4410, NUR4450

NUR4430 Community Health Nursing

3 Credit Hours

Focuses on the application of the nursing process for a vulnerable population or community group in the promotion and protection of public health using health promotion, risk reduction, and disease management strategies. Community assessment, epidemiologic, environmental, change, political action, and case management frameworks are used to guide evidence-based nursing care delivery to persons, families, and populations in community settings. The nurse's role on the community health team and an understanding of healthcare needs of different cultural groups will be studied.

Prerequisites: NUR3360, NUR4410, NUR4450

NUR4440 Advanced Nursing Pharmacology

3 Credit Hours

This course builds upon basic nursing knowledge of pharmacology. In-depth review of drug classifications will be emphasized. Students will apply critical thinking skills to the calculation and administration of medications. A case study approach will be used to focus on the nursing role of promoting safe, high-quality pharmacological care. Advance concepts such as chemotherapy, blood administration, and critical care medications will also be explored.

Prerequisite: NUR3330

NUR4450 Advanced Adult Health Nursing**3 Credit Hours**

This didactic and clinical course builds on the basic concepts of critical care related to multi-organ/system function and dysfunction, requiring the development of critical thinking. Nursing care relating to physiology, assessment, pathophysiology, system failure, end of life, and clinical management of the cardiovascular system, neurological system, pulmonary system, endocrine system, and renal system are addressed. Core concepts of complex pathophysiology, evidence-based treatment modalities, and advanced nursing roles are integrated in discussions of providing care to critically ill patients.

Prerequisite or Corequisite: NUR4440

NUR4460 Professional Nursing Seminar**3 Credit Hours**

Knowledge and skills from previous courses will be integrated into case studies and simulations focused on building critical thinking and clinical judgment. Individual student plans will be developed through testing to identify strengths and opportunities for learning. Test-taking strategies will be reviewed and utilized. Preparation for the transition to professional nursing practice will be emphasized.

Prerequisites or Corequisites: NUR4420, NUR4430

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Surgical Processing

SPT1110 Fundamentals of Surgical Processing

4 Credit Hours

Introduces the important role of the Central Service Department. Government regulations/standards, infection prevention/control, quality assurance, safety, communication, human relations skills, body systems and related surgical procedures, and medical terms and abbreviations used in surgery are discussed.

SPT2100 Surgical Instrumentation

4 Credit Hours

Examines the basic categories of surgical instruments (simple to complex), processing standards accompanying flash sterilization, concepts of inventory management, and management of commonly used patient care equipment. Students learn the sterile packaging process and factors impacting sterilization.

Prerequisite or Corequisite: SPT1110

SPT2110 Basic Infection Control

3 Credit Hours

Provides an overview of water purification systems, factors impacting water quality, distillation, deionization, reverse osmosis systems, cleaning chemicals, and various methods of cleaning and decontamination.

Prerequisite: SPT2100

SPT2150 Surgical Processing Clinical Practicum

8 Credit Hours

Offers supervised practical work experience in a sterile processing environment, which provides students with hands-on experience. Didactic and laboratory skills acquired in the program are applied in the clinical setting.

Prerequisite: Departmental permission

Corequisite: SPT2151

SPT2151 Surgical Processing Clinical Seminar

2 Credit Hours

Focuses on integrating the skills learned throughout the program with the work experience while also participating in focused discussions and special projects. This course stresses entry-level job requirements and upward career paths, resume writing skills, interviewing techniques, and networking.

Corequisite: SPT2150

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Surgical Technology

SUR1100 Fundamentals of Surgical Technology

6 Credit Hours

Students are introduced to the role and responsibilities of the surgical technologist, the healthcare team, and the clinical environment. Topics include environment and workplace safety, patient care and safety, age-extreme patients, and patients with special needs. Students learn the basic techniques for scrubbing, gowning, and gloving. An on-campus operating room laboratory provides students with such hands-on experience as vital signs, patient transporting, and positioning.

SUR2112 Surgical Techniques

6 Credit Hours

Provides an in-depth study of the principles of aseptic techniques. Topics include wound healing, specimen care, safe use of surgical equipment, surgical counts, and prepping and draping the patient. Various types of sutures, needles, stapling devices, sponges, dressings, packings, drains, and catheters are presented. Students are introduced to robotics, physics, and electricity. Focuses on diagnostic procedures as well as general, genitourinary, orthopedics, obstetrics and gynecological, ear, nose, and throat surgical procedures. Emphasis is placed on developing an effective operative routine as students set up for mock surgical procedures and role play the members of the perioperative team.

Prerequisite: SUR1100

SUR2120 Surgical Specialty Intervention Procedures

3 Credit Hours

Focuses on the following surgical specialties: ophthalmology, plastic, neurosurgery, thoracic surgery, peripheral vascular, cardiovascular, organ and tissue recovery, and pediatric surgery.

Prerequisite: SUR2112

Corequisite: SUR2280

SUR2251 Pharmacology and Anesthesiology

2 Credit Hours

The rationale for use of specific drugs, their therapeutic effects, major side effects on the surgical patient, and how these drugs may alter or influence surgical intervention are defined. Emphasis is on the role and responsibilities of the surgical technologist regarding pharmaceuticals in the operating room.

Prerequisite: SUR2112

SUR2280 Operating Room Clinical Practicum I

5 Credit Hours

Students apply the didactic and laboratory skills learned throughout the program to the clinical setting, gain clinical work experience in surgical procedures and operating room practices, and scrub on surgical cases in various surgical specialties. Students also participate in focused discussions and special projects.

Prerequisites: SUR2112, Basic Cardiac Life Support/Automated External Defibrillation Certification

Corequisite: SUR2120

SUR2290 Operating Room Clinical Practicum II

5 Credit Hours

Continuation of clinical work experience in surgical procedures and operating room practices. Students also participate in focused discussions and special projects.

Prerequisites: SUR2280, Basic Cardiac Life Support/Automated External Defibrillation Certification

Corequisite: SUR2292

SUR2292 Surgical Technology Capstone

4 Credit Hours

Designed to elicit reflection and application to the whole of the Surgical Technology program. The course requires the student to apply the knowledge, skills, and techniques attained throughout the Surgical Technology program. The capstone course provides an opportunity for the assessment of surgical technologist critical thinking skills and teamwork skills through case studies that present experiences often encountered in the surgical technologist's workplace. The course reinforces the knowledge, skills, and strategies needed to sit for the national credentialing exam; and stresses entry-level job requirements and upward career paths, resume writing skills, interviewing techniques, and networking.

Prerequisite: Departmental permission

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English

ENG1105 Writing and Research

3 Credit Hours

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

ENG2205 Writing Through Literature

3 Credit Hours

Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres.

Prerequisite: ENG1105

ENG2210 Literature of the American Experience

3 Credit Hours

Introduces the study of American literature focusing on the evolution and transformation of the American voice. The analysis of literature is used to develop an understanding of American culture, national identity, and ethnicity. Selections include short stories, novels, drama, and poetry.

Prerequisite: ENG2205

ENG2215 Public Speaking

3 Credit Hours

Supports students in the development of oral communication skills. This course emphasizes the identification of good and poor speech habits, techniques for improving speech, oral interpretation, effective speech planning and delivery, and interpersonal communication.

Prerequisite or Corequisite: ENG2205

ENG2216 World Literature

3 Credit Hours

Provides insight into the world of ideas through a survey of world literature. Students read and analyze essays, short stories, novels, poetry, and drama in order to develop the skills of deduction and comparison. Students identify, consider, and discuss universally relevant themes as they relate to literature.

Prerequisite: ENG2205

ENG2265 Business Communication

3 Credit Hours

Explores the communication strategies and techniques needed for success in the workplace. This course covers the guidelines for the effective use of communication technology, communication challenges in diverse environments, and the process of communication within organizations and through direct public discourse.

Prerequisite: ENG2205

ENG2270 Special Topics in English

1 to 3 Credit Hours

Involves readings and discussions organized around selected topics in English. Topics vary each semester.

ENG3300 The Art of Poetry

3 Credit Hours

Provides a seminar on poetry and poetic analysis. By studying poetry, students can discover our commonality despite racial, ethnic, and social differences; better understand the vast and varied world around us; and experience the infinite beauty of the written word.

Prerequisite: ENG2205

ENG3313 Creative Writing

3 Credit Hours

Introduces a wide range of techniques in writing fiction, poetry, drama, and literary nonfiction. Students will generate original material and study texts by published authors. Emphasis is placed on workshops in which students review one another's work.

Prerequisite: ENG2205

ENG3315 Advanced Writing**3 Credit Hours**

Explores a wide variety of professional and creative writing modes, from personal profiles to blogging and beyond. Students build their reading, writing, and researching skills while reinforcing the fundamental concepts and current developments associated with the areas of their respective majors.

Prerequisite: ENG2205

ENG3332 Journeys in Fiction**3 Credit Hours**

Introduces the study of narrative fiction, with particular emphasis on the short story and novel. Literary works will represent a broad range of cultural perspectives and historical eras. Students gain interpretive skills by developing a critical vocabulary and exploring the literature using various analytical methods and philosophies.

Prerequisite: ENG2205

ENG4470 Special Topics in English**1 to 3 Credit Hours**

Special topics in English are studied in depth at an advanced level.

Prerequisite: Any 200-level course in English

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Honors Program

HON1105 Honors Writing and Research

3 Credit Hours

Groups freshman honors students into a cohort and places them into a specifically designated Honors section of Writing and Research, a course required of all Berkeley College students that introduces expository writing through a comprehensive survey of forms of composition.

HON2205 Honors Writing Through Literature

3 Credit Hours

Groups freshman honors students into a cohort and places them into a specifically designated Honors section of Writing Through Literature, a course required of all Berkeley College students that further develops the writing, reading, and interpretive abilities introduced in HON1105 through critical engagement with literary texts from myriad genres.

Prerequisite: HON1105

HON2210 Pre-Honors Seminar

3 Credit Hours

Introduces Honors freshman students to the Honors Program. This course provides instruction in library research and the mechanics of writing a thesis paper.

Prerequisite: HON2205

HON3310 Honors Seminar

3 Credit Hours

Introduces the Honors Program unifying theme used to structure the work of HON4400 and HON4410 seminars and demonstrates how the theme may be studied from different viewpoints.

HON4400 Advanced Honors Research

3 Credit Hours

Focuses on annotating relevant research on a more focused Honors thesis topic within their major or the program theme. Students work in small groups to peer-review bibliographies, thesis outlines, and first drafts. This course integrates graded LibGuide tasks and proper citing and research techniques. Students develop their critical analyses and methodologies in more detailed outlines and first and second drafts.

Prerequisite: HON3310

HON4410 Directed Honors Research

3 Credit Hours

Provides for the completion of directed honors-level research. This final seminar in interdisciplinary honors is devoted to the development of the capstone research project. Special lectures, screenings, and trips enhance the work of the seminar. The program culminates in the presentation of the students' research in written and oral form.

Prerequisite: HON4400

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Humanities

HUM2101 Introduction to Spanish I

3 Credit Hours

Develops some basic skills in speaking, understanding, reading, and writing in Spanish with an emphasis on language skills that can be useful in a variety of workplace settings. Students will also be introduced to some key elements of Hispanic culture.

HUM2102 Introduction to Spanish II

3 Credit Hours

Builds directly upon the knowledge and skills acquired in Spanish I. It extends the capacity of the student to describe the self using the preterit and imperfect. Simple and compound sentences and interrogative forms of a greater complexity are learned and practiced. The subjunctive mood is also introduced.

Prerequisite: HUM2101

HUM2103 Introduction to French I

3 Credit Hours

Develops some basic skills in speaking, understanding, reading, and writing in French with an emphasis on language skills that can be useful in a variety of workplace settings. Students will also be introduced to some key elements of French culture.

HUM2104 Introduction to French II

3 Credit Hours

Builds directly upon the workplace-oriented language skills acquired in Introduction to French I with a continued exploration of French culture.

Prerequisite: HUM2103 or equivalency

HUM2200 Arts in Contemporary Society

3 Credit Hours

Provides students with a comprehensive survey of new directions in the visual arts. Topics include key artists who helped shape perceptions of the world and themes and multiple forms of art, such as traditional studio art, video, installations, and digital art.

HUM2205 The Art of Film

3 Credit Hours

Introduces film analysis and criticism. This course focuses on the techniques filmmakers use to form meaning and shape perceptions. Students view a variety of films with the goal of building a critical vocabulary to enhance their ability to analyze what they see with increased understanding and skill.

Prerequisite: ENG2205

HUM2211 The Art of the Argument

3 Credit Hours

Explores the various techniques of argumentation. This course presents flaws in arguments, such as frauds, deceptions, and logical errors.

HUM2212 The Art of Creativity

3 Credit Hours

Provides an introductory, interdisciplinary exploration of creativity to discover the full scope of human potential and to maximize creative resources. Students explore factors that foster creative achievements in a variety of fields, and develop their own innate abilities for thinking and creating more imaginatively and effectively.

HUM2220 Introduction to Philosophy

3 Credit Hours

Introduces philosophy, the art of exploring the broadest questions a human being can ask. These include: What is real? What can we know? How should we live? Among the more specific topics of discussion are the nature of God, the self, causality, the mind, right and wrong, mortality, and the general meaning of existence.

HUM2225 Introduction to Ethics

3 Credit Hours

Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.

HUM2228 Histories, Mysteries, and Scandals in 20th Century America

3 Credit Hours

Explores historical, mysterious, and scandalous events that reflected political, social, cultural, and economic developments in America throughout the 20th century. Topics include the prohibition of alcohol, the stock market crash of 1929, the refusal of Rosa Parks to give up her bus seat, and infamous assassinations.

HUM2245 Medicine and the Humanities

3 Credit Hours

Explores literature, history, philosophy, visual art, and the social sciences and their application to medical education and practice. This course uses an interdisciplinary approach to examine the power of the humanities to develop skills of observation, analysis, empathy, and self-reflection that are essential for humane medical care.

Prerequisite: ENG2205

HUM2251 The History of American Popular Music

3 Credit Hours

Traces the development of American popular music from the mid-19th century up to the present. Particular emphasis will be given to the impact of African American culture on jazz, blues, rock, and reggae. The course will conclude with an analysis of hip-hop's globalization and its impact on society.

HUM2270 Special Topics in the Humanities

1 to 3 Credit Hours

Involves readings and discussions organized around selected topics in the humanities. Topics vary each semester.

HUM2280 Introduction to Drawing

3 Credit Hours

Offers students the opportunity to use drawing as a means of exploring creativity. Students will learn techniques to portray objects, landscapes, figures, and personal interests. Course performance is based on growth, not talent.

HUM3312 World Religions

3 Credit Hours

Presents the origins, central figures, major teachings, concepts, beliefs, and practices of the major religions of the world such as the indigenous religions, Hinduism, Buddhism, Confucianism, Daoism, Judaism, Christianity, Islam, and contemporary religious movements.

HUM3315 Contemporary U.S. History

3 Credit Hours

Introduces the major political, social, economic, and technological trends that have shaped the United States since World War II. Students will learn about pivotal events and multi-decade trends, such as the civil rights movement, the shift in economies, the Cold War, and the position of the United States as a world power.

HUM3325 Feminist Thought

3 Credit Hours

Introduces the writings of contemporary feminist theorists that explore issues of gender identity, reproduction, ethnicity, and acculturation. Students analyze works at the theoretical level and their application to contemporary concerns, such as the role of women in the family, community, workforce, and political arena.

HUM3330 Art of the Americas

3 Credit Hours

Explores pre-colonial times through the mid-20th century to provide a comprehensive view of the visual arts in America and the ideas and forces affecting them. This course takes a broad and inclusive approach to the variety and richness of American art, including work by previously marginalized groups.

HUM3355 Social Justice Philosophies

3 Credit Hours

Explores western philosophies for justice in a society. Students explore debates from the courts of ancient Athens to the streets of present day America to philosophically question how a society is arranged, opportunities for change, the distribution of wealth/power, and how morality is assessed.

Prerequisite: HUM2225

HUM3360 Law and the Humanities

3 Credit Hours

Examines the treatment of legal themes in literature, music, film, and other visual arts to consider the relationship between the humanities and the law. Students explore the ways that the humanities utilize

different perspectives and aesthetic styles to discuss such legal themes as morality, justice, equality, and authority.

Prerequisite: ENG2205

HUM4470 Special Topics in the Humanities

1 to 3 Credit Hours

Special topics in the Humanities are studied in depth at an advanced level.

Prerequisite: Any 200-level course in the Humanities

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Mathematics

MAT2211 College Algebra

3 Credit Hours

Introduces students to solving problems by using geometric and algebraic approaches and appropriate technology. Topics include the Cartesian coordinate system, linear equations, absolute value, rational and exponential functions, systems of linear equations, linear inequalities, logarithms, and polynomials.

Prerequisite: CSK85 or placement-based score

MAT2212 Quantitative Methods

3 Credit Hours

Introduces students to the personal use of mathematics and the applications for various business disciplines. This course will explore the business applications of linear functions, quadratic functions, and systems of linear equations. Emphasis will be placed on the use of Excel to solve real-world business problems.

Prerequisite: CSK85 or placement-based score

MAT2215 Statistics I

3 Credit Hours

Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.

MAT2216 Statistics II

3 Credit Hours

Continues the course content presented in Statistics I. Topics include sample hypothesis tests, sample inferences, F-tests, chi-square tests, linear correlation, and linear regression.

Prerequisite: MAT2215

MAT2270 Special Topics in Mathematics

1 to 3 Credit Hours

Involves reading and discussions organized around selected topics in mathematics. Topics will vary each semester.

MAT3301 Discrete Mathematics

3 Credit Hours

Covers mathematical topics most directly related to the fields of information technology management and/or computer science. Topics include logic, relations, functions, basic set theory, graph theory, combinatorics, recursive functions, and Boolean algebra.

Prerequisite: MAT2211

MAT4470 Special Topics in Mathematics

1 to 3 Credit Hours

Special topics in Mathematics are studied in depth at an advanced level.

Prerequisite: Any 200-level course in Mathematics

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Prior Learning Assessment

PLA1100 Prior Learning Theory and Practice

3 Credit Hours

PLA1100 is an accelerated online course that will help students identify areas of learning they may want to have evaluated for college-level equivalency. The course will also guide students through the preparation and compilation of all components required for the evaluation of a portfolio of prior learning through LearningCounts.org.

Prerequisites: ENG1105 and ENG2205

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Sciences

SCI1100 Anatomy and Physiology I

3 Credit Hours

Study of the structure, function, and pathology (disease) of the human body. Students are introduced to various body systems including the musculoskeletal, digestive, nervous, and integumentary, as well as the special senses.

SCI1110 Anatomy and Physiology Laboratory I

1 Credit Hour

An introduction to the basic principles of human anatomy and physiology as explored through laboratory sessions. Laboratory activities coincide with lectures to enhance understanding of each topic by providing visual and hands-on experiments for the concepts learned in the lecture. Laboratory sessions include microscopy, dissections, and elementary physiological experiments. Among the topics considered are various body systems including the musculoskeletal, digestive, nervous, and integumentary, as well as the general and special senses.

Corequisite: SCI1100

SCI1120 Human Biology

3 Credit Hours

Study of the structure and function of the human body. Students are introduced to the various body systems, including the integumentary, skeletal, muscular, nervous, special senses, endocrine, respiratory, digestive, urinary, reproductive, hematological/immunological, and cardiovascular. Course includes definitions, terminology, chemical basis of life, and energy, as well as microbiology.

SCI2100 Anatomy and Physiology II

3 Credit Hours

Study of the structure, function, and pathology (disease) of the human body. Students are introduced to various body systems including the cardiovascular, respiratory, urinary, endocrine, lymphatic, and reproductive systems.

Prerequisite: SCI1100

SCI2110 Anatomy and Physiology Laboratory II

1 Credit Hours

Continues the study of human anatomy and physiology through laboratory exploration. Laboratory activities coincide with lectures to enhance understanding of each topic by providing visual and hands-on experiments for the concepts learned in the lecture. Laboratory sessions include microscopy, dissections, and elementary physiological experiments. Among the topics covered are the cardiovascular, respiratory, urinary, endocrine, lymphatic, and reproductive systems.

Prerequisite: SCI1110

Corequisite: SCI2100

SCI2215 Life Sciences

6 Credit Hours

Students are introduced to the various body systems including the integumentary, skeletal, muscular, nervous, sensory, endocrine, respiratory, digestive, urinary, reproductive, hematological/immunological, and cardiovascular. Course includes definitions, terminology, chemical basis of life, and energy as well as microbiology.

SCI2216 Discovering Science

3 Credit Hours

Provides the learner with an appreciation of the general principles of science and relevance to the student's future experiences in life. This course is an interdisciplinary approach to all of the natural sciences and their application to human physical, mental, social, and cultural advancement.

SCI2217 Mind and Body

3 Credit Hours

Introduces the fascinating and often surprising connections between the brain (mind) and the physical self (body). Topics range from the personal experience of spirituality, sexuality, psychology, perception, sensation, disease, diet, and disorders to our more general interactions with environment, medicine, and culture.

SCI2220 Human Sexuality

3 Credit Hours

Introduces the biological and developmental aspects of human sexuality. Topics include the anatomy and physiology of reproduction, sexual development and behavior, current issues in contraception, artificial insemination, transmission and control of sexual diseases, and gender selection.

SCI2228 Microbiology

3 Credit Hours

The morphology and function of microorganisms, especially viruses and bacteria, are studied. The characteristics of microorganisms, the disease process, and the immune response are discussed.

SCI2230 Forensic Science

3 Credit Hours

Focuses on the application of science to law. This course introduces students to the field of forensic science through a hands-on approach in its applications to criminal investigations. Students are presented with clear explanations of the techniques, abilities, and limitations of the modern crime laboratory and crime scene.

SCI2233 The Evolution of Life

3 Credit Hours

Provides an introduction to the basic processes of human life and evolution.

SCI2235 Health and Fitness

3 Credit Hours

Provides an introduction to basic health concepts. This course includes an examination of the principles of human health, personal fitness, nutrition, stress, and an overall understanding of wellness. An overview of healthcare in the United States is discussed.

SCI2270 Special Topics in Science

1 to 3 Credit Hours

Involves readings and discussions of selected topics in science. Topics will vary each semester.

SCI3000 Chemistry for Healthcare Professionals

4 Credit Hours

An introduction to chemistry, organic chemistry, and biological chemistry for students in nursing and other health science programs. This course expands on foundational knowledge of physiological processes and treatment modalities in human beings. A case study approach will be integrated into the course.

Prerequisite: MAT2211

SCI3301 The Science of Addiction and Obsession

3 Credit Hours

Explores both the biological and sociocultural components of addiction. This course will compare and contrast addictions that affect every individual regardless of socioeconomic status, race, or gender. Students will learn to assess addiction as a disease mediated by both environmental and genetic factors.

SCI3310 Nutrition for Healthcare Professionals

3 Credit Hours

An introduction to the basic principles of nutrition and a foundation for wellness. Practical application of essential information and the interrelationships between nutrition, food, and the environment as they impact health status will be explored. Culture/religious beliefs, ethnicity, socio-economic status, and nutritional trends and how they influence the nutritional health of the person will be examined. The nutritional needs associated with obesity and eating disorders, enteral and parenteral nutrition, metabolic and respiratory stress, gastrointestinal disorders, diabetes, cardiovascular disorders, renal disorders, cancer, and HIV/AIDS across the lifespan will be discussed.

SCI4405 Bioethics

3 Credit Hours

Explores bioethics, the study of the ethical controversies involved in the practice of medicine. Topics include euthanasia, abortion, doctor/patient confidentiality, human and animal experimentation, genetic engineering, stem cell research, cloning, and access to healthcare.

SCI4410 Sustainable Solutions

3 Credit Hours

Incorporates the interconnected concepts of ecology, economy, and ethics to real, practical, workable, sustainable solutions. This course requires the completion of a senior capstone project, including a portfolio and presentation. Students will design a sustainable community, life plan, or business plan with sustainable alternatives.

SCI4470 Special Topics in Science

1 to 3 Credit Hours

Special topics in Science are studied in depth at an advanced level.

Prerequisite: Any 200-level course in Science

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Social Sciences

SOC1123 Psychology of Adjustment

3 Credit Hours

Explores the psychological principles involved in coping with the challenges of moving through changes in life stages and life circumstances. Topics include stress management, communication, time management, healthy relationships, positive thinking, conflict management, and balancing home, education, and work.

SOC2205 World Cultures

3 Credit Hours

Introduces cultural anthropology. In order to better understand humanity, the course examines norms, values, and practices of a variety of cultures.

SOC2210 Introduction to Sociology

3 Credit Hours

Introduces the study of sociology. Examines the social institutions that shape and influence the behavior of the individual and groups in society, with emphasis on examining contemporary social problems. Topics include the study of human social life, theories and methods of sociology, and basic sociological concepts.

SOC2215 Introduction to Political Science

3 Credit Hours

Provides an overview of the American political system, the ideas that shaped it, and the conflicts that continue to redefine the relationship between people and political power.

SOC2218 Police and Society

3 Credit Hours

Introduces the history and traditions of American policing. Examines the role of the police in advancing justice in a democratic society. Topics include law enforcement operations and strategies, such as profiling, organizational structure, community affairs, police use of force, and various major concerns in public policy.

SOC2220 Criminology

3 Credit Hours

Introduces the various causes of crime in a free society. This course considers factors such as free will, biology, and other possible causes, such as DNA, nutrition, hormones, and subcultures of violence.

SOC2225 Introduction to Psychology

3 Credit Hours

Survey of the basic principles of psychology and their direct application to the understanding of human behavior so as to allow students to gain an understanding and awareness of their own everyday existence. Topics include human development, learning, memory, thinking, intelligence, creativity, motivation, emotion, adjustment, perception, abnormal behavior, and therapy.

SOC2231 Human Relations

3 Credit Hours

Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.

SOC2270 Special Topics in the Social Sciences

1 to 3 Credit Hours

Involves readings and discussions organized around selected topics in the social sciences. Topics will vary each semester.

SOC3305 Marriage and Family

3 Credit Hours

Explores the traditional and changing family as a social institution with multicultural and crosscultural differences. Family roles and patterns are examined with emphasis on the forms they assume in different cultures and subcultures, including ethnic and class variations.

SOC3310 Intercultural Communication

3 Credit Hours

Introduces the various cultural influences on communication. Emphasizes the obstacles and portals to effective communication. Students study the communication styles of different cultural groups and learn to apply cultural perspectives to their daily interactions in business and in their private lives.

SOC3320 Gender, Race, and Class**3 Credit Hours**

Explores relationships between race, gender, and class. This course examines reality in the determination of socioeconomic mobility and analyzes the perceived role of race and gender in American society.

SOC3332 Understanding Social Behavior**3 Credit Hours**

Examines areas of applied social psychology and the application of social psychology research to understand and address social and practical problems facing individuals, organizations, groups, and communities. Emphasis is placed on how to develop social research-based intervention strategies to improve best practices in a wide range of professional disciplines such as business management, clinical/counseling services, criminal justice, education, health services, media, and politics.

SOC3350 Psychology of Design**3 Credit Hours**

Introduces the role and value of design in our lives. We create the environments in which we live and are greatly influenced by them. Our choices are often an unconscious desire to express or validate certain personal and social identities. In this course, students think, experience, research, discuss, and create.

SOC3360 Law and Society**3 Credit Hours**

Introduces students to basic concepts in law and examines the impact that major court decisions have on culture and subculture. Students will explore how the law ultimately shapes conduct, ideals, and justice in American society, as well as how the law shapes the everyday lives of its citizens.

SOC4415 Global Social Change**3 Credit Hours**

Explores global trends that have impacted all societies. This course emphasizes developing nations experiencing extensive technological and social change. In this course, the effects of global change on cultures are discussed, as well as the impact of international social and economic development on traditional societies.

SOC4422 Forensic Psychology**3 Credit Hours**

Bridges psychology and law through examining a broad array of subtopics such as criminal behavior, juvenile delinquency, serial killers, profiling, victimology, legal psychology, sex offenders, and correctional psychology. Students will review research methods and case studies to enhance their understanding of this discipline.

SOC4425 Abnormal Psychology**3 Credit Hours**

Examines the criteria used to define abnormal behavior in specific cultural and historical contexts. Students gain an understanding of experiential and therapeutic responses to mental illness and a basic knowledge of the medical model as it applies to the diagnosis and treatment of psychological disorders.

SOC4470 Special Topics in the Social Sciences**1 to 3 Credit Hours**

Special topics in the Social Sciences are studied in depth at an advanced level.

Prerequisite: Any 200-level course in the Social Sciences



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Graphic Design

GRD1100 Graphic Design Principles I

3 Credit Hours

Introduces two-dimensional design and color theory and their relational aspects. This course explores the elements and principles of design, color, and light in the creative process. Students learn about the design process, from concept to completion, and explore the fundamentals of Adobe Illustrator.

GRD1105 Painting I

3 Credit Hours

Approaches two-dimensional theory through the freeform and experiential painterly process. Students recreate and build on elements of design in a painterly manner through their own work. Subject matters range from the traditional painting genre of still life, interiors, and the figure, to the abstract.

GRD1120 3D Design and Modeling

3 Credit Hours

Introduces the principles and applications of design as it relates to the synthesis of three-dimensional form, space, light, shadow, relief, and motion. The relationship of material and form and its application to packaging are explored. Subjects range from man-made geometric forms to architecture and nature.

GRD1130 Digital Page Layout

3 Credit Hours

Explores the integration of type and images in digital page layouts and multiple-page projects. This course emphasizes the application of industry standard software for both print and digital output.

Prerequisite: GRD1100

GRD1170 Drawing I

3 Credit Hours

Develops drawing skills for graphic design and the visual arts. Includes genres of fine art such as observation of the human figure in composition. Drawings will include three-dimensional objects, perspective, still life, and the landscape.

GRD1190 Typography 1

3 Credit Hours

Introduces the history, physical attributes, family classification, terminology, and structural aspects of type. Students explore typography as a medium that conveys aesthetic, emotional, and intellectual meaning. Students create effective marketing materials by incorporating type as an integrated and active element.

Prerequisite: GRD1100

GRD2200 Graphic Design Principles II

3 Credit Hours

Integrates the skills acquired in Graphic Design Principles I, incorporating typography and graphics to create effective communications design from concept through completion, utilizing industry-standard software.

Prerequisites: GRD1110, GRD1190

GRD2210 Graphic Design in Visual Culture

3 Credit Hours

Traces the development of visual communication from the first cave paintings to present-day digital marketing. This course examines how cultural and technological developments have affected our viewpoints of the relationship, and use of images and typography.

GRD2226 Professional Development Seminar

3 Credit Hours

Investigates career-development opportunities and strategies. This course focuses on entry-level job requirements and career research. Students learn resume writing and interviewing skills. Emphasis is placed on creating conceptual approaches for communicating ideas visually and project development and management.

GRD2230 Digital Photography and Creative Media

3 Credit Hours

Introduces the basic concepts, terminology, and applications of digital photography. This course explores the creative transformation of images for effective visual communication. Students develop critical thinking and

technical skills needed to use photography in their work as designers.

Prerequisite: GRD1100

GRD2233 Web Design I

3 Credit Hours

Explores the role of artists and designers in the web environment. Students are introduced to the concepts, process, and applications of programming code for creating and styling web pages, and preparing images and graphics for the web environment.

GRD2234 Web Design II

3 Credit Hours

Develops the skills acquired in Web Design I. Students continue learning programming code with an emphasis on interaction design, user-interface design, and front-end development.

Prerequisite: GRD2233

GRD2235 Web Design III

3 Credit Hours

Develops the skills acquired in Web Design II. Students explore design for both web and mobile apps incorporating multimedia, video, audio, and responsive design. Prototype development and testing are explored.

Prerequisite: GRD2234

GRD2290 Typography II

3 Credit Hours

Develops the skills acquired in Typography I. Projects incorporate type as a decorative element to produce creative marketable design results. Principles of selecting typeface, use of grids, and basic layout designs and formats are addressed.

Prerequisite: GRD1190

GRD3320 Graphic Design Principles III and Game Development

3 Credit Hours

Integrates the skills acquired in the foundation courses and conceptual abilities developed in Graphic Design Principles II. Emphasis is on developing design thinking and building visual problem-solving skills. Students are introduced to Motion Graphics and Game Design Graphics.

Prerequisite: GRD2200

GRD3330 Digital Filmmaking

3 Credit Hours

Develops the skills acquired in Digital Photography and Creative Media. This course includes advanced digital imaging techniques and introduces students to a wide range of styles in contemporary photography as well as video.

Prerequisite: GRD2230

GRD3360 Packaging Design I

3 Credit Hours

Incorporates the history, purpose, types, materials, environmental considerations, symbols, labels, and security measures of packaging. Students study packaging as a new-product development process, explore graphic design for marketing options, and produce models with industry standard specifications sheets.

Prerequisite: GRD2200

GRD3395 Branding and Information Design

3 Credit Hours

Explores various processes and the translation of information in a visual format for data visualization in current media. Marketing trends and strategies are explored in the development of creative solutions to design problems. Students create functional design solutions for identity systems across multiple points of contact.

Prerequisite: GRD2200

GRD4400 Animation Foundations

3 Credit Hours

Explores the foundation of animation, including the basic concepts of animation and what makes things move. This course covers X, Y, and Z planes; keyframes; animation paths; hierarchies; pivots and rotation; and the importance of timing.

Prerequisite: GRD2230

GRD4410 Publication Design

3 Credit Hours

Explores publication design procedures and techniques, from planning to production. Students research and analyze graphic design in multi-page publications and create their own multi-page publication designs. This course covers procedures and techniques for the successful printing of projects.

Prerequisite: GRD1130

GRD4415 UI/UX Design**3 Credit Hours**

Explores aspects of user interface design engineering. The preparation of concepts will utilize the principles of design, typography, color, and problem solving skills. Concepts include wireframes, user testing, personas, scenarios and storyboards, applied to front-end and back-end web and app development.

Prerequisite: GRD2235

GRD4420 Game Design**3 Credit Hours**

Introduces the theory and practice of game creation and design for interactive home entertainment, arcade games, education, and multiplayer online environments. Students study the history, genres, technology, organization, psychology, and story of games. Students will then gain mastery over the Unity 3D engine.

Prerequisite: GRD2200

GRD4460 Capstone Project**3 Credit Hours**

Requires students to utilize cumulative skills acquired in advanced course studies to work on an individual research project for their portfolio with the help of a faculty mentor. This course is taken in a student's senior year.

Prerequisite: GRD3360

GRD4470 Special Topics in Graphic Design**1 to 3 Credit Hours**

Focuses in depth on a particular period area of interest within graphic design to further develop conceptual and technical skills and create professional work for portfolio development.

Prerequisite: GRD3320

GRD4481 Portfolio**3 Credit Hours**

Provides a studio and critique workshop. Students edit, create, add, highlight, and refine projects to meet industry standards and promote individual graphic design skills in their specialized area. This course is taken in a student's senior year.

Prerequisite: GRD3395

GRD4483 Internship**3 Credit Hours**

Provides a field-based internship experience where students acquire career/professional skills within the graphic design industry. This course is taken during a student's last semester of study.

Prerequisite: Departmental permission

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Interior Design

INT1100 Architectural Visualization

3 Credit Hours

Provides a solid foundation in basic drafting techniques through hands-on instruction in the proper use of drafting materials and tools. Topics include plan, elevation, section, and scale.

INT1110 Sketching and Color Composition

3 Credit Hours

Introduces the development of basic freehand sketches. This course emphasizes quick sketch techniques and rapid visualization. Students learn a variety of drawing media and rendering techniques for visually communicating design concepts.

INT1120 Studio I: Conceptual Design

3 Credit Hours

Introduces the principles and elements of design. This course emphasizes conceptual analysis and problem solution in two- and three-dimensional design. Students examine the psychological and cultural impact of form, space, and volume in making appropriate design decisions.

INT1150 CAD I

3 Credit Hours

Introduces AutoCAD as a drafting tool. Students learn to use CAD to create and edit plans, elevations, and section views of designs for use in design studies and presentations. Students also learn presentation styles, drawing organization, and other techniques used in professional practice.

Prerequisite: INT1100

INT1160 Studio II: Space Planning

3 Credit Hours

Introduces space planning with an emphasis upon conceptual analysis. Students learn space planning and furniture arrangement from a functional and aesthetic viewpoint. This course addresses the major parameters of interior design, including human factors, ADA, and universal design as well as design theory.

Prerequisite: INT1120

INT1170 History of Architecture and Interior Design I

3 Credit Hours

Surveys the history of architecture and interior design from the earliest civilizations through the late 18th century. The material will be presented chronologically, and various themes in the development of interior design will be traced throughout the period covered. Influence and originality in a design context will be examined.

INT2200 CAD II

3 Credit Hours

Instructs students in the use of Rhinoceros 5.0, Vray, and 3ds Max to create, manipulate, and render three-dimensional views of interior spaces. Students master modeling, materials, and lighting to develop striking renderings of their design solutions.

Prerequisite: INT1150

INT2220 Studio III: Residential I

3 Credit Hours

Introduces the study of residential environments and the planning of interior spaces. This course emphasizes the design process from initial client contact/programming through final design. Topics include space planning/presentation skills, review of human factors, and the needs of clients and the public.

Prerequisite: INT1160

INT2230 Materials, Textiles, and Finishes

3 Credit Hours

Explores the appropriate selection, application, and installation of materials and finishes used in the interior environment. This course emphasizes the basic materials, manufacturing, and specification processes and characteristics of goods specified by the interior designer.

Prerequisite: INT1150

INT2240 History of Architecture and Interior Design II**3 Credit Hours**

Provides a survey of the history of architecture and interior design from the 19th century to the present. Course material will be presented chronologically and various themes in the development of interior design will be traced throughout the period covered. Influence and originality in a design context will be examined.

Prerequisite: INT1170

INT2250 Studio IV: Commercial I**3 Credit Hours**

Presents the fundamentals of commercial design through lectures, discussions, readings, and studio projects. This course provides an introduction and expert guidance on practical, aesthetic, and social issues involved in designing non-residential interiors.

Prerequisite: INT2220

INT2260 Architectural Construction and Methods I**3 Credit Hours**

Studies the relationship between Interior Design and Architectural systems. Topics include construction methods and materials. This course covers foundation, floor and wall systems; construction techniques and building materials; and elements of site analysis, regulatory factors, and zoning ordinances.

Prerequisite: INT2230

INT2290 Lighting**3 Credit Hours**

Introduces the student to the basic principles of lighting design. This will include technical, sustainable, and creative aspects of producing reflected ceiling plans and integrating light into the fabric of architecture. This course also covers the design and model making process of light fixtures.

Prerequisite: INT1150

INT2293 Internship**3 Credit Hours**

Provides a field-based internship experience. Students work for an interior design/architecture firm under the direction of a mentor, who provides necessary guidance/direction to meet job requirements. Student interns meet/communicate weekly with a faculty instructor to assess/evaluate their programs.

Prerequisite: Departmental permission

INT3310 Building Codes and Regulations**3 Credit Hours**

Provides students with an overall understanding of codes, standards, and federal regulations with an emphasis on interior projects. This course utilizes real-life design examples to explain how specific codes and standards apply to a variety of building and project types.

Prerequisite: INT2260

INT3330 Studio V: Residential II**3 Credit Hours**

Develops advanced residential design concepts and skills with emphasis placed upon historical precedents, functionalism, energy efficiency, space planning, materials, and the latest technology in equipment and fixtures.

Prerequisite: INT2220

INT3340 Sustainable Design**3 Credit Hours**

Presents the fundamentals of sustainable design and its critical role in the design process. This course provides an understanding of green building philosophies, assessment tools, materials and methods, and design strategies for incorporating sustainable principles and materials into design projects.

Prerequisite: INT2250

INT3350 Architectural Construction and Methods II**3 Credit Hours**

Builds on the concepts presented in Architectural Construction and Methods I. Students are introduced to the various components and systems used in the construction and assembly of buildings. Types, differences, and features of interior environmental systems as well as traffic circulation systems are discussed.

Prerequisite: INT2260

INT3360 Studio VI: Commercial II**3 Credit Hours**

Focuses on design strategies and treatments for user populations and project types that have special needs. Students complete advanced level commercial design studio projects. This course explores practical, aesthetic, and social issues involved in designing non-residential interiors with a focus on special need user populations.

Prerequisite: INT2250

INT3370 CAD III: Working Drawings**3 Credit Hours**

Teaches students to create industry standard construction drawings used by the trade to build and renovate spaces. Symbols, graphic notations, sections, details, and schedules are taught to be used in the proper representation of their designs as legal documents for construction.

Prerequisite: INT3350

INT3380 Furniture Design**3 Credit Hours**

Focuses on the design concepts, functionality, materials, and construction documents to build furniture. The creative process of furniture design is covered through the studio projects assigned. Anthropometric and ergonomics are covered in depth.

Prerequisites: INT2200, INT2260

INT4400 Studio VII: Special Topics**3 Credit Hours**

Focuses on current areas of special interest in interior design. This course allows students to explore and research in detail carefully chosen projects while working in groups and individually. These projects will focus on selected real-world design competitions.

Prerequisite: INT3360

INT4410 Career Management**3 Credit Hours**

Explores job requirements, development opportunities, and strategies for successful career management. This course covers resume writing, interviewing, and the importance of professionalism. Students prepare documents needed to pursue job opportunities in interior design, including a professional design portfolio.

Prerequisite: INT3330

INT4420 Capstone: Research and Program**3 Credit Hours**

Provides instruction in individual design program development, including project and site selection. This course is the first of two capstone courses. The approved program developed in this course will be used as the basis of design for continuation of the project in INT4460 Studio VIII: Capstone Project.

Prerequisite: INT3360

INT4430 Professional Practice**3 Credit Hours**

Introduces the professional practices of the interior design profession. This course emphasizes professional ethics, contracts, design fees, budgets, project management, marketing, and client/contractor/designer/trade relationships.

Prerequisite: INT3360

INT4460 Studio VIII: Capstone Project**3 Credit Hours**

Continues the research and design of the interior design project based upon the building type approved in INT4420 Capstone: Research and Program course. Students apply all the skills and knowledge developed throughout their course of study in interior design.

Prerequisite: INT4420

INT4483 Internship**3 Credit Hours**

Provides a field-based internship experience. Students work for an interior design/architecture firm under the direction of a mentor, who provides necessary guidance/direction to meet job requirements. Student interns meet/communicate weekly with a faculty instructor to assess/evaluate their programs.

Prerequisite: Departmental permission

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Justice Studies

JUS1100 Introduction to Justice Studies

3 Credit Hours

Introduces the major institutions of justice in society. Topics include justice in a free society, the police, courts, correctional services, the balance of individual rights and public order, law and public policy, and factors affecting the future of the justice system.

JUS1110 Communication Skills for Criminal Justice Professionals

3 Credit Hours

Examines the nature and importance of communication within the criminal justice system. Students develop report-writing skills and an understanding of the impact report writing has on the investigation and prosecution of crime, as well as on the administration of justice.

JUS2201 Criminal Procedure

3 Credit Hours

Introduces the methods and body of rules by which criminal law functions in a free society. Topics include the collection and handling of evidence in a crime, police procedure in regard to search and seizure, emergency police searches, vehicle searches, confessions, and arrest and interrogation procedures.

Prerequisite: JUS1100

JUS2205 Criminal Law

3 Credit Hours

Introduces the study of criminal law. Students will learn about general categories of criminal law (felonies and misdemeanors) and the various defenses to criminal charges (alibi, justification, excuse, conspiracy, and legal insanity).

Prerequisite: JUS1100

JUS2210 Community Relations and the Police

3 Credit Hours

Introduces the history of community relations and the police. This course explores public relations programs and strategies.

Prerequisite: JUS1100

JUS2220 Justice and the Media

3 Credit Hours

Introduces the relationship between the media and the justice system. Topics include freedom of the press, the individual's right to privacy, the Freedom of Information Act, sensationalism in the media in regards to crime, and the role of the media in crime-solving and law enforcement.

Prerequisite: JUS1100

JUS2225 Criminal Investigations

3 Credit Hours

Introduces criminal investigation procedures. This course explores the historical development of criminal investigations; how investigation processes relate to the various functions of law enforcement; the collection, organization and preservation of evidence; and the constitutional limitations of criminal investigation.

Prerequisite: JUS1100

JUS2235 Juvenile Justice

3 Credit Hours

Examines the factors that contribute to juvenile delinquency, and ways in which the American juvenile justice system responds to youthful offenders. Students examine societal shifts between punitive and therapeutic approaches to delinquency and the merits of various formal and informal treatment options.

Prerequisite: JUS1100

JUS2240 Justice and the Judiciary

3 Credit Hours

Introduces the history, structure and procedures of the state and federal judicial systems. Topics include the roles and responsibilities of the district attorney, the defense attorney, the bailiff, the judge, the jury, and the expert witness in determining guilt or innocence. Pretrial activities are also discussed.

Prerequisite: JUS1100

JUS2255 Computer Applications in Criminal Justice**3 Credit Hours**

Introduces essential criminal justice information systems. Students gain hands-on experience with computer applications widely used in police and correctional settings. Topics include criminal tracking databases, crime mapping software, crime analysis, crime patterns, and real time crime data utilized in law enforcement.

Prerequisite: JUS1100

JUS2260 Contemporary Issues in Justice Studies**3 Credit Hours**

Focuses on social issues such as violence, abuse, racial and ethnic relations, racism, concentrated poverty, joblessness, terrorism, and suicide, and explores how these issues impact justice in the United States.

Prerequisite: JUS1100

JUS2270 Special Topics in Justice Studies**1 to 3 Credit Hours**

Changes depending on the instructor's selected topic.

Prerequisite: JUS1100

JUS2293 Internship**3 Credit Hours**

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisite: Departmental permission

JUS3301 Police Administration and Management**3 Credit Hours**

Examines the management practices and organizational designs in American policing. Topics include leadership and leadership development, law enforcement and politics, CompStat, organizational development, and human resources.

Prerequisites: JUS1100, SOC2218

JUS3302 Homeland Security**3 Credit Hours**

Introduces the emerging issues of Homeland Security and potential terrorist threats. Course topics include the history of terrorism, the National Security Act, the events of September 11th, and overall public safety challenges.

Prerequisite: JUS1100 or NTS1102

JUS3307 Corrections, Probation, and Parole**3 Credit Hours**

Introduces the history and current state of corrections, probation, and parole in the United States. Topics include the roles of corrections, probation, and parole officers; different types of jails and prisons; restorative justice; community-based correctional models; and extra-institutional supervision of convicted offenders.

Prerequisite: JUS1100

JUS3314 Introduction to Intelligence**3 Credit Hours**

Considers the intelligence function within the context of the Patriot Act. Topics include the use of informants, issues in police interrogation practices, Miranda warnings, electronic eavesdropping and surveillance, and the civil rights implications of electronic evidence.

Prerequisite: JUS1100 or NTS1102

JUS3315 Terrorism**3 Credit Hours**

Examines the history and causes of terrorism. This course concentrates on the structure and function of major terrorist groups and the response of democratic governments in combating terrorism. Includes an investigation of terrorist activities, legal viewpoints, and media responsibility.

Prerequisite: JUS1100 or NTS1102

JUS4401 Corporate Security Management**3 Credit Hours**

Introduces contemporary security management in the private sector. This course emphasizes the integration of the security function into an organization's operations in order to ensure safety and security, and enhance overall efficiency and profitability.

Prerequisite: JUS1100 or NTS1102

JUS4402 Private Security Management**3 Credit Hours**

Examines security management and the role of management in handling protection and control of facilities, property, and personnel in the private sector. Topics include disaster control, fire safety and prevention, industrial espionage, labor disputes, public disorder, computer security, and coordination with public safety agencies.

Prerequisite: JUS1100 or NTS1102

JUS4403 Cyber Crime**3 Credit Hours**

Introduces the links between computers, crime, and social control. This course includes an analysis of the technological, social, economic, and political context from which cybercrime has emerged. Students consider social and political relations to cybercrime, as well as social policy questions of privacy and freedom on the Internet.

Prerequisite: JUS1100 or NTS1102

JUS4404 White Collar Crime**3 Credit Hours**

Introduces the social and legal dimensions of crimes committed by corporations, as by individuals. Covers the social definition of white collar crime, who commits it, who is harmed by white collar offenses, and how law enforcement and society respond.

Prerequisite: JUS2205

JUS4405 Transportation Security**3 Credit Hours**

Analyzes the security challenges created by economic dependence on public transportation. This course emphasizes the impact of compromised public transportation systems.

Prerequisite: JUS1100 or NTS1102

JUS4406 Research Methods in Criminal Justice**3 Credit Hours**

Examines the process of academic research with particular attention to research designs, data collection, and sampling. This course will address the procedures and methods necessary to conduct a research study in criminal justice. Methodological problems and ethical issues will be considered in detail.

Prerequisites: JUS1100, SOC2220, MAT2215

JUS4407 Global Security**3 Credit Hours**

Introduces various international security concepts such as international terrorism, multi-national military conflict, economic growth and expansion, and the global environment.

Prerequisite: JUS1100 or NTS1102

JUS4470 Special Topics in Criminal Justice**1 to 3 Credit Hours**

Changes depending on the instructor's selected topic.

Prerequisite: JUS1100

JUS4483 Internship**3 Credit Hours**

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisite: Departmental permission

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Legal Studies

LAW1100 Introduction to Law

3 Credit Hours

Introduces the United States legal system. This course examines the structure and administration of the state and federal courts; the function of the trial and appellate courts; the sources of law; the differentiation between procedural and substantive law; and the legal principles of torts, contracts, criminal, civil and property law.

LAW1110 Contract Law

3 Credit Hours

Examines the common law of contracts and the intricacies of the Uniform Commercial Code. The course covers the formation and performance of contracts; the role of the parties and the role of the court; defects in formation of contracts; failure of performance; and the rights and remedies of the parties upon breach.

LAW2200 Professional Responsibilities and Legal Ethics

3 Credit Hours

Introduces students to the defining ethical issues faced by lawyers and the legal community. Topics include access to justice; issues in the attorney-client relationship; and ethics in particular context, such as criminal practice, government, and corporate law. Resumes, cover letters, and interviewing skills are also covered.

Prerequisite: LAW1100

LAW2210 Legal Research and Writing

3 Credit Hours

Examines legal research and writing. Students locate and identify primary and secondary sources of law using traditional and computer-assisted research techniques, including Lexis, Westlaw, and the Internet. Students use databases to formulate searches, retrieve and display documents, and validate findings.

Prerequisite: LAW1100 or BUS2231

LAW2215 Torts

3 Credit Hours

Provides an introduction to civil wrongs. Topics include negligence, international torts, strict liability, products liability, defamation, and toxic torts. Students will examine relevant statutes as well as case law regarding various areas of torts.

Prerequisite: LAW1100

LAW2225 Real Property Law

3 Credit Hours

Explores fundamental topics related to the petition, ownership, and transfer of real property interest. Topics will include closings of residential property real estate financing including mortgages, insurance, foreclosure, and short sales. Students will relate theory to practice through a simulated real estate closing exercise.

Prerequisite: LAW1100

LAW2230 Civil Litigation

3 Credit Hours

Introduces the rules governing the civil litigation process in both the state and federal civil courts. Topics will include all aspects of civil litigation including preparation of pleadings, discovery methods, motion practice, trial documents, and the appellate process.

Prerequisite: LAW1100

LAW2235 Immigration Law

3 Credit Hours

Introduces United States federal immigration and nationality law. Topics include lawful and unlawful entry and status in the United States; relevant governmental agencies; obtaining nonimmigrant and immigrant status in the United States; becoming a lawful permanent residence; and the deportation and removal process.

Prerequisite: JUS1100 or LAW1100

LAW2240 Family Law

3 Credit Hours

Explores the field of Family Law from both a theoretical and practical perspective. Topics include planning for marriage; formation of the marriage through its dissolution; child matters; domestic partnerships; domestic

violence considerations, including Orders of Protection; and the role of non-dispute resolution in Family Law.

Prerequisite: LAW1100

LAW2250 Wills, Trusts, and Estates

3 Credit Hours

Involves planning, formation, and administration of property-interest transfer instruments; preparation and execution of estate and trust instruments; testate and intestate probates and estate administrations; handling an elective share; and accounting for income or assets, including federal and state taxation issues.

Prerequisite: LAW1100

LAW2260 Law Firm Communications and Technology

3 Credit Hours

Provides students with the knowledge and practical application of the different technologies and software packages used in the legal industry. In this course, students develop the conceptual, technical, and interpersonal skills required to apply technology to manage information and personnel in an automated law office environment.

Prerequisites: LAW1100, CIS1115

LAW2270 Special Topics in Legal Studies

1 to 3 Credit Hours

Involves readings and discussions around selected topics in legal studies. Topics will vary each semester.

Prerequisite: LAW1100

LAW2293 Internship

3 Credit Hours

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisite: Departmental permission

LAW3310 Alternative Dispute Resolution

3 Credit Hours

Explores the field of Alternative Dispute Resolution (ADR). This course examines the mechanisms utilized to resolve disputes, the advantages and disadvantages of utilizing ADR, and the types and subjects where ADR is commonly employed. Students will engage in role play to demonstrate knowledge of various ADR options.

Prerequisite: LAW1100 or BUS2231

LAW3320 Constitutional Law

3 Credit Hours

Explores U.S. constitutional issues as primarily interpreted by the U.S. Supreme Court. Topics include government structure; separation of powers in the federal and state governments; and individual liberties and civil rights, including First Amendment Freedom of Speech, Assembly, and Religion and Equal Protection Clause.

Prerequisite: LAW1100

LAW 3325 Intellectual Property Law

3 Credit Hours

Addresses each field of law under the umbrella of intellectual property, including trademarks, copyrights, patents, trade secrets, and unfair competition. This course explores methods by which each is created, procedures to register or protect each, duration of rights, protection from infringement, and new developments.

Prerequisite: LAW1100

LAW3330 Employment Law

3 Credit Hours

Covers the basic concepts in federal and state Employment Law. Topics include the hiring process, legal regulation, benefits, employee privacy, expression and association, health and safety, the organization and representation, collective bargaining, termination of employment, wrongful discharge, and retirement.

Prerequisite: LAW1100 or BUS2231

LAW3335 Business Organization and Corporations

3 Credit Hours

Examines individual, partnership, and corporate forms of business organizations. Also studied are the formation, implementation and rules governing operations and decision-making, the duties and liabilities of corporate officers and directors, as well as mergers, acquisitions and dissolution of corporations.

Prerequisite: LAW1100

LAW3340 Law Firm Management and Administration

3 Credit Hours

Provides an overview of the legal industry and the business of law. Topics include: principles of law firm management and supervision; the organizational structure of a law office; law firm hiring practices; human resources; client relations; office procedures; workforce ethics; facilities management; security; and confidentiality.

Prerequisite: LAW1100

LAW4430 Advanced Legal Research, Writing, and Advocacy

3 Credit Hours

Develops and refines the research, analysis, citation, and writing skills introduced in Legal Research and Writing. Students will prepare either a complex trial brief or appellate brief, and present oral argument.

Prerequisite: LAW2210

LAW4470 Special Topics in Legal Studies

1 to 3 Credit Hours

Involves readings and discussions around selected topics in legal studies. Topics will vary each semester.

Prerequisite: LAW1100

LAW4483 Internship

3 Credit Hours

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisite: Departmental permission

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Career Development Courses

CDV2000 Career Development I**3 Credit Hours**

Introduces students to the fundamentals of career development and planning. Students focus on setting appropriate career goals based on self-assessment in alignment with skills and competencies. Students learn how to write a professional resume and cover letter, how to communicate effectively in multiple media, and how to develop time management skills to help them succeed both academically and professionally.

CDV3000 Career Development II**3 Credit Hours**

Focuses on the job application and interview process. Students learn how to develop a field search for employment opportunities and apply for jobs in their fields of study. Students observe and critique mock interviews and learn how to negotiate salary offers.

Prerequisite: CDV2000

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College Skills Courses

CSK75 Foundations of Critical Reading**3 Credit Hours**

Provides students with the foundation needed for academic and reflective reading, critical thinking, and response writing. This course focuses on the reading process. Students develop reading skills that will benefit them in both academic and workplace settings.

CSK77 Foundations of Critical Writing**3 Credit Hours**

Provides students with the foundation needed for academic and reflective writing. This course covers the writing process, grammar, essay development, and basic research. Students explore writing styles, including argument/persuasion, illustration/example/description, comparison/contrast, and narration.

CSK80 Foundations of Learning**3 Credit Hours**

Examines the application of basic concepts of cognitive psychology. Students develop positive coping skills and learning strategies that promote optimal learning and functioning, in both college and the professional workplace. Topics include time management, learning styles, test-taking/study skills, and communication skills.

CSK85 Transitional Mathematics**3 Credit Hours**

Prepares students for courses that require an understanding of basic arithmetic and algebra. This course emphasizes the use of quantitative processes to explain the meaning and application of arithmetic operations, integers, graphs/charts/tables, descriptive statistics, linear equations and the coordinate system.

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Employment, Retention, and Graduation Rates

Employment Rates

76.8 percent of New Jersey degree graduates, 83.6 percent of New York degree graduates, and 71.4 percent of New Jersey certificate graduates who graduated during the academic year ending June 30, 2016 were employed in positions related to their programs of study by December 31, 2016.

Overall, 93.6 percent of New Jersey degree graduates, 96.3 percent of New York degree graduates, and 85.7 percent of New Jersey certificate graduates who graduated during the academic year ending in June 30, 2016 were employed in some full-time, part-time, contract, and/or per diem position by December 31, 2016.

Rates are measured six months following the end of each academic term. The 2015-2016 academic year included four academic terms (summer, fall, winter, and spring). These rates include students who graduated at any point in the academic year (end of summer term + six months; end fall term + six months; etc.). For example, students who graduated at the end of the spring term (June 30, 2016) and were employed within six months following the end of that term (December 31, 2016) are included. However, graduates who did not obtain employment until after the six-month period following the end of the summer term (January 1, 2017 on) are included in the overall calculation, but are not considered employed.

Employment rates of graduates are calculated based on communications between graduates and Career Services staff. Those percentages include all graduates who were employed in a full-time, part-time, contract, and/or per diem position within six months after graduation. The numbers include graduates who have found employment through direct referrals provided by Career Services; students whose Berkeley College internships have led to full-time, part-time, contract, and/or per diem employment; students who have found employment on their own, including many who have benefited from coaching and resume assistance offered by Career Services; and students who have remained in positions they held prior to enrolling at and/or while attending Berkeley.

Relationships between occupations and programs of study are determined using a “crosswalk” between Classification of Instructional Programs (CIP) published by the National Center for Education Statistics and the Standard Occupational Classification system (SOC) administered by the Bureau of Labor Statistics. More information about the crosswalk may be found at onetonline.org. Graduates who decline placement assistance from the College and those who cannot be contacted or choose not to provide information are not reflected in the calculations. Reasons for declining placement assistance may include a lack of U.S. work authorization for international students, relocation, continuing education, military service, and medical or other personal issues and preferences.

Note: While graduates of the Interior Design Bachelor of Fine Arts (B.F.A.), Surgical Technology Associate in Applied Science (A.A.S.), Medical Assistant Certificate, Practical Nurse Certificate programs are included in the overall rates described above, individual employment rates for those programs are also calculated in accordance with accreditation or state board requirements (some of which require alternative methodologies as described below).

B.F.A., Interior Design: In connection with its accreditation with the Council for Interior

Design Accreditation (CIDA), Berkeley College collects and publishes Interior Design B.F.A. student achievement information (including student retention rates, graduation rates, acceptance into graduate programs, and employment rates). Interior Design B.F.A. employment rates are calculated using the same methodology as the overall employment rates described above. To view the student achievement information, visit the [B.F.A., Interior Design program page](#).

Surgical Technology A.A.S.: Berkeley College collects and annually reports employment rates for Surgical Technology degree program graduates as required by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (“ARC/STSA”). For the academic year August 1, 2014 to July 31, 2015, the “positive placement” rate was 88 percent. ARC/STSA defines a “positive placement” to include graduates who are employed as a Surgical Technologist within one year of graduation, continuing their education and/or serving in the military. Graduates who are not employed for reasons that may include a lack of U.S. work authorization, relocation, and medical or other personal issues are considered “not working” for purposes of this annual report.

Medical Assistant Certificate: Berkeley College collects and annually reports employment rates for Medical Assistant certificate program graduates as required by the Medical Assistant Education Review Board (“MAERB”). The MAERB defines a “positive placement” to include graduates who are employed as a Medical Assistant, employed in a related field, continuing their education, and/or serving in the military. MAERB defines a “related field” as one in which the individual is using cognitive, psychomotor, and affective competencies acquired in the education program. A “related field” could include receptionist and other administrative positions within a physician’s office or other healthcare facility. The “positive placement” rate for students admitted into this program during the 2015 calendar year was 60.87 percent. Graduates who are not employed for reasons that may include a lack of U.S. work authorization, relocation, and medical or other personal issues are considered “not working” for purposes of this annual report.

Practical Nurse Certificate: Berkeley College collects and annually reports on employment rates for Practical Nurse certificate program graduates as required by the New Jersey Board of Nursing. For the reporting period beginning September 1, 2015 and ending August 31, 2016, 44.69 percent of graduates found employment as Licensed Practical Nurses within twelve months after graduation.

Graduate and Professional Education

Federal law requires colleges to make available information regarding the types of graduate and professional education in which graduates of the institution’s four-year degree programs enroll.

In communications between graduates and Career Services staff, students graduating from Berkeley College with Bachelor's degrees in 2015 and 2016 have reported pursuing the following: (i) Executive Master of Business Administration degree in Business; (ii) Master of Business Administration degree in Management, and Health Services and Risk Management; (iii) Juris Doctor degree; (iv) Master of Science degree in Human Resource Management, Criminology & Criminal Justice, Mental Health Counseling, and Project Management; (v) Master of Arts degree in Police Graduate Studies, Psychology, and Teaching (Childhood Education and Special Education); (vi) Master of Laws degree; (vii) Master of Public Administration in Public Policy and Administration, and Public Administration; (viii) Master of Public Health degree; (ix) Master of Science degree in Sports and Health Sciences; and (x) Master of International Business degree.

First-to-Second Year Retention Rates

The retention rate is a measure at which students persist in their educational program at an institution. For Berkeley College, this is the percentage of first-time Bachelor’s (or

equivalent) degree-seeking undergraduates from the previous fall who are again enrolled in the current fall.

The retention rate, as reported to the Integrated Postsecondary Education Data System (“IPEDS”), for first-time, full-time (“FTFT”) freshman Bachelor’s degree-seeking students who enrolled in fall 2015 and continued their enrollment in fall 2016 was 65 percent for New Jersey students and 58 percent for New York students. The retention rate for first-time, part-time freshman Bachelor’s degree-seeking students who enrolled in fall 2015 and continued their enrollment in fall 2016 was 50 percent for New Jersey students and 43 percent for New York students.

Among FTFT freshman Associate’s degree-seeking students enrolled in fall 2015, 51 percent of the New Jersey students and 44 percent of the New York students continued their enrollment in fall 2016. Among FTFT freshman certificate-seeking students enrolled in fall 2015, 52 percent of New Jersey students either graduated or continued their enrollment in fall 2016.

Graduation Rates

Federal law requires colleges that participate in certain financial aid programs to report the percentage of first-time degree or certificate-seeking students who successfully completed those programs within one and a half times the “normal time” (for example, that would be six years for a Bachelor’s degree program or three years for an Associate’s degree program). These rates do not include part-time students or students who previously attended another post-secondary institution.

Overall

The overall graduation rate, as reported to IPEDS, for FTFT degree-seeking undergraduate students who entered in fall 2010 and successfully completed their programs within 150 percent of “normal time” was 34 percent for New Jersey students and 29 percent for New York students.

Bachelor’s Degree Programs

The graduation rate, as reported to IPEDS, for FTFT freshman Bachelor’s degree-seeking students who entered in fall 2010 and successfully completed their programs by August 2016 was 31 percent for New Jersey students and 28 percent for New York students.

Additional information is available on the College Navigator:

New York: <http://nces.ed.gov/collegenavigator/?q=berkeley+college&s=all&id=189228>

New Jersey: <http://nces.ed.gov/collegenavigator/?q=berkeley+college&s=all&id=183789>

Associate’s Degree and Certificate Programs

The graduation rate, as reported to the New York State Education Department, for FTFT Associate’s freshman degree-seeking students who entered in fall 2013 and successfully completed their programs by August 2016 was 31 percent for New York students.

Among FTFT freshman associate’s degree-seeking students who entered in fall 2013, 33 percent of New Jersey students successfully completed their programs by August 2016. Among FTFT freshman certificate-seeking students who entered in fall 2013, 60 percent of New Jersey students successfully completed their programs at Berkeley College and graduated by summer 2016.

For information about graduation rates broken down by gender, ethnicity, and Pell grant recipients, [click here](#).

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FALL SEMESTER 2017

Tuesday, September 5, 2017, Classes Begin – 15-week and 7-week module A
 Monday, October 9, 2017, Columbus Day – No Classes
 Saturday, October 21, 2017, Classes End – 7-week module A
 Monday, October 30, 2017, Classes Begin – 7-week module B
 Thursday, November 23, 2017 - Sunday, November 26, 2017, Thanksgiving Recess – No Classes
 Saturday, December 16, 2017, Classes End - 15-week and 7-week module B
 Sunday, December 17, 2017 - Monday, January 1, 2018 – Recess

WINTER SEMESTER 2018

Tuesday, January 2, 2018, Classes Begin – 15-week and 7-week module A
 Monday, January 15, 2018, Martin Luther King Day – No Classes
 Saturday, February 17, 2018, Classes End – 7-week module A
 Monday, February 19, 2018, Presidents' Day – No Classes
 Monday, February 26, 2018, Classes Begin – 7-week module B
 Saturday, April 14, 2018, Classes End - 15-week and 7-week module B
 Sunday, April 15, 2018 - Sunday, April 22, 2018 – Recess

SPRING SEMESTER 2018

Monday, April 23, 2018, Classes Begin – 15-week and 7-week module A
 Monday, May 28, 2018, Memorial Day – No Classes
 Saturday, June 9, 2018, Classes End – 7-week module A
 Monday, June 18, 2018, Classes Begin – 7-week module B
 Wednesday, July 4, 2018, Independence Day – No Classes
 Saturday, August 4, 2018, Classes End - 15-week and 7-week module B
 Sunday, August 5, 2018 – Monday, September 3, 2018 – Recess

FALL SEMESTER 2018

Tuesday, September 4, 2018 – Classes begin – 15-week and 7-week module A
 Monday, October 8, 2018- Columbus Day – No Classes
 Monday, October 22, 2018 – Classes End – 7-week module A
 Tuesday, October 30, 2018 – Classes Begin – 7-week module B
 Thursday, November 22, 2018 – Sunday, November 25 – No Classes- Thanksgiving Recess
 Monday, December 17, 2018 – Classes End – 15-week and 7-week module B
 Tuesday, December 18, 2018 - Tuesday, January 1, 2019 – Recess

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Academic Integrity and Plagiarism

The principles of academic integrity encompass simple standards of honesty and truth. Each member of the College community has a responsibility to uphold standards and to take action when others violate them. Faculty members have an obligation to educate students about the standards of academic integrity and to report violations of these standards. All students, both online and on-site, are responsible for knowing what the standards are and for adhering to them. Students also should bring any violations of which they are aware to the attention of their instructors. Any breach of academic integrity is a serious offense that may result in disciplinary consequences.

Plagiarism is a violation of the integrity of the academic community. Representing someone else's work as one's own is a serious academic offense and may result in failure, suspension, or dismissal. Please refer to BerkeleyCollege.edu/files_bc/Academic_Integrity_and_Plagiarism_Procedures.pdf for information on definitions of academic integrity and procedures for reviewing academic integrity violation reports.

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Grade Reports: Grade reports may be accessed online through Student Self-Service in Blackboard.

President's List: Full-time matriculated students who achieve a grade point average of 4.00 with a minimum of 12 academic credits qualify for the President's List. Part-time matriculated students who complete a minimum of six to 11 credits per term in two or more consecutive terms during the 2017-2018 year and achieve a cumulative grade point average of 4.00 qualify for the President's List for the academic year.

Dean's List: Full-time matriculated students who achieve a grade point average of 3.50 or better with a minimum of 12 academic credits qualify for the Dean's List. Part-time matriculated students who complete a minimum of six to 11 credits per term in two or more consecutive terms during the 2017-2018 year and achieve a cumulative grade point average of 3.50 qualify for the Dean's List for the academic year.

Transcript Requests: Official or unofficial transcripts may be requested online at BerkeleyCollege.edu/academics_bc/registrar.htm.

Official Transcripts will be stamped: "Issued to Student in Sealed Envelope." If the envelope is opened, the transcript is no longer official. Official transcripts will not be issued to students with an outstanding financial obligation with the College. Various delivery options are available.

Unofficial Transcripts must be requested in the "Special Instructions" under the Delivery Options field. Students with outstanding financial obligations may request unofficial transcripts while making arrangements with Student Accounts to resolve their balance. Unofficial transcripts can be sent via all of the delivery methods except for the electronic PDF method.

Transcript Processing Hours are Monday to Friday from 9:00 AM to 3:00 PM Eastern Standard Time. All rush requests received after 3:00 PM will be processed the next business day (excluding holidays).

Please note that there is a fee for transcripts.

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Academic Year

Semester Calendar Year: Berkeley College's calendar includes three terms organized on the semester system. The fall semester begins in September, followed by the winter semester in January, and the spring semester in April.

A standard academic year (two consecutive semesters) is typically comprised of two terms totaling 30 weeks, and a full-time student is expected to complete a minimum of 24 semester credit hours (in most cases a minimum of eight three-credit courses) in that time.

The campuses are closed on some legal holidays. The current **academic calendar** specifies the exact dates.

The Semester System: Courses are evaluated in terms of semester hours of credit.

A credit hour is an amount of work of not less than 50 minutes of classroom or direct faculty instruction and a minimum of two hours (120 minutes) of out of class student work each week for approximately 15 weeks for one semester credit, or the equivalent amount of work over a different amount of time. At least an equivalent amount of work is required for laboratory work, internships, practicums, studio work, and other academic work leading to the award of credit hours.

Class Hours: Generally, instructional hours are from 8:00 AM through 11:00 PM on weekdays and from 9:00 AM through 5:00 PM on weekends.

Students enrolled in the **LPN to B.S.N., Medical Assistant, Patient Care Technician, Practical Nurse, Surgical Processing Technician, and Surgical Technology** programs should refer to their respective Student Handbook Supplements for program-specific class and clinical rotation hours.

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Assessment

Berkeley College's mission, vision, and values inform its assessment framework, which is designed to improve institutional effectiveness and to assess and enhance student achievement. Student mastery of the **College's Learning Objectives**, its Program Learning Objectives, and its **Student Development Learning Objectives** is continuously assessed to measure objective achievement as well as to develop appropriate enhancements to the student learning experience. Results of assessment are used to inform curricular and programmatic changes in order to support students in their learning and certificate or degree completion and to improve teaching and learning at Berkeley College.

[Berkeley College](#) 1-800-446-5400 ext. WBW

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College Learning Objectives

Berkeley College's liberal arts curriculum and major programs are designed to foster skills in communication, reasoning and analysis, information literacy, understanding of multiple perspectives, and integration of learning, as well as knowledge across multiple disciplines and specialized areas related to the professional programs. Berkeley students are expected to learn about the issues and achievements that shape our world and that will contribute to their success as humane, self-aware, and intellectually curious members of the global human community.

Developing these essential skills in students is a responsibility shared across departments and among faculty, requiring time and careful planning to achieve. Most learning objectives will be introduced initially in the Liberal Arts core courses that are designed to be optimally supportive of the transition from high school to college. The learning objectives are then further developed through general study within the humanities, sciences, and arts. Finally, the learning objectives are applied within each student's specialized major courses.

Learning at Berkeley College covers general areas of knowledge, intellectual and practical skills, and personal and social responsibilities. Through their courses and co-curricular activities, students will have the experiences necessary for the acquisition and meaningful expression of the College Learning Objectives.

The Berkeley College Learning Objectives are:

Reading and Written Communication: Students will demonstrate competent writing and reading throughout their programs of study.

Oral Communication: Students will demonstrate effective oral communication skills in both general and major-specific contexts.

Critical Analysis and Reasoning: Students will use critical analysis and reasoning, supported by knowledge and skills learned throughout their degree programs, to enhance personal and professional decision-making:

- Quantitative analysis and reasoning
- Analysis and reasoning in the humanities, sciences, social sciences, and arts
- Ethical analysis and reasoning
- Reasoning in career-related contexts

Knowledge and Skills for Living in a Diverse Society: Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.

Information Literacy: Students will define and articulate their needs for information and access this information effectively and efficiently.

Integration of Learning: Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.

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Credit for Prior Learning

What is Prior Learning?

Learning does not only take place in the halls of academia. Adult learners bring to the classroom many years of learning through diverse experiences in life and in the workplace. Some of these experiences may be counted towards college-level work through prior learning credits.

Prior Learning is defined as documented college-level learning acquired through previous study or through non-classroom experiences. These experiences may include travel; volunteer work; independent acquisition of knowledge; participation in formal courses sponsored by associations, business, government, industry, the military, and unions; and participation in certification programs and professional development courses. Only documented, college-level learning will be awarded college credit. Credit is granted for learning from experience, not for experience alone. Not more than six credits of the final 25 percent of the credits required for the degree may be transferred from another school, and then only with approval of the appropriate school dean. Fifty percent of the required courses in the major must be taken at Berkeley College.

For more information, please click here for the [Credit for Prior Learning Guide](#).

To learn more about the prior learning credit process, begin by completing the **CAEL/LearningCounts Prior Learning Credit Predictor**. Bring the Predictor results to your Admissions representative, who will forward them to an Academic Advisor.

Students enrolled in the **LPN to B.S.N., Medical Assistant, Patient Care Technician, Practical Nurse, Surgical Processing Technician, and Surgical Technology** programs should refer to their respective Student Handbook Supplements for additional information regarding credit for prior learning.

For information about transfer credits, see the **[Transfer Credit Policy](#)**.

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Evaluation and Grading

Grading System: A single, final grade is recorded for each scheduled course at the end of each term. Academic standing at Berkeley is based upon the grading system shown below.

GRADING SYSTEM			
Grade	Grade Point Equivalent	Percentage Equivalent	Explanation
A	4.00	90-100%	Excellent
B+	3.50	85-89%	Very Good
B	3.00	80-84%	Good
C+	2.50	75-79%	Above Average
C	2.00	70-74%	Average
D	1.00	60-69%	Lowest passing grade
F	0	-	Failing
P	None	-	Passing
I	None	-	Incomplete
W	None	-	Withdrawal/Nonparticipation
WP	None	-	Withdrawal/Passing
WF	None	-	Withdrawal/Failing

Computation of Grade Point Average (GPA): To compute the GPA for the term, each letter grade is converted to the grade point equivalent listed above. Then, that grade point is multiplied by the number of credits designated for the course. This procedure is followed for each course. Next, the number of grade point equivalents for all courses is added. That total is then divided by the total number of credits attempted for the term. The result is the term GPA.

Incomplete Grade: Documented inability to complete coursework due to circumstances beyond the student's control (such as severe illness) may, at the discretion of the instructor, result in a grade of I. All outstanding work must be completed within two weeks after the end of the course. If all work is not completed by that time, the incomplete grade becomes an F. It is the responsibility of the student to contact the instructor to make the necessary arrangements for makeup work.

Course Withdrawal: Students who wish to drop a course must do so in writing and must have the approval of the Academic Advisement Department. Courses dropped during the add/drop period (first week for seven-week courses and first two weeks for all other courses) do not appear on the student's transcript. Withdrawal from a seven-week course between weeks two and four will result in a grade of WP or WF, and withdrawal from a 15-week course between weeks three and 12 will result in a grade of WP or WF, which indicates whether the student was passing or failing the course at the time of withdrawal. A grade of W will be assigned to students who enrolled in, but did not participate in, a course. Students who do not officially withdraw from a course will receive a letter grade that reflects their achievement.

Students enrolled in the Practical Nurse program are permitted to withdraw from one NUR course during the length of their Practical Nurse program; students enrolled in the Surgical Technology program are permitted to withdraw from one SUR course during the length of their Surgical Technology program. Students enrolled in these programs should refer to their respective Student Handbook Supplements for additional information.

Repeated Course: When a course is successfully repeated, the original failure remains on the transcript but is not included in calculating the cumulative GPA. A single course can be failed a maximum of three times, including two repeats. Students who failed a course multiple times prior to the semester conversion may be granted approval upon their return to take the course in a semester format one time. With the exception of certain courses offered in the School of Health Studies, students may only repeat courses in which the student has earned a grade of F and may not repeat courses for which credit already has been earned (grade of D or better), either at Berkeley College or in transfer from another college.

Where a course is no longer offered, the Chair of the Academic Department in which the course is housed, in consultation with the Dean of the School, shall designate an appropriate replacement course. When a course has been repeated, both the original and subsequent courses are included on the permanent record, but the credit is counted only once.

Students in School of Health Studies programs should consult their individual program handbooks for specific guidelines for repeating a course.

Change of Major: All courses remain on the transcript and continue to be included in the cumulative GPA when students change their majors.

Course Syllabus: Students receive a syllabus for each course during the first week of the term. The syllabus contains the instructor's name and office hours, a general description of the course and its contents, a statement of learning outcomes, descriptions of the instructor's attendance and grading policies, the academic integrity policy, arranging for disability accommodations, and a list of major assignments.

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General Academic Policies

Matriculation Status: A matriculated student is one who is officially enrolled in a certificate or degree program. Students who wish to take only a single course or a combination of courses are welcome as non-matriculated students.

Transfer to Bachelor's Degree: Students in an Associate's degree program must graduate before moving to a Bachelor's degree program. After discussion with an Academic Advisor, dual enrollment may be approved for the last term of the Associate's program.

Justice Studies - Criminal Justice Requirements: New, first-time students in the Justice Studies - Criminal Justice major are enrolled in the Associate in Applied Science (A.A.S.) degree program. Upon completion of the Associate's degree, students transition into the Bachelor of Science (B.S.) degree program. After discussion with an Academic Advisor, enrollment in both degrees may be approved for the last term of the Associate's program.

Fashion Merchandising and Management Requirements: New, first-time students in the Fashion Merchandising and Management major are enrolled in the Associate in Applied Science (A.A.S.) degree program. Upon completion of the Associate's degree, students transition into the Bachelor of Business Administration (B.B.A.) degree program. After discussion with an Academic Advisor, enrollment in both degrees may be approved for the last term of the Associate's program.

College Skills (Developmental Education) Courses: All new, matriculated, degree-seeking students, including transfer students and those entering Berkeley College for the first time, are assessed to determine competency levels in reading, writing, and mathematics. When this assessment indicates a need, students are scheduled for one or more of the following skills courses designed to promote their successful transition to college life: Foundations of Critical Reading, Foundations of Critical Writing, and Transitional Math.

All College Skills courses must be successfully completed by the end of a student's second semester. Students enrolled in College Skills courses must receive a grade of C or better in the course in order to complete their programs and graduate from the College. College Skills courses are not counted toward graduation requirements. These courses are included in the determination of the full- or part-time enrollment status for a term, and financial aid disbursements are made based on this status. Under certain circumstances the need to take College Skills courses may lengthen the time required to complete the student's program, thereby resulting in increased costs to a student.

Attendance: Students are expected to attend and participate in all their courses throughout each term. Those who fail to do so may be administratively withdrawn from individual courses or the College. Online students in 15-week courses have one week to complete their work. A student is considered absent if he or she does not submit work for a full week. Students are generally encouraged to log-in to online courses as often as possible throughout the week, rather than trying to complete all of their class assignments on a single day. It is expected that students will spend significant time in each online course on substantive academic activities, including posting to discussion forums, reviewing digital content, uploading assignments, and taking assessments.

Seven-week online courses: Typically students in an accelerated seven-week online course will need to log in at least three separate times during each week to be successful. Specific guidelines for each course are available through the course syllabi, but it generally is expected that these log-ins will occur on separate days throughout the week rather than on a single day, and that students will spend significant time in the online course on substantive academic activities, including posting to discussion forums, reviewing digital content, uploading assignments, and taking assessments.

Students enrolled in the **LPN to B.S.N., Medical Assistant, Patient Care Technician, Practical Nurse, Surgical Processing Technician, and Surgical Technology** programs should refer to their respective Student Handbook Supplements for program-specific attendance requirements.

Faculty members will include their course-specific rules about absences, grading, and make-up work in each course syllabus. Each instructor may excuse absences for good cause and determine to what extent absences will affect grading. Certain absences will be excused automatically as required by law (such as military students called to active duty).

If illness, accident, or similar circumstances require absence for three or more consecutive days, students must notify the Academic Advisement Department and the faculty member to discuss their status in their class(es).

Students who are withdrawn for a failure to attend and participate will receive a grade of W, WP or WF for the course(s), depending on whether the student was passing or failing at the time of withdrawal. This may affect the student's financial aid eligibility.

Academic Time Commitment: Coursework performed outside of the classroom (such as reading, studying, writing papers, doing projects, or receiving tutoring) is critical to academic success. While the time requirements for individual students may vary somewhat, a general rule of thumb is that students should spend about two hours outside the classroom for every hour required in it. For more information, please see the **Berkeley College Semester Credit Hour Assignment Policy**.

Grade Appeal: A student wishing to appeal a course grade must submit a completed **grade appeal eForm** to the faculty member by the end of the first week of the academic term following posting of the disputed grade. The faculty member will respond to the student's appeal as soon as practical. All responses should be entered into the grade appeal eForm found on the student's Blackboard home page under the tab, "eForms".

Should the student disagree with the faculty member's decision, then no later than two weeks after receiving the faculty member's decision, the student may appeal that decision to the Department Chair. The Chair will respond to the student's appeal as soon as practical and shall have the authority to modify the grade as the Chair may deem appropriate. Should the student disagree with the Chair's decision, then – and only then – no later than two weeks after receiving the Chair's decision, the student may submit a final appeal to the Dean of the School. The Dean will respond to the student's appeal as soon as practical and shall have the authority to modify the grade as the Dean may deem appropriate. The Dean's decision shall be final.

When submitting an appeal to either the Department Chair or the Dean of the School, the student should continue to use and submit the original appeal eForm, containing the response received from the faculty member and, if submitting to the

Dean, the response received from the Department Chair. The student should indicate on the eForm why the student believes the faculty member's decision was in error.

College Closing: The College seldom closes due to inclement weather. In cases of extreme weather or emergencies, however, the closing of each College campus will be made available over the Internet at closings.BerkeleyCollege.edu and by phone as an option on the automated phone menu at each campus.

Closings only apply to on-site students. Work will continue in the online platform for both online and many on-site students. On-site students will be contacted by their instructors regarding the week's requirements.

Schedules for delayed openings due to inclement weather are posted on Blackboard and at closings.BerkeleyCollege.edu.

Add/Drop Policy: Students enrolled in non-clinical 15-week courses may add a course or courses to their schedules prior to the start of the second week of the term. Clinical and accelerated courses cannot be added after the start of the term. Fifteen-week courses dropped during the first two weeks of classes do not appear on the student's transcript. Accelerated courses dropped during the first week of classes do not appear on the student's transcript. Students who drop a course or courses (including College Skills courses) and reduce their total term credit hours to fewer than 12 prior to the enrollment status determination should notify the Financial Aid Department. This action may adversely affect eligibility for financial aid.

Seven-Week Sessions: Students who were enrolled in the prior semester must register for session A or session B by the start of the term. New students taking session B without taking session A may register for session B and add credits up to the start of the session. If a student is granted an exception, which requires approval by the Dean of the School, to add credits to session B after the add/drop period of the semester those credits will not count toward financial aid eligibility.

Canceled Classes: The College reserves the right to cancel courses or scheduled sections of courses at its discretion.

Leaves of Absence: A one-term academic leave of absence (LOA) may be granted at the discretion of the Academic Advisement Department for students in a degree program (Bachelor's and Associate's). Subject to the terms of the **Tuition Freeze Policy**, students who take a leave of absence will be charged the prevailing rate of tuition and residence charges at the time of their return. An LOA may be requested only at the end of a term for the subsequent term.

Students enrolled in clinical programs are subject to medical and criminal background clearance prior to returning from their LOA. Students are responsible for any fees incurred in obtaining these medical and criminal background clearances.

Withdrawing from College: Any student who wishes to withdraw from the College should contact the student's Academic Advisor immediately and complete the College withdrawal eForm, which can be found on Blackboard. Failure to notify the College of a student's withdrawal on a timely basis may have significant financial consequences.

Seven-Week Sessions - "Intent to Return": A student registered for both sessions A and B who chooses to withdraw from session A but intends to return for session B should complete the Intent to Return statement on the **Course Withdrawal** eForm and submit to the Academic Advisement Department. See the Return of Federal Funds section for more details.

Credits per Semester: Full-time students typically take a course load of 15 semester credits. Students on probation or academic plan will be advised to take a course load of 12 semester credits or less until they are restored to good academic standing. In some cases, students taking a reduced load may require longer to complete their academic programs, leading to significant additional charges.

Students enrolled in some School of Health Studies programs will be scheduled according to programmatic requirements. Students should refer to their respective Student Handbook Supplements for program-specific requirements, where available.

Additional Credits per Term: A per credit tuition rate is charged for each credit in excess of 15 semester credits. This fee is waived for students enrolled in the Surgical Technology and Medical Insurance, Billing, and Coding programs. Students must have permission from an Academic Advisor to enroll in more than 15 semester credits. Consideration will be offered to students who have demonstrated academic success. Students may not enroll in more than 18 semester credits in any one term.

Online: An introductory online course to familiarize the student with online learning is a prerequisite to enrolling on online courses. Additional information is available in the Academic Advisement Department.

Please Note: Berkeley College reserves the right to revise course offerings, cancel scheduled courses, or make any other curriculum changes that the College, in its sole discretion, deems appropriate. The College may limit an individual student's course load as needed to facilitate the student's academic success. Such changes may affect the estimated duration and cost of the student's program. For more information, students should consult with an Academic Advisor.

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Graduation

Requirements: To qualify for graduation, students must complete the prescribed course of study with a minimum average of 2.00 (C), discharge all financial obligations to the College, and meet the credit-hour requirements for their major.

Requirements for the **LPN to B.S.N., Medical Assistant, Patient Care Technician, Practical Nurse, Surgical Processing Technician, and Surgical Technology** programs may differ. Students should refer to their respective Student Handbook Supplements for program-specific graduation policies.

Each spring the College conducts both an in-person Commencement ceremony and a separate online Virtual Commencement ceremony. Online and international students are automatically invited to the Virtual Commencement; on-site students may request to participate. Both ceremonies will include special addresses by the Berkeley College President and other noteworthy speakers. Students must be within six semester credits of completing all requirements by the end of the winter term to be considered for participation in spring Commencement exercises.

Honors: Students in degree programs who achieve an overall 3.50 average will be graduated *Cum Laude*; students who achieve an overall 3.70 average will be graduated *Magna Cum Laude*; and students who achieve an overall 4.00 average will be graduated *Summa Cum Laude*.

Honors for Certificate Recipients: Students in certificate programs who achieve an overall average of 3.50 – 3.79 will be graduated with *Honors*; students who achieve an overall average of 3.80 – 4.00 will be graduated with *High Honors*.

Graduate Salutes: Each year, graduates are invited to participate in one of our Graduate Salutes - celebratory events held online and at each campus prior to the annual Commencement ceremony - where graduates can pick up their caps and gowns, order a class ring, and engage with other graduates. Additionally, graduates attending a Graduate Salute event on-site may have a formal graduation photo taken.

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Honorary Posthumous Degrees

Deceased students who were enrolled in a graduate or undergraduate degree program may be eligible for an honorary posthumous degree. The student would be eligible if he or she was (1) within two semesters of completing his or her undergraduate degree program or within one semester of completing his or her graduate degree program; (2) registered in a Berkeley College degree program within 12 months of the date of death; and (3) in good academic standing at the time of death. Exceptions may be considered by the President of the College in extraordinary circumstances. Family members and/or legal guardians of the deceased student must submit an honorary posthumous degree request in writing and provide a copy of the student's death certificate.

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Identity Verification of Students Taking Online Courses

Berkeley College Online® uses Acxiom Identify-X™ student authentication services. A student's identity may be verified by this service, at no cost to the student, when a student accesses Blackboard. The information collected will only be used to authenticate a student's identity for class assignments and will be encrypted using secure connections. Student responses to authentication questions will be handled in accordance with the Berkeley College [Privacy Policy](#).

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Satisfactory Academic Progress

For information on Satisfactory Academic Progress, click on the links below.

- [Satisfactory Academic Progress \(SAP\)](#)
- [Satisfactory Academic Progress \(SAP\) - Clinical Students Enrolled Prior to June 6, 2016](#)

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Satisfactory Academic Progress (SAP)

Qualitative Assessments: Every matriculated student is required to maintain a minimum grade point average (GPA), which varies based on the number of credits the student has already attempted. Compliance with this qualitative requirement is measured every term. Continued failure to meet this standard after a warning (automatic) or probationary (when permitted) period, or failing to fulfill the requirements of a prescribed academic plan, will lead to dismissal from the College. Probation may be granted and academic plans may be prescribed at the sole discretion of the College, only after a successful appeal by the student. Some programs have more restrictive requirements using different thresholds for passing grades. The details can be viewed, by program, in the Catalog. All course grades below the minimum passing standard for that course will be treated as failures in calculating the student's GPA for qualitative assessment. Students will not be allowed to change programs without approval from the Academic Advisement Department.

Quantitative Assessments: Students are also required to pass a minimum percentage of the credits they attempt in order to remain eligible for enrollment. Quantitative progress assessments are subject to those same warning, probation, and academic plan procedures every term. Some programs have more restrictive requirements using different thresholds for passing grades. The details can be viewed, by program, in the Catalog. All course grades below the minimum passing standard for that course will be treated as credits attempted and not earned for purposes of quantitative assessment. Students will not be allowed to change programs without approval from the Academic Advisement Department.

QUALITATIVE STANDARDS

In order to remain in good academic standing, students must maintain the GPA specified below:

Quantitative Standards	
Degree Programs	
Credits Attempted	Required GPA
0-15	1.5
16-30	1.75
31 or more	2
LPN to B.S.N Program	
Required GPA	2.75
Certificate Programs	
Required GPA	2

For this purpose, credits attempted are all those completed that receive a letter grade (including an F, WP, and Developmental credits).

Students in the LPN to B.S.N. program must maintain a 2.75 GPA while enrolled in the program. Students in all other Baccalaureate programs must have a GPA of at least 2.00 at the end of their second academic year.

QUANTITATIVE STANDARDS

In addition to the qualitative standards set forth above, students must meet quantitative standards of progress in order to remain eligible for enrollment.

150 Percent Rule

In order to maintain the quantitative standards for satisfactory academic progress, students must be able to complete their programs by the time they have attempted 150 percent of the required credit hours necessary for graduation in their degree programs. The maximum timeframe for each program is listed below:

Maximum Timeframe Standards

Program	Credits Required	Maximum Attempted
---------	------------------	-------------------

	for Graduation	Credits Allowed
Associate's degree (A.A.S. and A.S.)	60	90
Bachelor's degree (B.B.A., B.F.A., B.S., and B.S.N.)	120	180
Patient Care Technician Certificate	33	49
Practical Nurse Certificate	50	75
Medical Assistant Certificate	30	45
Medical Insurance, Billing, and Coding Certificate	30	45
Surgical Processing Technician Certificate	33	49

Application of the 150 Percent Rule

The College includes developmental and test credits as "credits attempted" in applying the 150 percent metric. For students who have changed programs and/or have returned to complete additional degrees, only the attempted credits applicable to their current programs will be counted in the 150 percent calculation. Students will not be allowed to change programs without approval from the Academic Advisement Department.

Students for whom it is no longer possible to comply with the 150 percent rule before program completion will be declared ineligible to participate in Title IV or TAG programs. At the discretion of the Provost's Office, these students may be dismissed from the College. Such decisions are not appealable.

Progress Assessments

To help students avoid reaching the 150 percent point, the College tests student progress every term, based on attempted vs. earned benchmarks. The following standards are applied:

Degree Programs

<u>Credits Attempted</u>	<u>Necessary % Passed (Earned/Attempted)</u>
0-30	50
31-45	65
46 or more	67

Certificate Programs

<u>Credits Attempted</u>	<u>Necessary % Passed (Earned/Attempted)</u>
0-15	50
16 or more	67

For this purpose, attempted credits include developmental courses, test credits, and all credits accepted in transfer. In addition, all credits for which a letter grade was received, including F, WP, and WF (withdrawn after tuition assessment), are counted as attempted credits. Credits earned include all coursework that was successfully completed (student received a passing grade).

Please note that in some certificate programs the grade of C is treated as a failing grade. Consult the Berkeley College Undergraduate Catalog or Student Handbook Supplements applicable to certain health studies programs for program-specific details.

WARNINGS AND APPEALS

Warning of Failure to Meet Satisfactory Academic Progress (SAP) Requirements

Students who, for the first time, fail to meet standards will automatically be placed on Warning status for the following term. Students on Warning status may continue to be enrolled and, if applicable, maintain their eligibility for financial aid. Students who meet the SAP standards during the Warning (subsequent) term will be restored to good standing.

Appeals for Probation

Students who fail to meet standards during the Warning term may appeal to be placed on Probation status for the subsequent term. Failure to submit an appeal if required will result in withdrawal from the College. Students on probation may continue to be enrolled and, if applicable, maintain their eligibility for financial aid. Students who have met the SAP standards by the end of the probationary term will be restored to good standing.

Appeals for Academic Plans

Students who fail to meet the SAP standards by the end of a probation term may appeal again to be given academic plans customized for their needs. Failure to submit an appeal if required will result in withdrawal from the College.

Academic plans, to which students must agree, are designed to allow students to achieve compliance with SAP requirements within a reasonable period of time. Students on academic plans may continue to be enrolled and, if applicable, maintain their eligibility for financial aid programs as long as they satisfy the terms and conditions of their plans.

Academic Advisement

The College will promptly contact students placed on Warning, Probation, or Academic Plan status to offer additional academic support services.

Appeal Procedures

Students dismissed for failure to meet qualitative standards or prescribed quantitative benchmarks may appeal those dismissals by timely submission of online eForms. Dismissals for failure to satisfy the 150 percent rule are not appealable.

Students will be notified when their appeals have been submitted successfully. The appeals will be reviewed, as needed, by the SAP Review Committee, which is comprised of representatives appointed by the Provost's Office. Decisions made by the SAP Review Committee will be based on several criteria, including any special circumstances that contributed to the failure to satisfy SAP requirements and material changes in such circumstances. Students who successfully appeal may be restored to good academic standing by meeting the SAP standards in the subsequent term or following their prescribed academic plans. Students whose appeals are granted will receive instructions from the Academic Advisement Department on how to proceed. Approved appeals will be honored for two terms, the term for which they are appealing and the subsequent term.

Provisional Appeals

Students on Warning or Probation status who are not succeeding in their studies are encouraged to submit provisional appeals even before the end of the term. Provisional appeals by students who go on to meet SAP standards in that term will be deemed withdrawn.

Denial of an Appeal

If a failing student's appeal is denied, the student will be notified and dismissed from the College.

Reinstatement after Dismissal or Loss of Eligibility for Financial Aid Due to Failure to Meet SAP Standards

The College will consider exceptional appeals for reinstatement of students who have not been enrolled for a minimum of one term. Students dismissed or declared ineligible for financial aid due to their failure to meet SAP standards may later experience positive changes in their personal circumstances that improve their chances for future academic success. Reinstatement of such students will be at the non-appealable discretion of the Provost's Office and will be conditioned upon adherence to prescribed academic plans. Only those whose student accounts are current will be considered for reinstatement.

SAP and Transfer Credits

In measuring compliance with SAP standards, transfer credits will be considered as credits attempted and earned. Therefore, since transfer credits are ungraded but are nevertheless counted in calculating SAP requirements, transfer students may be required to earn at least a 2.00 GPA in their first term (and all subsequent terms) at Berkeley in order to remain in good standing.

SAP and Repeated Courses

When a course is successfully repeated, the original failure(s) is not included in calculating the cumulative GPA or the qualitative requirements. For the quantitative SAP measure, however, each failed attempt will be included in the "courses attempted" portion of the evaluation.

SAP and Incomplete Grades

Effective January 1, 2012, initial calculations of SAP will treat incomplete grades as F grades until such incompletes are replaced with passing letter grades. After the first week of the following term, all unresolved incomplete grades will convert to F grades and will be treated as such in all SAP evaluations. To accommodate grade changes, final SAP calculations are made after all grades have been recorded.

SAP and Course Withdrawal

Students who drop courses will receive letter grades of either WP (withdrawn-passing) or WF (withdrawn-failing). These grades will not be considered in the application of qualitative requirements, but will be counted as credits attempted for quantitative purposes.

SAP and Developmental Coursework

Effective January 1, 2012, even though they are not applied toward the number of credits required to complete a program of study, developmental credits will be included in both qualitative and quantitative SAP measurements.

SAP and Non-Matriculated Students

Students enrolled as non-matriculated students will not be held to the SAP standards. However, if non-matriculated students matriculate, then all coursework will be included in SAP calculations.

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Satisfactory Academic Progress (SAP) - Clinical Students Enrolled Prior to June 6, 2016

INTRODUCTION

Qualitative Assessments: Every matriculated student is required to maintain a minimum grade point average (GPA), which varies based on the number of credits the student has already attempted. Compliance with this qualitative requirement is measured each term. Continued failure to meet this standard after a warning (automatic) or probationary (when permitted) period, or failing to fulfill the requirements of a prescribed academic plan, will lead to dismissal from the College. Probation may be granted and academic plans may be prescribed at the sole discretion of the College, only after a successful appeal by the student. Some programs have more restrictive requirements using different thresholds for passing grades. The details can be viewed by program in the Catalog. All course grades below the minimum passing standard for that course will be treated as failures in calculating the student's GPA for qualitative assessment. Students will not be allowed to change programs without approval from the Academic Advisement Department.

Quantitative Assessments: Students are also required to pass a minimum percentage of the credits they attempt in order to remain eligible for enrollment. Quantitative progress assessments are subject to those same warning, probation, and academic plan procedures every term. Some programs have more restrictive requirements using different thresholds for passing grades. The details can be viewed, by program, in the Catalog. All course grades below the minimum passing standard for that course will be treated as credits attempted and not earned for purposes of quantitative assessment. Students will not be allowed to change programs without approval from the Academic Advisement Department.

QUALITATIVE STANDARDS

In order to remain in good standing for purposes of determining financial aid eligibility, students enrolled in certificate programs must maintain the GPA specified below:

Certificate Programs

Required GPA	2.00
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In order to remain in good standing for purposes of determining financial aid eligibility, students enrolled in Associate's degree programs (A.A.S. and A.S.) must maintain the GPA specified below:

A.A.S. and A.S.

Credits Attempted*	Required GPA
0-15	1.50
16-30	1.60
31-44	1.75
45 or more	2.00

*For this purpose credits attempted are all those completed that receive a letter grade (including an F, WP, and Developmental credits).

Please note that students in the Practical Nursing program, for which progress is measured in clock hours and academic credits are awarded at the end of each term, academic progress will be measured with reference to both credits and clock hours.

While the standards for good academic standing and good standing for purposes of determining financial aid eligibility are typically the same, that may not be the case for certain programs offered in the School of Health Studies. A GPA of 2.00 may be sufficient to retain financial aid eligibility, but in certain Health Studies programs the minimum passing grade is 2.50. Please consult the applicable Student Handbook Supplements for information concerning the requirements of specific Health Studies programs.

QUANTITATIVE STANDARDS

In addition to the qualitative standards set forth above, students must meet quantitative standards of progress in order to remain eligible for enrollment.

150 Percent Rule

In order to maintain the quantitative standards for satisfactory academic progress, students must be able to complete their programs by the time they have attempted 150 percent of the required credit hours necessary for graduation in their degree programs.

150 Percent Benchmarks: Degree Programs

For an Associate's degree requiring the completion of 90 credit hours, this would require completion of degree requirements by the time the student had attempted 135 credit hours.

150 Percent Benchmarks: Certificate Programs

The Medical Assistant certificate program requires the completion of 60 credit hours; this would require completion of diploma requirements by the time the student had attempted 90 credits.

The Medical Insurance, Billing, and Coding certificate program requires the completion of 59 credit hours; this would require completion of diploma requirements by the time the student had attempted 88 credits.

The Patient Care Technician certificate program requires the completion of 47 credit hours; this would require completion of diploma requirements by the time the student had attempted 70 credits.

The Practical Nurse certificate program requires the completion of 72 academic credit hours; this would require completion of diploma requirements by the time the student had attempted 108 credits.

The Surgical Processing Technician certificate program requires the completion of 47 credit hours; this would require completion of diploma requirements by the time the student had attempted 70 credits.

Application of the 150 Percent Rule

The College includes developmental and test credits as "credits attempted" in applying the 150 percent metric. For students who have changed programs and/or have returned to complete additional degrees, only the attempted credits applicable to their current programs will be counted in the 150 percent calculation. Students will not be allowed to change programs without approval from the Academic Advisement Department.

Students for whom it is no longer possible to comply with the 150 percent rule before program completion will be declared ineligible to participate in Title IV or TAG programs. At the discretion of the Provost's Office, these students may be dismissed from the College. Such decisions are not appealable.

Progress Assessments

To help students avoid reaching the 150 percent point, the College tests student progress each term, based on attempted vs. earned benchmarks. Students in Associate's degree programs must have earned passing grades in 67 percent of their attempted classes once they have attempted 81 or more credit hours. Students in certificate programs must have earned passing grades in 67 percent of their attempted classes once they have attempted 37 or more credit hours.

Attempted vs. Earned Certificate Programs

Credits Attempted*	Necessary Pct. Passed (Earned/Attempted)
0-24	50%
25-36	60%
37+	67%

Attempted vs. Earned A.A.S. and A.S.

Credits Attempted*	Necessary Pct. Passed (Earned/Attempted)
0-16	25%
17-32	37%
33-48	50%
49-64	56%
65-80	65%
80+	67%

*For this purpose, attempted credits include developmental courses, test credits, and all credits accepted in transfer. In addition, all credits for which a letter grade was received, including F, WP, and WF (withdrawn after tuition assessment), are counted as attempted credits. Credits earned include all coursework that was successfully completed (student received a passing grade).

Please note that in some certificate programs the grade of C is treated as a failing grade. Consult the Berkeley College Catalog or Student Handbook Supplements applicable to certain health studies programs for program-specific details. In the Practical Nursing program, for which progress is measured in clock hours and academic credits are awarded at the end of each term, academic progress will be measured with reference to both credits and clock hours.

WARNINGS AND APPEALS

Warning of Failure to Meet Satisfactory Academic Progress (SAP) Requirements

Students who, for the first time, fail to meet standards will automatically be placed on Warning status for the following term. Students on Warning status may continue to be enrolled and, if applicable, maintain their eligibility for financial aid. Students who meet the SAP standards during the Warning (subsequent) term will be restored to good standing.

Appeals for Probation

Students who fail to meet standards during the Warning term may appeal to be placed on Probation status for the subsequent term. Failure to submit an appeal if required will result in withdrawal from the College. Students on probation may continue to be enrolled, and if applicable, maintain their eligibility for financial aid. Students who have met the SAP standards by the end of the probationary term will be restored to good standing.

Appeals for Academic Plans

Students who fail to meet the SAP standards by the end of a probation term may appeal again to be given academic plans customized for their needs. Failure to submit an appeal if required will result in withdrawal from the College. Academic plans, to which students must agree, are designed to allow students to achieve compliance with SAP requirements within a reasonable period of time. Students on academic plans may continue to be enrolled, and if applicable, maintain their eligibility for financial aid programs as long as they satisfy the terms and conditions of their plans.

Academic Advisement

The College will promptly contact students placed on Warning, Probation, or Academic Plan status to offer additional academic support services.

Appeal Procedures

Students dismissed for failure to meet qualitative standards or prescribed quantitative benchmarks in ongoing progress assessments may appeal those dismissals by timely submission of online eForms. Dismissals for failure to satisfy the 150 percent rule are not appealable.

Students will be notified when their appeals have been submitted successfully. The appeals will be reviewed, as needed, by the Satisfactory Academic Process (SAP) Review Committee, which is comprised of representatives appointed by the Provost's Office. Decisions made by the SAP Review Committee will be based on several criteria, including any special circumstances that contributed to the failure to satisfy SAP requirements and material changes in such circumstances. Students who successfully appeal may be restored to good academic standing by meeting the SAP standards in the subsequent term or following their prescribed academic plans. Students whose appeals are granted will receive instructions from the Academic Advisement Department on how to proceed. Approved appeals will be honored for two terms, the term for which they are appealing and the subsequent term.

Provisional Appeals

Students on Warning or Probation status who are not succeeding in their studies are encouraged to submit provisional appeals even before the end of the term. Provisional appeals by students who go on to meet SAP standards in that term will be deemed withdrawn.

Denial of an Appeal

If a failing student's appeal is denied, the student will be notified and dismissed from the College.

Reinstatement after Dismissal or Loss of Eligibility for Financial Aid Due to Failure to Meet SAP Standards

The College will consider exceptional appeals for reinstatement of students who have not been enrolled for a minimum of one term. Students dismissed or declared ineligible for financial aid due to their failure to meet SAP standards may later experience positive changes in their personal circumstances that improve their chances for future academic success. Reinstatement of such students will be at the non-appealable discretion of the Provost's Office and will be conditioned upon adherence to prescribed academic plans. Only those whose student accounts are current will be considered for reinstatement.

SAP and Transfer Credits

In measuring compliance with SAP standards, transfer credits will be considered as credits attempted and earned. Therefore, since transfer credits are ungraded but are nevertheless counted in calculating SAP requirements, transfer students may be required to earn at least a 2.00 GPA in their first term (and all subsequent terms) at Berkeley in order to remain in good standing.

SAP and Repeated Courses

When a course is successfully repeated, the original failure(s) is not included in calculating the cumulative GPA or the qualitative requirements. For the quantitative SAP measure, however, each failed attempt will be included in the "courses attempted" portion of the evaluation.

SAP and Incomplete Grades

Effective January 1, 2012, initial calculations of SAP will treat incomplete grades as F grades until such incompletes are replaced with passing letter grades. After the first week of the following term, all unresolved incomplete grades will convert to F grades and will be treated as such in all SAP evaluations. To accommodate grade changes, final SAP calculations are made after all grades have been recorded.

SAP and Course Withdrawal

Students who drop courses will receive letter grades of either WP (withdrawn-passing) or WF (withdrawn-failing). These grades will not be considered in the application of qualitative requirements, but will be counted as credits attempted for quantitative purposes.

SAP and Developmental Coursework

Effective January 1, 2012, even though they are not applied toward the number of credits required to complete a program of study, developmental credits will be included in both qualitative and quantitative SAP measurements.

SAP and Non-Matriculated Students

Students enrolled as non-matriculated students will not be held to the SAP standards. However, if non-matriculated students matriculate, then all coursework will be included in SAP calculations.

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Student Complaint Process

Berkeley College has policies and procedures for resolving student complaints. Students are advised to proceed as promptly as possible to initiate a complaint with the appropriate office or College official and provide any detailed information and/or documentation related to their complaint. Faculty, staff, and administrators are advised to acknowledge receipt of a complaint promptly and to respond in a timely manner. See the **Student Complaint Process page** for information on types of complaints and how to submit a complaint.

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Student Development Learning Objectives

Students at Berkeley College will . . .

1. Express a feeling of connection to the Berkeley College community
2. Identify the ways in which their uniqueness and differences are valued by the Berkeley College community
3. Articulate the value of diversity and cross-cultural competence
4. Articulate and apply self-advocacy skills
5. Articulate behaviors which contribute to a healthy lifestyle
6. Articulate the characteristics of healthy, mutually respectful interpersonal relationships
7. Demonstrate behaviors or practices that show community engagement
8. Articulate the value of professional development for career success
9. Articulate the value of and take on leadership opportunities
10. Identify and engage in the variety of co-curricular opportunities available which complement their academic programs
11. Identify, know how to utilize, and express having benefited from the use of campus resources such as Academic Advisement Department, Center for Academic Success, Career Services, Financial Aid, Library, Registrar, Student Accounts, and Student Development and Campus Life

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Transfer Credit Policy

Students must complete the last 25 percent of the credits required for their degree at Berkeley College.

Acceptance of Transfer Credits from a Previous Institution: Berkeley College will typically accept transfer credits from regionally or nationally accredited post-secondary institutions for courses in which the student earned a minimum grade of C and that are applicable to the student's program at Berkeley. The academic requirements of the particular discipline and current industry standards are evaluated to determine which credits will be accepted. Course delivery format (on-site, online, or hybrid/blended) is not taken into account when evaluating transfer credits. Students may receive 60 semester credit hours if they have an Associate's degree that articulates with a Berkeley College Bachelor's degree.

Students enrolled in the [LPN to B.S.N.](#), [Medical Assistant](#), [Patient Care Technician](#), [Practical Nurse](#), [Surgical Processing Technician](#), and [Surgical Technology](#) programs should refer to their respective Student Handbook Supplements for additional information on transfer credit policies.

Incoming students must apply for any desired transfer credit, and will be informed of a determination, prior to enrollment. Acceptance of transfer credits is within the sole discretion of the College and should not be assumed.

Credit from Articulation Agreements: Through a series of articulation agreements, Berkeley College has agreed to accept credits from certain other institutions of higher education. A current list of such institutions may be found at [BerkeleyCollege.edu/files_bc/Articulation_Agreements.pdf](https://berkeleycollege.edu/files_bc/Articulation_Agreements.pdf). This list is updated periodically. Each individual agreement covers specific courses and credits. Credit for such courses will appear as CR on the student's Berkeley College transcript and will not be included in the GPA calculation.

New Jersey Comprehensive Statewide Transfer Agreement: Berkeley College has implemented the New Jersey Comprehensive Statewide Transfer Agreement, which provides for a seamless transition from Associate to Baccalaureate degree programs and supports the successful acquisition of Baccalaureate degrees by transfer students. An A.A. or A.S. degree from a New Jersey community or county college will be fully transferable as 60 semester credits to be counted towards the degree requirements of a New Jersey Baccalaureate degree, with the 60 semester credits to be granted as either course-by-course equivalencies between courses in the student's A.A. or A.S. degree and those at Berkeley College or as general elective credits. For more information visit <https://www.njtransfer.org/>.

Appeals: Berkeley College has established an **appeal process** through which transfer students can appeal a decision that they believe is not consistent with this Agreement. Questions regarding the appeals process can be forwarded to the Registrar Department.

Foreign Transcripts: Foreign transcripts will be evaluated considering the relative strength of the foreign curriculum, applicability to the Berkeley College program in which the student seeks to enroll, and other factors. Prior to enrolling, students are advised of the number of transfer credits that will be applied. Transfer credits appear as CR on the student's Berkeley College transcript and are not included in the GPA calculation. Transferability of credit is recorded on a student's Berkeley College transcript upon receipt of an official transcript from the previous institution.

Applicability of Credits to Programs: To the extent that Berkeley College's different Baccalaureate degrees have varying requirements concerning elective credits, students are advised to consult with the Academic Advisement Department at their intended campus to determine the applicability of their transferred credits towards their intended program of study at Berkeley College.

Transferring Berkeley Credits to Another Institution: Issues concerning the acceptance of transfer credits are determined solely by the institution to which a student transfers and are outside of Berkeley's control. Effective June 2016, Berkeley College operates on a semester basis and awards semester credits. Prior to June 2016, Berkeley College's undergraduate programs operated on a calendar consisting of four 12-week "quarters." Many other institutions may operate on a different calendar, which may feature two or three "semesters" of 15 weeks or longer. Although Berkeley is regionally accredited, an institution that operates on a semester-based calendar may choose not to grant semester credit (or to grant reduced credit) for individual Berkeley quarter credit courses, due to the difference in length between quarters and semesters or if the courses do not otherwise satisfy requirements of the transfer student's intended program of study. For example, a Berkeley College course carrying four "quarter credits" might be assigned a value of only 2.67 "semester credits" even if it were deemed relevant to the student's program at the semester-based institution to which the student transfers. Students should keep these important principles in mind when deciding whether to transfer course work from Berkeley College to another institution.

For information about alternative ways to earn credits (such as A.P. examinations, standardized testing, and portfolio evaluation), see the [Credit for Prior Learning](#) page.

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Admissions

Berkeley College seeks to provide students with an education that balances academic preparation, professional training, and hands-on experience. The College considers students for admission to degree and certificate programs on the basis of future potential, the motivation and interest to succeed in a chosen profession, and past academic achievement.

Graduation from high school or the equivalent and a brief personal statement are basic requirements for admission to degree and certificate programs. Applicants to the School of Health Studies have additional requirements. Documentation of successful completion of high school or the equivalent must be submitted to the College prior to starting classes.

A personal interview is strongly recommended. Applicants are encouraged to contact the Director of Admissions at the campus of their choice to arrange for an appointment with an Admissions Associate. For further information, students may also call the College at 866-317-6087 ext. WC1 or email info@BerkeleyCollege.edu.

Since Berkeley maintains a rolling admissions policy, students are encouraged to apply as early as possible. The Committee on Admissions notifies applicants of a decision as soon as all credentials have been evaluated.

High School Applicants: To be considered for admission, the following information must be submitted:

- An application for admission, which includes a brief personal statement (BerkeleyCollege.edu/Apply/) and a non-refundable \$50 application fee
- Certification of high school graduation or the equivalent as recognized by state departments of education
- Official high school transcript(s)e-transcript(s) need to be emailed to Jihan-Johnson@BerkeleyCollege.edu and REA@BerkeleyCollege.edu

Adult Applicants: Many adult students are striving to balance work and family with college studies, while others have not yet found the time to reenter or even begin college. To meet these special requirements, Berkeley College has established an Adult Admissions Department, which provides an environment that is sensitive to the needs of adult students.

Adults who are first-time college students must submit the following information to be considered for admission:

- An application for admission, which includes a brief personal statement (BerkeleyCollege.edu/Apply/) and a non-refundable \$50 application fee
- Certification of high school graduation or the equivalent as recognized by state departments of education
- Official college transcript(s)e-transcript(s): email to Jihan-Johnson@BerkeleyCollege.edu and REA@BerkeleyCollege.edu

Transfer Applicants: Students who graduated from high school or the equivalent and then attended another college or university are considered transfer students. To be considered for admission, the following information must be submitted:

- An application for admission, which includes a short personal statement (BerkeleyCollege.edu/Apply/) and a non-refundable \$50 application fee
- Certification of high school graduation or the equivalent as recognized by state departments of education
- An official transcript of previously completed education

If all post-secondary institutions previously attended are not listed on the admission application, transfer credit may not be granted.

Online Degree Applicants: The Online Admissions Department works with applicants who are seeking flexibility and convenience to balance college classes with family, work, and other commitments. In addition to the above requirements, online applicants must complete a short introductory online course prior to registration to familiarize themselves with online learning. Interested students should call 800-446-5400 ext. WC1 or email info@BerkeleyCollege.edu.

Military and Veteran Applicants: Berkeley College is dedicated to assisting veterans, service members, and their families achieve college degrees. Veterans and/or dependents planning to receive educational assistance benefits from the Department of Veterans Affairs (VA) should get VA approval prior to enrollment. Veterans may apply for their GI Bill benefits at the VONAPP website, located at vabenefits.vba.va.gov/vonapp/main.asp. Veterans are required to submit copies of their Certificate of Eligibility and DD214 Member 4 or Service 2 copy during the admissions process in order to process their benefits most effectively. Each term GI Bill students must request certification for their benefits at BerkeleyCollege.edu/military/. In addition, Berkeley College participates in the Department of Veterans Affairs' Yellow Ribbon Program, accepts Tuition Assistance for eligible service members, and MyCAA for eligible spouses. For more information about MyCAA for eligible spouses, visit <https://aiportal.acc.af.mil/mycaa/Default.aspx>. (To avoid security certificate warning, URL must be viewed in Firefox.)

The Berkeley College Office of Military and Veterans Affairs is dedicated to supporting all veterans, service members, and their dependents. More information is available at the Online Veterans Resource Center located at BerkeleyCollege.libguides.com/veterans. Students should call the College at 800-446-5400 ext. VET or email VeteransAffairs@BerkeleyCollege.edu for further information.

International Applicants: The International Student Department provides assistance to international students in such areas as immigration, visas, housing, orientation to college, and adjustment to life in the United States. This office is located at Berkeley's New York City campus. Students can contact the International Student Department by phone at 212-687-3730, fax at 212-986-7827, or email at international@BerkeleyCollege.edu.

International students applying for admission should submit an international application form (BerkeleyCollege.edu/Apply/); a transcript of previously completed education, in English; a TOEFL score, if

appropriate; and certification of finances.

Degree Program Applicants: All new students enrolled in degree programs must meet the College's **immunization requirements** prior to registering for classes.

Healthcare Program Applicants: Graduation from high school or the equivalent and an entrance exam are basic requirements for admission to degree and certificate programs offered within the School of Health Studies.

Practical Nurse and LPN to B.S.N. applicants are required to take the HESI Admissions Exam (A2) for acceptance into the program. The exam consists of science, math and English. Students may purchase a study guide for \$35 or borrow one for free. The cost of the exam is \$35. The exam may only be taken twice for acceptance.

In addition, applicants to the LPN to B.S.N. program must a) have completed an accredited Practical Nurse program in the United States, b) possess an unrestricted active or inactive practical nurse license, and c) have completed a minimum of 2,080 hours of work as an LPN within the last two years. Prior to acceptance into the program, applicants must also do the following:

- Pass a pharmacology exam
- Provide letters of recommendation
- Complete a written essay

Students enrolled in the **LPN to B.S.N., Medical Assistant, Patient Care Technician, Practical Nurse, Surgical Processing Technician,** and **Surgical Technology** programs should refer to their respective Student Handbook Supplements for program-specific immunization requirements.

In addition, students applying to the Health Sciences, LPN to B.S.N., Medical Assistant, Patient Care Technician, Practical Nurse, Surgical Processing Technician, and Surgical Technology programs must provide authorization for a criminal background check prior to registration, and submit a physical assessment by a licensed physician, advanced practice registered nurse, or physician assistant prior to participating in clinical rotations.

Medical Assistant program applicants must complete and sign a Health Record and Supplemental form, which provides technical information, prior to the start of classes. A tetanus shot administered within the past 10 years is also recommended. Hepatitis B vaccination and a tetanus shot are also recommended for part-time students enrolled in the Medical Assistant program.

Readmissions: Berkeley College has established a Readmissions Department to assist former students, who have been out of attendance for one term or more, with the transition back to college. To be considered for readmission, students should be aware of the following:

- A **Readmission Request form** must be submitted.
- Former students who are not in satisfactory academic standing must submit a Satisfactory Academic Progress (SAP) Appeal form for approval at least one month before the beginning of the semester they wish to return.
- Students who have attended another college since last attending Berkeley College should have official transcripts sent from that institution to Berkeley College Readmissions, 44 Rifle Camp Road, Woodland Park, NJ 07424.
- Students who return to the College after having withdrawn for a period of time may find that program requirements have changed in the interim. Typically, a student who returns a year or more after withdrawal will be required to fulfill current program requirements, which may necessitate taking additional courses. The Registrar has authority to determine the extent to which credits earned prior to withdrawal may be used to fulfill current program requirements.
- Students wishing to readmit to programs offered in the School of Health Studies must obtain prior approval from the Department Chair.
- The Department may be contacted via email at Readmissions@BerkeleyCollege.edu.

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Immunization Requirement

Berkeley College has an Immunization Policy to promote the health and safety of the College community and to comply with applicable New Jersey and New York laws. This policy applies to students taking classes at any Berkeley College campus. Students taking classes exclusively online are exempt from immunization requirements.

The College Immunization Policy may be accessed at BerkeleyCollege.edu/files_bc/Immunization_Policy.pdf.

Students who fail to satisfy the College's immunization requirements will not be permitted to register for classes or occupy residence halls.

Students enrolled in the **LPN to B.S.N., Medical Assistant, Patient Care Technician, Practical Nurse, Surgical Processing Technician, and Surgical Technology** programs should refer to their respective Student Handbook Supplements for additional program-specific immunization requirement policies.

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Student Attendance and Participation Policy

Students are expected to attend and participate in all of their courses throughout each term. Those who fail to do so may be administratively withdrawn from individual courses or the College.

Students enrolled in the **LPN to B.S.N.**, **Medical Assistant**, **Patient Care Technician**, **Practical Nurse**, **Surgical Processing Technician**, and **Surgical Technology** programs should refer to their respective Student Handbook Supplements for program-specific grade requirements.

Faculty members will include their course-specific rules about absences, grading, and make-up work in each course syllabus. Each instructor may excuse absences for good cause and determine to what extent absences will affect grading. Certain absences will be excused automatically as required by law (such as military students called to active duty).

If illness, accident, or similar circumstances require absence for three or more consecutive days, the student must notify the Academic Advisement Department and the faculty member to discuss their status in their class(es).

Students who are withdrawn for a failure to attend and participate will receive a grade of W, WP or WF for the course(s), depending on whether the student was passing or failing at the time of withdrawal. This may affect the student's financial aid eligibility.

Undergraduate Degree Program Tuition and Fees 2017/2018

Educational costs are an important consideration for students selecting a college. For that reason, Berkeley College protects eligible students from increases in full-time tuition rates through the Tuition Freeze Program. To be eligible, students must be enrolled full-time in degree programs for two semesters, beginning with their first semester at the College. Eligible students' full-time tuition rates stay the same as long as the students remain continuously enrolled in degree programs with no more than one semester of absence. The policy also covers military/veterans readmitted to the same program, for the first academic year in which the student returns. For the complete Tuition Freeze Policy, [click here](#).

DEGREE PROGRAM TUITION

Tuition and fees are applicable for the 2017/2018 academic year. Effective date 1/1/2017.

Full-Time Tuition (12-15 credits)	\$11,800
Full-Time Tuition (16 or more credits)	\$11,800 + \$825 per additional credit in excess of 15
Part-Time Tuition (1-11 credits)	\$825 per credit*
Semester Administrative Fee (9 or more credits)	\$400
Semester Administrative Fee (8 or fewer credits)	\$200
Semester Technology Fee (9 or more credits)	\$450
Semester Technology Fee (8 or fewer credits)	\$225
Graduation Fee	\$100
Late Registration Fee	\$50 per instance
International Application Processing Fee**	\$100

*Except for students participating in the Dual Enrollment program, non-matriculated students taking individual courses are subject to the same charges and refund policy as part-time degree program students. For Dual Enrollment students, academic eligibility standards; application procedures, fees and deposit requirements; tuition, administrative, technology and book charges; refund policies; and total net cost are determined by agreement between Berkeley College and participating high schools. Dual enrollment students are not eligible for government-sponsored financial aid programs but may receive Berkeley Grants. Students interested in the Dual Enrollment option should consult their high school guidance counselors for specific information applicable to their schools.

**Effective for September 2017 applications

SEVEN-WEEK SESSIONS

Seven-week session students are charged no differently than semester students. If a student takes full-time (12-15) credits while registered in session A, session B and/or a 15-week semester, then the tuition will be \$11,800. If the student is registered for less than 12 credits, then the tuition will be \$825 per credit. All charges will be applied to the student's account immediately and will be adjusted later if the student fails to attend session B.

For information on Certificate Program Tuition and Fees, [click here](#).

TUITION DEPOSIT

For first-time students entering from high school, the \$300 tuition deposit is due by May 1. Deposits will be refunded provided the College receives written notice of cancellation at least 60 days prior to the start of the applicable semester. No refunds will be made to persons canceling during this 60-day period.

For adult students, the \$300 deposit must be paid within two weeks after receiving a financial aid award letter. It will be refunded provided the College receives written notice of cancellation at least 60 days prior to the start of the applicable semester. No refunds will be made to persons canceling during this 60-day period.

TUITION PAYMENTS

Tuition is payable 4 weeks prior to the first day of classes according to the [published schedule](#). For students admitted or readmitted after this due date, tuition is payable at registration.

Tuition may be paid in person, by mail, or online through Student Self-Service. The Student Accounts Department accepts payment by check, MasterCard, Visa, American Express, or wire transfer. Billing for tuition and fees is done on a semester basis, although the student may make one payment in full for the entire academic year. Instructions for registration and payment of term bills are sent by mail to all students for their first term. Subsequent term bill information is available to

students online through Student Self-Service ten weeks prior to the start of each term. It is the student's responsibility to obtain and pay the term bill on time. Students who fail to make arrangements for payment of the term bill on time will lose their ability to maintain their course schedule for the term. In addition, a late registration fee may be charged for re-instatement of a student's course schedule.

The College reserves the right to make any changes in the schedule of hours or in the courses of study that may be desirable.

DEGREE REFUND POLICY

If a student officially withdraws or is dismissed from the College during a semester, credit for that semester will be issued as follows:

SEMESTERS

Notification date during

- First and second weeks 90%
- Third and fourth weeks 50%
- Fifth through seventh weeks 25%
- After the eighth week 0%

SEVEN-WEEK SESSIONS

Notification date during

- First week 90%
- Second week 50%
- Third week 25%
- Fourth through seventh week 0%

The College will apply the 15-week tuition refund schedule when:

- A student is enrolled in semester-length (15-week) courses only and withdraws from all courses;
- A student is enrolled in seven-week courses in both session A and session B and withdraws from all courses in session B after starting session B;
- A student is enrolled in seven-week courses in session A and/or B of a semester while taking at least one 15-week semester-length course and withdraws from all courses.

The College will apply the seven-week tuition refund schedule when:

- A student is enrolled in seven-week courses in session A only or session B only and withdraws from all courses;
- A student is enrolled in seven-week courses in both sessions A and B and withdraws from all courses in session B before starting session B;
- A student is enrolled in seven-week courses in both session A and B and withdraws from all courses in session A; however, if the student returns and attends session B, tuition and financial aid will be recalculated based on the 15-week refund schedule.

A student's enrollment status is determined at the end of the add/drop period (week two). At that time the student is charged, and any financial aid is paid, based on the student's enrollment status. (Individual course drops after week two do not entitle the student to a refund for that course.) Students wishing to withdraw after the start of a semester should contact the Academic Advisement Department. In accordance with the refund schedule above, withdrawn students will be responsible for charges incurred as of their last recorded date of participation. Balances in excess of charges, including deposits, held at the time of withdrawal or dismissal will be applied to outstanding charges. Any overpayment of tuition and fees will be refunded. Please note, however, that Residence charges are fully incurred at the start of each semester; once the semester has started, Residence charges will not be refunded.

Financial aid will be adjusted based on U.S. Department of Education Return of Title IV Funds Regulations and the College's Check Point Policy. When a student notifies Academic Advisement of the student's withdrawal, that date will be used to calculate the amount of financial aid funds that the College must return. If the withdrawal occurs subsequent to the 60% point in the term, then all of those funds are deemed "earned" and do not need to be returned. State aid will be returned based on state regulations and Berkeley College Institutional aid will be prorated in accordance with the College tuition liability table.

When a student withdraws without notifying Academic Advisement ("unofficial withdrawals"), the calculation is different. When the College becomes aware of a student's unofficial withdrawal through the "check point" process, financial aid will be considered earned as if the withdrawn student had attended for 50% of the semester. The remaining portion of the original financial aid award will be returned to the originator.

Important note: Since a withdrawn student's tuition liability to the College is governed by the schedule set forth in the Tuition Refund Policy, the amount that a student who is withdrawn (officially or unofficially) during the semester owes the College for tuition may exceed the amount of financial aid that the student is permitted to retain under governing regulations. If so, the student will be liable to the College for any balance.

Institutional aid will not be refunded. Berkeley institutional aid awards are earned ratably during the semester.

BOOKS AND SUPPLIES

Most programs of study use customized eBooks that are not available from other sources. A few programs, however, may use traditional textbooks. Charges for both customized eBooks and traditional textbooks are included in the tuition charge. Students in programs where traditional textbooks are used have the right to obtain them from other sources.

Students who choose to do so may request refunds. Purchase and pricing information for each traditional textbook is available from the Berkeley College Store at BerkeleyStore.BerkeleyCollege.edu.

Some programs may also require additional books, supplies or other costs that are not included in the tuition charge. Detailed information on those requirements is available at BerkeleyCollege.edu/disclosures/

MISCELLANEOUS COSTS

Costs for supplies, field trips, and other classroom-related expenses vary by program and can range from \$0 to \$1,500 an award year (two semesters/three quarters). Living expenses may vary considerably. Estimated room and board costs for students not living in Berkeley College facilities range between \$3,164 and \$13,204 per academic year. The lower range is for dependent students living at home while the higher range is generally for students living away from home. Personal expenses are estimated to be \$2,288 and transportation averages \$3,128 per academic year. Actual expenses vary based on personal situations and choices.

Berkeley College does not offer a student health insurance plan or require students to demonstrate health insurance coverage prior to enrollment. However, the College strongly recommends coverage.

RESIDENCE

Residence facilities should be reserved well in advance. Priorities on apartments and room assignments are subject to availability based on the date residence deposits are received. An advance deposit of \$400 is due with the residence application.

The balance of the fee must be paid prior to moving into the residence. If a residence reservation is canceled, the advance deposit is refunded only if the College receives notice in writing at least 60 days prior to the start of the semester for which the student originally was accepted.

White Plains

Cottage Place Apartments, a six-story student residence adjacent to the College, features studio apartments with kitchenettes and two- and three-bedroom apartments with full kitchens and living rooms. All studios and bedrooms are designed for double occupancy.

Sussex House, a one-floor student residence located within the College building, features studio apartments with kitchenettes and two-bedroom apartments with kitchens, living rooms, and two bathrooms. All studios are designed for three students and two-bedroom apartments are designed for six students.

The rate per occupant is \$4,500 per semester.

View the [housing page](#) for more information.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/disclosures/.

Please note: Berkeley College reserves the right to revise course offerings, cancel scheduled courses, or make any other curriculum changes that the College, in its sole discretion, deems appropriate. The College may limit an individual student's course load as needed to facilitate the student's academic success. Such changes may affect the estimated duration and cost of the student's program. For more information, students should consult with an Academic Advisor.

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Undergraduate Degree Program Tuition and Fees 2018/2019

Educational costs are an important consideration for students selecting a college. For that reason, Berkeley College protects eligible students from increases in full-time tuition rates through the Tuition Freeze Program. To be eligible, students must be enrolled full-time in degree programs for two semesters, beginning with their first semester at the College. Eligible students' full-time tuition rates stay the same as long as the students remain continuously enrolled in degree programs with no more than one semester of absence. The policy also covers military/veterans readmitted to the same program, for the first academic year in which the student returns. For the complete Tuition Freeze Policy, [click here](#).

DEGREE PROGRAM TUITION

Tuition and fees are applicable for the 2018/2019 academic year. Effective date 9/1/2018.

Full-Time Tuition (12-15 credits)	\$12,100
Full-Time Tuition (16 or more credits)	\$12,100 + \$840 per additional credit in excess of 15
Part-Time Tuition (1-11 credits)	\$840 per credit*
Semester Administrative Fee (9 or more credits)	\$400
Semester Administrative Fee (8 or fewer credits)	\$200
Semester Technology Fee (9 or more credits)	\$450
Semester Technology Fee (8 or fewer credits)	\$225
Application Fee	\$50 (non-refundable)
Late Registration Fee	\$50 per instance
Graduation Fee	\$100
International Application Processing Fee**	\$100

*Except for students participating in the Dual Enrollment program, non-matriculated students taking individual courses are subject to the same charges and refund policy as part-time degree program students. For Dual Enrollment students, academic eligibility standards; application procedures, fees and deposit requirements; tuition, administrative, technology and book charges; refund policies; and total net cost are determined by agreement between Berkeley College and participating high schools. Dual enrollment students are not eligible for government-sponsored financial aid programs but may receive Berkeley Grants. Students interested in the Dual Enrollment option should consult their high school guidance counselors for specific information applicable to their schools.

**Effective for September 2017 applications

SEVEN-WEEK SESSIONS

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TUITION DEPOSIT

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SEMESTERS

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• First and second weeks	90%
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The rate per occupant is \$4,700 per semester.

View the [housing page](#) for more information.

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Certificate Program Tuition and Fees 2017/2018

2017 TUITION*

Tuition and fees are applicable for the 2017/2018 academic year. Effective date 1/1/2017.

Medical Assistant (2 semesters)	\$19,200
Medical Insurance, Billing, and Coding (2 semesters)	\$19,200
Patient Care Technician (2 semesters)	\$17,500
Practical Nurse (3 semesters)	\$31,000
Surgical Processing Technician (2 semesters)	\$16,350

*Includes tuition, books, background check where appropriate, and the cost of the first certification/licensure examination. Program tuition will be reduced for students who transfer courses into a certificate program.

For certificate students, failed courses will lead to a repeat charge assessed on a per-credit basis.

SEMESTER PROGRAM FEES (NON-REFUNDABLE)

Technology	
• 9 or more credits	\$450 per semester
• 8 or fewer credits	\$225 per semester
Administrative	
• 9 or more credits	\$400 per semester
• 8 or fewer credits	\$200 per semester
Late registration	\$50 per instance
International Application Processing Fee**	\$100

**Effective for September 2017 applications.

Practical Nurse students, Patient Care Technician students, and Surgical Technology students are also required to purchase their own malpractice insurance. Total costs may average \$40-\$50 for Patient Care Technician students and \$70-\$90 for Practical Nurse students (for \$1,000,000 per occurrence and \$3,000,000 in the aggregate), and \$35-\$45 for Surgical Technology students (for \$1,000,000 per occurrence and \$3,000,000 in the aggregate).

Upon program completion, Practical Nurse students are required to register and pay for the NCLEX-PN examination using their personal credit card. Once receipt of payment is obtained, students should submit their receipt to the Nursing Department so they can be reimbursed for the Pearson Vue testing fee.

CERTIFICATE REFUND POLICY

If a student officially withdraws or is dismissed from the College before the completion of the program, credit will be issued as follows:

Notification Date Refund Amount

During the first week of the program	90% tuition
Weeks two and three of the program	80% tuition
After three weeks and prior to 25% of the program	55% tuition
After 25% of the program and before 50%	30% tuition
After 50% of the program is completed	0% tuition

A student enrolling in a certificate program is responsible for the total cost of the program subject to the schedule above.

GENERAL INFORMATION APPLICABLE TO ALL PROGRAMS

BOOKS AND SUPPLIES

Most programs of study use customized eBooks that are not available from other sources. A few programs, however, may use traditional textbooks. Charges for both customized eBooks and traditional textbooks are included in the tuition charge. Students in programs where traditional textbooks are used have the right to obtain them from other sources. Students who choose to do so may request refunds. Purchase and pricing information for each traditional textbook is available from the Berkeley College Store at BerkeleyStore.BerkeleyCollege.edu.

Some programs may also require additional books, supplies or other costs that are not included in the tuition charge. Detailed information on those requirements is available at BerkeleyCollege.edu/disclosures/.

MISCELLANEOUS COSTS

Costs for supplies, field trips, and other classroom-related expenses vary by program and can range from \$0 to \$1,500 an award year (2 semesters/3 quarters). Living expenses may vary considerably. Estimated room and board costs for students not living in Berkeley College facilities range between \$3,164 and \$13,204 per academic year. The lower range is for dependent students living at home while the higher range is generally for students living away from home. Personal expenses are estimated to be \$2,288 and transportation averages \$3,128 per academic year. Actual expenses vary based on personal situations and choices.

Berkeley College does not offer a student health insurance plan or require students to demonstrate health insurance coverage prior to enrollment. However, the College strongly recommends coverage.

TUITION PAYMENTS

Tuition is payable 4 weeks prior to the first day of classes according to the **published schedule**. For students admitted or readmitted after this due date, tuition is payable at registration.

Tuition may be paid in person, by mail, or online through Student Self-Service. The Student Accounts Department accepts payment by check, MasterCard, Visa, American Express, or wire transfer. Billing for tuition and fees is done on a semester basis, although the student may make one payment in full for the entire academic year. Instructions for registration and payment of term bills are sent by mail to all students for their first term. Subsequent term bill information is available to students online through Student Self-Service ten weeks prior to the start of each term. It is the student's responsibility to obtain and pay the term bill on time. Students who fail to make arrangements for payment of the term bill on time will lose their ability to maintain their course schedule for the term. In addition, a late registration fee may be charged for reinstatement of a student's course schedule.

The College reserves the right to make any changes in the schedule of hours or in the courses of study that may be desirable.

Balances in excess of charges, including deposits, held at the time of withdrawal or dismissal will be applied to outstanding charges. Any overpayment of tuition and fees will be refunded. Please note, however, that residence charges, where applicable, are fully incurred at the start of each term; once the term has started, residence charges will not be refunded.

RESIDENCE

Residence facilities should be reserved well in advance. Priorities on apartments and room assignments are based on the date residence deposits are received. An advance deposit of \$400 is due with the residence application.

The balance of the fee must be paid prior to moving into the residence. If a residence reservation is canceled, the advance deposit is refunded only if the College receives notice in writing at least 60 days prior to the start of the term for which the student originally was accepted.

White Plains

Cottage Place Apartments, a six-story student residence adjacent to the College, features studio apartments with kitchenettes and two- and three-bedroom apartments with full kitchens and living rooms. All studios and bedrooms are designed for double occupancy.

Sussex House, a one-floor student residence located within the College building, features studio apartments with kitchenettes and two-bedroom apartments with kitchens, living rooms, and two bathrooms. All studios are designed for three students and two-bedroom apartments are designed for six students.

View the [housing page](#) for more information.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/disclosures/.

Please note: Berkeley College reserves the right to revise course offerings, cancel scheduled courses, or make any other curriculum changes that the College, in its sole discretion, deems appropriate. The College may limit an individual student's course load as needed to facilitate the student's academic success. Such changes may affect the estimated duration and cost of the student's program. For more information, students should consult with an Academic Advisor.

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Certificate Program Tuition and Fees 2018/2019

2018/2019 TUITION*

Tuition and fees are applicable for 2018/2019. Effective date 9/1/2018.

Medical Assistant (2 semesters)	\$21,200
Medical Insurance, Billing, and Coding (2 semesters)	\$21,200
Patient Care Technician (2 semesters)	\$19,000
Practical Nurse (3 semesters)	\$34,000
Surgical Processing Technician (2 semesters)	\$19,000

*Includes tuition, books, background check where appropriate, and the cost of the first certification/licensure examination. Program tuition will be reduced for students who transfer courses into a certificate program.

For certificate students, failed courses will lead to a repeat charge assessed on a per-credit basis.

SEMESTER PROGRAM FEES (NON-REFUNDABLE)

Technology	
• 9 or more credits	\$450 per semester
• 8 or fewer credits	\$225 per semester
Administrative	
• 9 or more credits	\$400 per semester
• 8 or fewer credits	\$200 per semester
Late registration	\$50 per instance
International Application Processing Fee**	\$100

**Effective for September 2017 applications.

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Dual Enrollment

Berkeley College has arranged with certain high schools to offer Dual Enrollment for eligible high school juniors and seniors. Depending upon the specific details of such arrangements, students may be able to take college courses, either at a Berkeley College campus, through Berkeley College Online®, or at their high schools. In addition to receiving high school credit, students who earn a specified minimum grade and fulfill all other program requirements will be awarded college credits from Berkeley College upon graduation from high school.

Arrangements with participating high schools may include Berkeley College grants that cover all or most of the costs for such courses. Students taking courses at their high school may be required to purchase and use traditional textbooks. Interested students are urged to consult their high school guidance counselors for applicable terms, application procedures and eligibility requirements, which are specific to each participating high school.

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Financial Aid Summary

Semester Calendar Year: Berkeley College's calendar includes three terms organized on the semester system. The fall semester begins in September, followed by the winter semester in January, and the spring semester in April.

Standard Academic Year: Certain types of aid are pre-determined and distributed over the course of an academic year. A standard academic year (two consecutive semesters) is comprised of two terms totaling 30 weeks.

Award Year: Federal grants and loans are processed using a Borrower-Based Award Year ("Award Year"). Two consecutive semesters constitute one Award Year. Students are re-packaged at the beginning of every new Award Year.

Federal Financial Aid

Award	Maximum Allowed
Federal Pell Grant	Financial Aid Year 2017-2018 up to \$5,920 per standard academic year with Year-Round Federal Pell Grant up to \$8,880 per semester calendar year
Federal Supplemental Educational Opportunity Grant (FSEOG)	\$250 for each award year
Federal Work Study (FWS)	Awards vary
Veterans' Benefits	Awards vary
Federal Aid to Native Americans	Awards vary
Social Security Benefits	Awards vary
Federal Direct Parent Loan for Undergraduate Students (FDPLUS)	Up to the cost of attendance minus other financial aid/ assistance and other resources for each award year

Annual Limits for Subsidized and Unsubsidized Federal Loans

Dependent undergraduates
(excluding dependent students whose parents cannot get PLUS)

Year	Subsidized	Total (Sub. & Unsub.)
First Year	\$3,500	\$5,500
Second Year	\$4,500	\$6,500
Third Year and beyond	\$5,500	\$7,500

Independent undergraduates and dependent students whose parents cannot get PLUS

Year	Subsidized	Total (Sub. & Unsub.)
First Year	\$3,500	\$9,500
Second Year	\$4,500	\$10,500
Third Year and beyond	\$5,500	\$12,500

Note: All undergraduate annual loan amounts are subject to proration.

Note: For information on aggregate loan limits, see: [Federal Financial Aid Programs](#) page.

New Jersey State Financial Aid

Award	Award Amount
Tuition Aid Grant (TAG)	Up to \$12,438 per standard academic year
Student Tuition Assistance Reward Scholarship II (STARS II)	Up to \$2,500 (Must be NJ STARS recipient) per standard academic year
Governor's Urban Scholarship	\$1,000 per standard academic year

New York State Financial Aid

Award	Award Amount
Tuition Assistance Program (TAP)	Up to \$5,165 per standard academic year Using accelerated TAP (see New York State Financial Aid page), another 50% may be available for a third semester.
NYS Achievement and Investment in Merit Scholarship (NY-AIMS)	\$500 per standard academic year
Regents Award for Children of Deceased or Disabled Veterans	Up to \$450 per standard academic year
Aid for Part-Time Study (APTS)	Awards vary based on need
NYS Native American Education	Awards vary

Berkeley College Grants and Scholarships

With the exception of international and need-based grants, Berkeley College grant and scholarship awards are determined after all federal grants, Post-9/11 GI bill (Chapter 33) amounts, state grants, and state scholarships have been applied, not to exceed the total tuition amount.

Award	Amount per standard academic year
Berkeley College Achievement Award	Up to \$3,000 based on GPA per standard academic year
Berkeley College Active Military Grant	Awards vary based on number of credits and tuition rates
Berkeley College Alumni Legacy Scholarship	25% of tuition per standard academic year
Berkeley College Challenge Program	\$1,275 per award year for full-time students. Award amounts for part-time students are prorated based on the number of credits.
Berkeley College Corporate Learning Partnership Scholarship	20% of tuition per standard academic year
Berkeley College DECA/FBLA/HOSA Scholarship	Full tuition per standard academic year
Berkeley College Diana Coleman Memorial Scholarship	50% of tuition per standard academic year
Berkeley College Distinction Scholarship	40% of tuition per standard academic year
Berkeley College Grant	Award varies based on need and enrollment status (full-time or part-time) per standard academic year
Berkeley College Honors Scholarship	50% or full tuition per standard academic year based on GPA
Berkeley College International Achievement Award	Up to 25% of tuition per standard academic year
Berkeley College International Grant	Up to 25% of tuition per standard academic year
Berkeley College International Honors Scholarship	50% of tuition per standard academic year
Berkeley College Law Enforcement Scholarship	50% of tuition per standard academic year
Berkeley College Phi Theta Kappa Scholarship	50% of tuition per standard academic year
Berkeley College Power of ONE New Student Referral Program	\$8,500 for Associate's degree students per standard academic year \$17,000 for Bachelor's degree students per standard academic year
Berkeley College Presidential Scholarship	50% or full tuition per standard academic year based on GPA
Berkeley College TAP Grant (NY only)	\$1,500 per standard academic year
Berkeley College Transfer Opportunity Program (T.O.P. Scholars)	50% of tuition per standard academic year
Berkeley College Yellow Ribbon Grant	50% of balance, per standard academic year, after all benefits are applied

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Financing an Education

The Berkeley College Financial Aid Department helps students and families understand the financial aid process. Students are encouraged to review their available options. All students are provided the opportunity to meet with a Berkeley College Financial Aid Administrator and are encouraged to do so.

The first step for students interested in applying for financial aid is to complete and submit the **Free Application for Federal Student Aid** ("FAFSA") at fafsa.ed.gov.

Berkeley College recommends that students avoid unnecessary borrowing. College financial aid packages are developed with this goal in mind. Financial aid awards are determined by the Berkeley College Financial Aid Department. Financial aid is typically offered and awarded to eligible students in a "financial aid package," detailing the student's eligibility for federal, state, and institutional grants, scholarships, and loans. Each financial aid package also reflects charges that are payable directly to the College, including tuition, fees, and the cost of housing obtained through the College.

The Financial Aid Department assembles student financial aid packages in the following order, with due consideration given to students' eligibility for various programs, their need and enrollment level, and in accordance with federal and state formulas:

1. Federal Grants
2. Post-9/11 GI Bill (Veterans Affairs Chapter 33) (if applicable)
3. State Grants and Scholarships
4. Berkeley College Grants and Scholarships (not based upon need)
5. Outside resources (such as private scholarships, VA benefits other than Post-9/11 GI Bill, tuition reimbursement etc.)
6. Federal Subsidized Loans
7. Berkeley College Need-based Grants
8. Federal Unsubsidized Loans
9. Federal Work Study

Following the student's submission of the FAFSA and the College's receipt of the ISIR (Institutional Student Information Record), initial award letter will be provided to the student. This initial award letter contains estimates based on the information submitted. Award amounts may increase or decrease (as a result of, for instance, a change in the student's academic or financial status). Additionally, state grants and awards are contingent upon annual state budget approval and may result in a change in the student's initial financial aid package. Students are electronically notified when their financial aid awards have been updated. Revised award letters are available in Blackboard.

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Financial Aid Eligibility

Information about eligibility requirements for federal, state, and institutional aid is available online at the links below:

Type of Aid	Website
Federal student aid (grants, loans, work study)	https://studentaid.ed.gov/sa/eligibility/basic-criteria
NJ Tuition Aid Grant	http://www.hesaa.org/Documents/TAG_program.pdf
NJ Student Tuition Assistance Reward Scholarship II	http://www.hesaa.org/Documents/NJSTARSI program.pdf
NJ Governor's Urban Scholarship	http://www.hesaa.org/Documents/GUSScholarshipProgram.pdf
NY Tuition Assistance Program	https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/grants/tap-eligibility.html
NYS Achievement and Investment in Merit Scholarship	https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/nys-grants-scholarships-awards/nys-achievement-and-investment-in-merit-scholarship-ny-aims.html
NYS Regents Award for Children of Deceased or Disabled Veterans	https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/nys-grants-scholarships-awards/nys-regents-awards-for-children-of-deceased-and-disabled-veterans.html
NYS Aid for Part-Time Study	https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/nys-grants-scholarships-awards/aid-for-part-time-study.html
NYS Native American Education	https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/nys-grants-scholarships-awards/nys-aid-to-native-americans.html
Berkeley College Grants and Scholarships	http://berkeleycollege.edu/catalog-2017-2018/catalog-2017-2018-17603.htm

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How to Apply

Each year, aid applicants must submit a Free Application for Federal Student Aid (FAFSA). This application should be submitted to the federal processor online at fafsa.ed.gov. For the 2017-2018 award year, the FAFSA became available on October 1, 2016. For the 2018-2019 award year, the FAFSA became available on October 1, 2017. Students applying for admission for the Spring 2018 Semester should complete both applications.

Financial Aid administrators are available to help students with the application process. The Financial Aid Department may request additional documentation to support the student's application. The student's financial aid package cannot be finalized until the Financial Aid Department has received all requested documentation. State grant recipients may also be required to submit additional documentation directly to the state agency administering the grant. Renewal of financial aid is not automatic. Recipients are required to reapply each year by the announced deadline.

It is recommended that students, spouses, and/or parents use the IRS Data Retrieval Tool, which can make the application process easier, faster, and more accurate, facilitating earlier notification of awards.

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Disbursement of Aid

Federal, state, and institutional grants and loans will be disbursed into student accounts to cover direct educational costs. Disbursements in excess of direct costs will be refunded to the student (or parent, in the case of a PLUS Loan). Federal Work Study earnings will be paid directly to the student via Money Network Service™ Debit Card (or direct deposit) on a bimonthly basis for actual hours worked.

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Early Refund for Books and Supplies

In accordance with federal guidelines, students who meet certain criteria will receive a disbursement of financial aid funds to cover the cost of books and supplies not later than the seventh day of each semester. The value of the early disbursement will be the lesser of \$500 and the anticipated Title IV (Federal) Credit.

Not all students will qualify for this early refund. To be eligible for this early disbursement, a student must meet all of the following criteria:

- The student must be eligible for Title IV Aid;
- Institutional file verification/file review must have been approved no later than 10 days prior to the start of the semester; and
- The student's Federal Aid (without consideration of any other assistance such as State and Institutional Grants and/or Scholarships) is greater than direct costs payable to the College (tuition and fees, plus housing costs for students who obtain housing through the College).

A student who qualifies for an early refund for books and supplies, but does not want the funds disbursed, may opt out of the disbursement by sending an email to StudentFinance@BerkeleyCollege.edu. Students must put OPT OUT in the subject line and include their name and Student ID in the body of the email.

If notification of the student's decision to opt out of the early refund is not received by the start of the semester, the funds may be disbursed. The OPT OUT will be good for the life of your education at Berkeley College Education until such time as you advise us to reverse it. You can do this by sending the same email but put REVERSE OPT OUT in the subject line.

Please contact the Student Accounts or Financial Aid Departments if additional information is needed.

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Other Title IV Refunds

A refundable Federal Student Aid (FSA) credit balance occurs only if the total amount of FSA program funds exceeds allowable charges. The order in which funds are credited to a student's account does not determine which award creates the refundable FSA credit. Instead, Berkeley applies Title IV aid to direct charges (tuition, fees, and housing) in the following order:

- Federal Parent Loans (FDPLUS)
- Federal Direct Stafford Loans
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)

Federal Work Study is not directly applied to a student's account.

Accordingly, most student Title IV credits, if any, will be created by Federal Grants, rather than loans.

When a disbursement of Title IV funds to the student's account at the school creates a Title IV credit balance, the College will pay the credit balance directly to the student or parent (when applicable) within 14 days after the credit is posted.

- If the student so authorizes in writing, the College will hold Title IV credit balances and apply them toward other regular charges incurred within the same year and award period (as defined below). The student may revoke this authorization at any time. If a student's aid package includes a Direct Loan, then the "year" is the loan period. If the student's aid package does not include a Direct Loan, then the "year" is the award year (period of registration between July 1 and June 30). All funds will be returned within 14 days after June 30 of the award year or the award period, whichever comes first. The exception is if the Borrower Based Award Year (BBAY) includes periods before and after July 1. In that case, the credit may be held and applied for the second semester in that period.

With a student's written authorization and under special circumstances, the College may apply up to \$200 of an FSA credit balance to a prior year's charges.

Seven-Week Session Students

Federal and Berkeley College Institutional Aid (IA) will be disbursed in full assuming students will attend all courses, including those in session B, which does not begin until the 8th week of the semester. If a course or courses are not attended this can impact (reduce or cause the loss of) Federal Pell, Federal SEOG and IA.

Students who fail to start session B will be responsible for repayment of any refunds the College remits to them based on anticipated Session B attendance, which may result in a balance due.

Neither New York State TAP nor New Jersey State TAG may be disbursed until the 12th credit (making a student full-time) has started. For most students enrolled in sessions, that will mean disbursement cannot be made until the student has attended that course (or courses) in session B, at least once in week 8 of the semester.

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Other Financial Aid Refunds

Any aid, other than federal Title IV aid, that creates a credit balance on a student's account will be refunded to the student on a timely basis as required by regulations. Students are encouraged to advise Student Accounts, however, if and when refunds are needed earlier. The College will make an effort to accommodate such requests.

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Federal Financial Aid Programs

Below is a list of federal loans for which eligible Berkeley College students may be considered:

Federal Pell Grant: For the 2017-2018 award year, the Federal Pell Grant Program provides awards of up to \$5,920 per academic year for financially eligible undergraduate students who previously have not earned a Bachelor's degree. Recipients must be United States citizens or eligible noncitizens enrolled in degree programs. The **Free Application for Federal Student Aid (FAFSA)** must be completed when applying for financial assistance. The federal government limits students to six full scheduled annual awards. At Berkeley College, that would mean 12 semesters of full-time attendance (or 24 semesters at half-time attendance, etc.). Pell Grants used at other institutions count toward the maximum amount allowed. (Students who have attended multiple institutions within a brief period, and have received Pell disbursements, may be identified by the Department of Education as persons with an "Unusual Enrollment History." Regulations require Berkeley to review these circumstances for possible fraud and/or abuse of the Pell Grant Program.)

Year Round Pell: Effective with the 2017-18 award year, the federal government has made it easier for full-time students to accelerate and attend three semesters in one award year. In the past, students could only receive two full-time payments of Pell in an award year. Now, with Year Round Pell, students can receive three full time payments of Pell in one award year. Note this change does not increase the amount of a student's lifetime eligibility for Pell. For more information, contact the Financial Aid Department.

Federal Direct Loans: Berkeley College participates in the William D. Ford Direct Loan Program. Eligible students and their parents borrow Stafford and/or PLUS Loans directly from the U.S. Department of Education and repay the loans through various loan servicers chosen by the U.S. Department of Education. Promissory Notes are available on the Internet at studentloans.gov. Various repayment and deferment options exist for federal loans (including but not limited to deferments for service under the Peace Corps Act, service under the Domestic Volunteer Service Act of 1973, and comparable service as a volunteer for a tax-exempt organization in the field of community service). All first time borrowers will be provided entrance counseling that describes these options prior to loan disbursement.

- Federal Direct Subsidized Base Stafford Loan (FDL):** This base loan is usually interest subsidized. This loan is available to students who are enrolled at least half-time and have financial need. Effective July 1, 2017 through June 30, 2018, a fixed interest rate of 4.45 applies. New rates will be released in May 2018 for the 2018-2019 award year, which will begin on July 1, 2018. In most cases, repayment must be completed within 10 years. The U.S. Department of Education pays the interest while the borrower is in school. First-year students may borrow up to \$3,500 for qualified educational expenses; second-year students may borrow up to \$4,500. Third- and fourth-year students may borrow up to \$5,500 annually. Loan amounts will be originated by the College, based on enrollment status and need, as determined by federal formulas. Students are responsible for repaying their entire debt, with interest, as specified in the terms and conditions of the Promissory Note. Direct Subsidized Loans are available only for students who have not exceeded 150 percent of the published length of the academic program. This is called the "maximum eligibility period." For example, if you are enrolled in a four-year Bachelor's degree program, the maximum period for which you can receive Direct Subsidized Loans is six years (150 percent of four years = six years). Students may borrow an aggregate total of \$23,000 in Subsidized Stafford for an undergraduate degree.

When a student takes a Federal Direct Subsidized Stafford Student Loan for the first time on or after July 1, 2013 ("first time" includes previous borrowers who have repaid their Federal Stafford Loans in full), there is a maximum time period during which further Subsidized Stafford Student Loans may be taken. Furthermore, if the student enrolls for additional courses (regardless of whether the student applies for additional Stafford Loans) after the expiration of a period equal to 150 percent of the published length of the student's current program (for example, six years for a four-year Bachelor's degree program), the student will lose both eligibility for future interest subsidies and interest subsidies on all previously borrowed Subsidized Stafford Loans. That could add substantial interest charges to the student's loan debt.

- Federal Direct Unsubsidized Stafford Loan (FDUSL):** This loan is available to students who are enrolled at least half-time, regardless of financial need. The borrower is responsible for interest during the life of the loan. Effective July 1, 2017 through June 30, 2018, a fixed interest rate of 4.45 percent applies. New rates will be released in May 2018 for the 2018-2019 award year, which will begin on July 1, 2018. In most cases, repayment must be completed within 10 years. All students are eligible for the base amount, up to \$2,000. In addition to the base loan of up to \$2,000, independent students and those whose parents have been denied a Parent Loan may borrow an "additional" unsubsidized loan. First- and second-year students may borrow up to an additional \$4,000 for qualified educational expenses. Third- and fourth-year students may borrow up to an additional \$5,000 annually. Dependent students may borrow up to a total of \$8,000 in Unsubsidized Loans, and independent students may borrow up to a total of \$34,500, for an undergraduate degree. Loan amounts will be originated by the College based on enrollment, need, and dependency status as determined by federal regulations. Students are responsible for repaying their entire debt, with interest, as specified in the terms and conditions of the Promissory Note.
- Federal Direct Parent Loan for Undergraduate Students (FDPLUS):** This loan is available to parents of dependent students who are enrolled at least half-time. Financial need is not a requirement. Parents are responsible for interest during the life of the loan. Effective July 1, 2017 through June 30, 2018, a fixed rate of 7.00 percent applies. New rates are announced annually on July 1. In most cases, repayment must be completed within 10 years. Parents may borrow up to the cost of attendance minus other financial assistance and resources. Loan amounts will be certified by the College based on enrollment and dependency status as determined by federal regulations. Parents are responsible for repaying their entire debt, with interest, as specified in the terms and conditions of the Promissory Note.

- **Federal Student Loan Aggregate Limits:** Loans have aggregate (total lifetime) limits that are the same for all students based on dependency status (see chart below).

Aggregate Loan Limits

Student Type	Total Aggregate Limit	Maximum Subsidized Limit Within the Aggregate
Dependent student	\$31,000	\$23,000
Dependent student whose parent is ineligible for PLUS	\$57,500+	\$23,000+
Independent undergraduate student	\$57,500	\$23,000

- **Subsidized Loan 150 Percent Limitation:** Direct Subsidized Loans are available only for students who have not exceeded 150 percent of the published length of the academic program. This is called the "maximum eligibility period." For example, if you are enrolled in a four-year Bachelor's degree program, the maximum period for which you can receive Direct Subsidized Loans is six years (150 percent of four years = six years).

Students who attend beyond the 150 percent point, even if they do not continue to borrow, lose their subsidized loan eligibility as well as the subsidy on all previous subsidized loans.

Students should always be aware of this especially if they are switching majors and taking longer to graduate. The greatest concern would be when switching majors to a shorter program. For example, a student may be pursuing a four-year degree for three award years, which would equal 75 percent. If that same student switched to a two-year degree, the three years of borrowing would now be 150 percent, and the student would lose subsidized loan eligibility and the loan subsidies for all previous subsidized loans.

Students should discuss changes in majors with Academic Advisors as well as Financial Aid Advisors.

- **Federal Supplemental Educational Opportunity Grants (FSEOG):** For the 2017-2018 award year, students with exceptional need (Zero Expected Family Contribution) may also be awarded a Federal Supplemental Grant of \$250 per award period. FSEOG for the 2018-2019 award is \$350 per award year. Eligible students are automatically considered for this grant. The FAFSA must be completed annually. Students who exhaust their Pell eligibility are not eligible for FSEOG.

- **Federal Work Study (FWS):** Eligible degree-seeking students can seek part-time employment either on campus or in community service positions off campus. Eligible students in certificate programs may also be considered for a FWS position. Awards, hours, and pay rates vary. On average, students work 16 hours per week. Hourly compensation varies. Interested students should be directed to BerkeleyCollege.edu/fws/index.htm.

- **Return of Title IV:** The U.S. Department of Education regulates the treatment of all federal grants and loans. For those students who withdraw during the semester, the College is required to exercise the "Return to Title IV calculation" (R2T4). The R2T4 is based on the number of days in the semester divided into the number of days attended based on the separation date. This provides the percentage of Title IV aid a student has "earned."

For example, if the semester is 100 days, and a student's separation date falls on the 40th day of the semester, the formula used would be 40/100 or 40 percent. This percentage would then be applied to the Title IV aid disbursed, or potentially disbursed, in order to determine how much and which proceeds need to be returned. Students who separate after the 60 percent point of the semester, per federal guidelines, will have earned 100 percent of their federal aid.

SEVEN-WEEK SESSIONS

For purposes of the College's obligation to return Title IV funds to the federal government, a student who withdraws from a subsequent session while still attending classes in either a session or a 15-week semester is not subject to a return of funds calculation. The following examples will illustrate the important differences in timing:

Example 1

If a student registered for session A and session B withdraws from session B while still attending session A, then the student's aid will be reduced accordingly, but will not be subject to the return of funds calculation.

Example 2

If a student registered for session A and session B withdraws from session B after session A ends but before session B begins, then the student's aid will be reduced accordingly, and also will be subject to the return of funds calculation.

Example 3

If a student is registered for at least one 15-week semester course and drops a session of another course, then the student's aid will be reduced accordingly, but will not be subject to the return of funds calculation.

Intent to Return

A student registered for both session A and session B who chooses to withdraw from session A but intends to return for session B may submit an Intent to Return form to the Academic Advisement department. Upon receiving the completed form, the College will not cancel the student's session B registration and will not be required to reduce financial aid or perform the return of funds calculation. If, however, the student does not return to attend session B, then the College will reduce the student's aid accordingly.

Federal regulations determine the order in which the College must return financial aid funds after a student withdraws. The Attribution Table requires the College to return funds as follows:

- First - Direct Unsubsidized Loan**
- Second - Direct Subsidized Loan**
- Third - Direct Parent Loans**
- Fourth - Pell Grant**
- Fifth - SEOG**

Note: Federal Work Study earnings are not part of the above formula and funds earned do not need to be returned.

Veterans' Benefits: Veterans and/or dependents planning to receive educational assistance benefits from the Department of Veterans Affairs (VA) should get VA approval prior to enrollment. Veterans may apply for their GI Bill benefits at the VONAPP website, located at vabenefits.vba.va.gov/vonapp/main.asp. Veterans are required to submit copies of their Certificate of Eligibility for their VA benefits and DD214 Member 4 copy during the admissions process in order to most effectively process their benefits.

Study Abroad: Federal financial aid funds may be available for study abroad programs if a consortium agreement between the home and visiting school is approved in advance. Questions regarding articulation agreements should be directed to the Center for Global Studies.

Federal Aid to Native Americans: For information on Title VII - Indian, Native Hawaiian, and Alaska Native Education, go to: www2.ed.gov/policy/elsec/leg/esea02/pg98.html and www.bie.edu/ParentsStudents/Grants/index.htm.

Social Security Benefits: Social Security benefits may be available to eligible students under 18 years of age. For more information, go to: <https://www.ssa.gov/schoolofficials/index.htm>.

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New Jersey State Financial Aid

Tuition Aid Grant (TAG): New Jersey degree-seeking residents who attend college full-time at a New Jersey institution may be eligible to receive a TAG grant of up to \$12,438 per academic year (pending adoption of the NJ state budget). Available awards are determined by legislative action and are subject to change. TAG grants are based on need. Students are eligible for 4.5 years of TAG for a Bachelor's degree and 2.5 years for an Associate's degree. A student generally receives two semester payments of TAG in one academic year.

Student Tuition Assistance Reward Scholarship II (STARS II): New Jersey STARS students who graduated from a county college, and attained a cumulative grade point average of 3.25 or higher, may be eligible to receive a NJ STARS II award to earn a Bachelor's degree. Students may receive up to \$2,500 per award year.

Governor's Urban Scholarship Program: This is a merit award for full-time undergraduates enrolled in a degree program. Candidates will be selected for consideration by their high school guidance counselors. Recipients must be in the top five percent of their high school class and have a GPA of 3.00 or higher at the end of their junior year. Recipients must be NJ residents and meet State requirements and filing deadlines. They must also have a New Jersey Eligibility Index below \$10,500, and must live in a designated higher need urban community. The award is \$1,000 per year.

Seven-Week Session Students: Students who begin session B without first completing session A (new or returning students) are not eligible for New Jersey State Grants. Assuming all eligibility criteria are otherwise met, the student will become eligible in session A of the following semester. Disbursement, however, cannot be made until attendance begins in at least 12 credits of course work, which can be a combination of courses in session A, session B, and/or a 15 week semester.

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New York State Financial Aid

New York State Financial Aid Academic Requirements

Students may only receive these New York State Financial Aid funds provided they meet New York State's Good Academic Standing requirements.

A student is considered in "good standing," meeting program pursuit standards, and making satisfactory academic progress to receive New York State Tuition Assistance Program (TAP) grants if the minimum requirements established below are maintained.

Eligibility

Students must be enrolled full-time, attempting at least 12 credits applicable to their degrees, to receive a TAP award. "Full-time" is defined as 12 credit hours per term. A student may register for up to 15 credits under regular full-time charges and up to 18 credit hours overall in a term (or up to 21 with special approval by the Academic Advisement Department); however, enrollment in more than 12 credit hours does not entitle the student to a TAP award greater than the maximum per-term award available to students carrying 12 credit hours.

An exception to the 12 credit hour rule is the use of remedial (developmental) courses. In the first year of study, up to six equivalent units of non-credit remedial (developmental) courses may be counted toward the 12 credit hours required for TAP eligibility. In the second year of study, up to three equivalent units of non-credit remedial (developmental) courses may be counted toward the 12 credit hours required for TAP eligibility. In the third year of study, non-credit remedial (developmental) courses may not be counted toward the 12 credit hours required for TAP eligibility.

Another exception to the 12 credit hour rule is when a student needs less than 12 credits to graduate. In this case a student may take additional credits, resulting in "full-time" and TAP eligibility, which are not applicable to the student's program of study. However, a student may have only one graduating term. This exception does not extend beyond the term of expected graduation.

In considering TAP eligibility, New York State defines a "year of study" as 12 "usage points," with each semester worth six usage points. For purposes of TAP eligibility, students who have used no more than 11 points are considered to be in their "first year"; students who have used 12 to 23 points are considered to be in their "second year"; students who have used 24 to 35 points are considered to be in their "third year"; students who have used 36 or more points are considered to be in their "fourth year" and will not be eligible unless they are pursuing a Bachelor's degree. Please note that points used are not college-specific, so TAP usage points will follow the student from one institution to another. For example, a transfer student starting at Berkeley already having already used 24 points would be treated as a third-year TAP recipient. See Beneficial Placement Section, below, for more information.

Pursuit of Program

Program pursuit must be determined independently from satisfactory academic progress. A measure of effort, it is based upon coursework completed, whether passed or failed, rather than achievement (credits earned).

The program pursuit requirement is the same for all students, including those enrolled in remedial (developmental) college skills courses. Students are required to complete a certain percentage of the minimum full-time load. The minimum full-time load at Berkeley is 12 semester credits applicable to the degree the student is pursuing. Therefore, the student at the 100 percent pursuit level (24 TAP points or more) must complete 12 semester hours of credit-bearing courses. (See detailed charts below.)

Under certain circumstances New York State regulations allow a "medical/health waiver" for students unable to engage in full-time study due to health or medical reasons. Such waivers are rarely granted, however, and their use is not encouraged.

TAP recipients must complete/receive a grade (including a failure) for the following number (see chart below) of required credit hours in order to maintain "program pursuit":

PURSUIT OF PROGRAM TAP TABLE EFFECTIVE SUMMER 2016

Term/Payment Must Receive a Grade For:

Semester	Points used to date	Minimum number of credits that must be completed and graded	Maximum number of credits completed that are allowed to be remedial
1	0	6 (50% of full-time)	6
2	6	6 (50% of full-time)	6
3	12	9 (75% of full-time)	3
4	18	9 (75% of full-time)	3
5	24	12 (100% of full-time)	0
6	30	12 (100% of full-time)	0
7	36	12 (100% of full-time)	0

8 42 12 (100% of full-time) 0

Effective fall 2011 (for academic year 2015-2016)

When to Use

- Student received first TAP payment prior to fall 2010.
- Student enrolled in at least six semester hours of non-credit remedial coursework in the first semester of his/her first TAP payment in fall 2010 or later.

Associate's Degree Programs

Before being certified for this payment	1	2	3	4	5	6			
A student must have accrued at least this many credits	0	3	9	18	30	45			
With at least this grade point average	0	.75	1.25	1.50	2.00	2.00			
Minimum number of credit hours that must be completed the prior semester	0	6	6	9	9	12			

Bachelor's Degree Programs

Before being certified for this payment	1	2	3	4	5	6	7	8	9	10
A student must have accrued at least this many credits	0	3	9	21	33	45	60	75	90	105
With at least this grade point average	0	1.10	1.25	1.50	2.00	2.00	2.00	2.00	2.00	2.00
Minimum number of credit hours that must be completed the prior semester	0	6	6	9	9	12	12	12	12	12

Effective fall 2011 (for academic year 2015-2016)

When to Use

- Student received first TAP payment fall 2010 or later.
- Student enrolled in less than six semester hours of non-credit remedial coursework.

Associate's Degree Programs

Before being certified for this payment	1	2	3	4	5	6			
A student must have accrued at least this many credits	0	6	15	27	39	51			
With at least this grade point average	0	1.30	1.50	1.80	2.00	2.00			
Minimum number of credit hours that must be completed the prior semester	0	6	9	12	12	12			

Bachelor's Degree Programs

Before being certified for this payment	1	2	3	4	5	6	7	8	9	10
A student must have accrued at least this many credits	0	6	15	27	39	51	66	81	96	111
With at least this grade point average	0	1.10	1.25	1.50	2.00	2.00	2.00	2.00	2.00	2.00
Minimum number of credit hours that must be completed the prior semester	0	6	9	12	12	12	12	12	12	12

Satisfactory Academic Progress

The minimum standards of satisfactory progress for students attending Berkeley College, for federal financial aid purposes, contain both qualitative and quantitative measures. New York State regulations specify different measures of "program pursuit" and "satisfactory academic progress."

College skills courses (credits earned and GPA) are not included in the computation of TAP Standards of Progress. However, "remedial students" (students in developmental courses) are subject to a different set of standards than non-remedial students. (See charts, above, for details on TAP satisfactory academic progress requirements.)

TAP Academic Standing

If a student is unable to meet the "program pursuit" or "satisfactory progress" standards during any semester in which a TAP grant was received, the student is not eligible for a TAP award in the subsequent term. Similarly, when a student who has received a TAP award officially or unofficially withdraws from all scheduled classes during a term, the student automatically loses TAP eligibility for the subsequent term. If a student successfully completes a term and is otherwise making satisfactory progress for both state and federal financial aid, but fails to enroll for the subsequent term, TAP eligibility upon re-enrollment at some later date is unaffected.

Note: If a student is subject to dismissal under either the federal or state progress policy, and the College grants an appeal under the federal Satisfactory Academic Progress (SAP) policy, the student remains ineligible for a TAP award during the subsequent term unless the College also grants a TAP appeal or waiver (see below).

Reinstatement of Good Academic Standing

A student who loses good academic standing for TAP may restore TAP eligibility in one of the following ways: (1) remedying academic deficiencies and meeting good academic standing requirements by completing one term of study without TAP program funds; (2) successful appeal to the Director, Financial Aid, after readmission to the College after an absence of at least one calendar year; (3) transferring to another institution; or (4) applying for and receiving a one-time waiver based on extenuating circumstances. TAP appeals and waivers must be approved by the Director, Financial Aid.

One-Time Waiver of Good Academic Standing Requirement

A one-time waiver of the good academic standing requirement for TAP may be granted during a student's period of enrollment. This waiver is permitted under New York State regulations for extraordinary or unusual cases where the student was unable to complete successfully the required academic coursework due to mitigating circumstances. For example, a waiver may be warranted for: a) death of a spouse or parent; b) divorce or separation; c) extreme illness documented by a physician; or d) another unusual or extraordinary reason beyond the student's control that is documented and approved by the Director, Financial Aid. When applying for a waiver, students must demonstrate that the circumstances which impeded their academic performance have been resolved.

New York State Education Department (SED) has two sets of standards. Effective for the 2010-11 academic year and thereafter, New York State Education Law requires a non-remedial student whose first award year is in 2010-11 or thereafter to meet new standards of SAP. Non-remedial students whose first year is 2007-08 through 2009-10 must meet the previous SAP requirements, enacted in 2006 for students receiving their first State award in academic year 2006-07. Students meeting the definition of "remedial student" also are not subject to the new SAP standards, and will use the 2006 requirements.

A "remedial student" at Berkeley College and as accepted by SED is defined as a student: (a) whose scores on a recognized college placement exam or nationally recognized standardized exam indicated the need for remediation for at least two semesters, as certified by the College and approved by the SED; or (b) who was enrolled in at least six semester hours of non-credit remedial (developmental) courses, as approved by SED, in the first term the student received a TAP award.

TAP Accelerated Study

Any student attending Berkeley College for two consecutive semesters is considered, by New York State, to be an accelerated student when attempting the third consecutive semester.

To be eligible for an accelerated TAP payment (which is the third consecutive semester while receiving TAP), a student must have completed a full-time load with a passing grade. That would be 24 credits over the two semesters. No more than three developmental credits per term may be counted toward the 24-credit requirement.

Students are entitled to a total of four years of TAP. A "year" of payments is measured in points, and a year of payments equals 12 points for a lifetime total of 48 points. At Berkeley, each semester's usage counts as six points.

TAP Beneficial Placement

Berkeley College applies New York State's approved Beneficial Placement policy in measuring a student's satisfactory academic progress to determine TAP eligibility. The policy allows a TAP recipient who has either transferred to Berkeley or changed from one Berkeley program to another to be repositioned on the SAP chart (above) based on either the number of credits the student has earned or the number of aid payments the student has already received, whichever measure is more beneficial to the student. For example, when a student has received terms of TAP payments but has earned only six credits that are transferable to the student's program of study at Berkeley, it would benefit the student to be evaluated for SAP based on credits transferred rather than points used. It is important to note that, even with Beneficial Placement, a student who has used 24 or more points must maintain a minimum 2.00 GPA.

Beneficial Placement also affects the number of remedial credits a transfer student can apply toward the 12-credit (full-time) prerequisite for TAP eligibility. Using the same example above (using a semester example), without Beneficial Placement the student (having used 18 points of TAP) would need to take at least nine academic credits to reach the 12-credit threshold. With Beneficial Placement, the student is only required to take six academic credits toward a 12-credit full-time load and the rest can be remedial.

The same Beneficial Placement policy would apply to a student who has changed programs while attending Berkeley, as long as the student is in good academic standing at the time of the program change. Please note, however, that a student who has failed to maintain good academic standing cannot regain eligibility by changing programs.

Seven-Week Session Students

Students who begin session B without first completing session A (new or returning students) are not eligible for New York State Grants. Assuming all eligibility criteria are otherwise met, the student will become eligible in session A of the following semester. Disbursement, however, cannot be made until attendance begins at least 12 credits of course work, which can be a combination of courses in session A, session B and/or a 15 week semester.

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Berkeley College Grants and Scholarships

Berkeley College offers a number of grants and scholarships. With the exception of international and need-based grants, Berkeley College grant and scholarship awards are determined after all federal grants, Post-9/11 GI bill amounts, state grants, and state scholarships have been applied, not to exceed the total tuition amount. Students interested in applying for federal grants, state grants, and state scholarships must complete their applications by the required deadlines. Berkeley College grants and scholarships require completion of a FAFSA each year, with the exception of the Active Military Grant and Yellow Ribbon Grant.

Berkeley College need-based grant awards are determined after all federal grants, Post-9/11 GI bill amounts, state grants, state scholarships, Berkeley College grants and scholarships (not need-based), outside resources (such as private scholarships, VA benefits other than Post-9/11 GI bill, tuition reimbursement, etc.), and federal subsidized loans have been applied. Students who elect not to borrow federal subsidized loans may still qualify for and receive need-based aid. Should students choose to borrow federal subsidized loans, such amounts will be applied before the Berkeley College need-based grant award is determined. Berkeley College need-based grants are identified below.

Achievement Award

Amount: Up to \$3,000 per year based on GPA

Open to: High school, adult, and transfer students

Eligibility Requirements:

- Full-time or part-time enrollment
- High school or previous college cumulative GPA of 2.5 or higher (Berkeley will accept both high school and prior college GPAs, but will apply the higher of the two GPAs for purposes of determining award amounts. Students who have a GED credential in lieu of a high school diploma, and no prior college enrollment, are not eligible for the Achievement Award.)

Renewability Requirements:

- Must maintain cumulative Berkeley College GPA of 2.5 or higher at the end of each award year.
- Must maintain continuous, consecutive term enrollment. Cannot regain eligibility upon readmission.

Alumni Legacy Scholarship

Amount: 25% of tuition. Cannot combine with any other Berkeley College grants or scholarships.

Open to: High school, adult, and transfer students

Eligibility Requirements:

- Full-time enrollment
- Have at least one parent, grandparent, or legal guardian who graduated from Berkeley College

Renewability Requirements:

- Must maintain Berkeley College cumulative GPA of 2.5 or higher at the end of each award year
- Must maintain full-time, continuous, consecutive term enrollment. Cannot regain eligibility upon readmission.

Corporate Learning Partnership Scholarship

Amount: 20% of tuition.

Open to: Corporate Learning Partnership ("CLP") employees and/or their immediate family members (spouse/partner and children).

Eligibility Requirements:

- Full-time or part-time enrollment
- Employment with a CLP company and/or an immediate family member of a CLP employee. CLP list is available here: http://berkeleycollege.edu/berkeley_bc/10118.htm
- Must provide proof of employment with a CLP company

Renewability Requirements:

- Must maintain full-time employment with a CLP company

DECA/FBLA/HOSA Scholarship

Amount: Full tuition. Cannot combine with any other Berkeley College grants or scholarships.

Open to: High school students

Eligibility Requirements:

- Full-time enrollment
- Participated in DECA/FBLA/HOSA in high school

Renewability Requirements:

- Must maintain Berkeley College cumulative GPA of 2.5 or higher at the end of each award year
- Must maintain full-time, continuous, consecutive term enrollment. Cannot regain eligibility upon readmission.

Diana Coleman Memorial Scholarship

Amount: 50% of tuition. Cannot combine with any other Berkeley College grants or scholarships.

Open to: High school and adult students (awarded to one student per academic year)

Eligibility Requirements:

- Full-time enrollment
- First-time student
- Newark campus only
- Enroll during the fall semester
- Selected by committee comprised of Financial Aid and Admissions staff

Renewability Requirements:

- Must maintain Berkeley College cumulative GPA of 2.5 or higher at the end of each award year
- Must remain in good academic standing
- Must maintain full-time continuous, consecutive term enrollment. Cannot regain eligibility upon readmission.

Distinction Scholarship

Amount: 40% of tuition. Cannot combine with any other Berkeley College grants or scholarships.

Open to: Adult and transfer students

Eligibility Requirements:

- Full-time or part-time enrollment
- Not eligible for federal grants due to high Estimated Family Contribution ("EFC")
- Not eligible for state grants or scholarships due to high EFC
- Independent student status (base on federal criteria)
- At least 24 years of age as of the first day of the student's first semester

Renewability Requirements:

- Must maintain Berkeley College cumulative GPA of 2.5 or higher at the end of each award year
- Must maintain continuous, consecutive term enrollment. Cannot regain eligibility upon readmission.

Honors Scholarship

Amount: 50% of or full tuition, administrative fees, and technology fees, based on high school GPA. Cannot combine with any other Berkeley College grants or scholarships.

Open to: High school students

Eligibility Requirements:

- Full-time enrollment
- Acceptance into Honors Program
- Enroll in a Bachelor's or Associate's degree program. (NOTE: Students enrolled in an degree program within the School of Health Studies are not eligible to apply or participate in the Honors Program.)
- High school cumulative GPA between 3.00 and 3.49 - eligible for 50% of tuition scholarships
- High school cumulative GPA of 3.50 or higher - eligible for full tuition scholarships

Renewability Requirements:

- Must maintain cumulative Berkeley College GPA of 3.0 or higher at the end of each award year
- Must maintain full-time, continuous, consecutive term enrollment. Cannot regain eligibility upon readmission.
- Maintain Satisfactory Academic Progress
- Students who initially enroll in an Associate's degree program and continue into a Bachelor's degree program may continue to renew until completion of the Bachelor's degree.

International Achievement Award

Amount: Up to 25% of tuition. Applied after completion of two consecutive semesters.

Open to: International students (beginning in the Fall 2017 semester)

Eligibility Requirements:

- Full-time enrollment
- Not a citizen of the U.S.
- Complete two consecutive semesters at Berkeley College and maintain a cumulative GPA of 3.0 or higher

Renewability Requirements:

- Must maintain cumulative Berkeley College GPA of 3.0 or higher at the end of each award year
- Must maintain full-time, continuous, consecutive term enrollment. Cannot regain eligibility upon readmission.

International Honors Scholarship

Amount: 50% of tuition. Cannot combine with any other Berkeley College grants or scholarships.

Open to: International students

Eligibility Requirements:

- Full-time enrollment
- Not a citizen of the U.S.
- Acceptance into Honors Program
- First-time student
- Enroll in a Bachelor's or Associate's degree program (NOTE: Students enrolled in an Associate's degree program within the School of Health Studies are not eligible to apply or participate in the Honors Program.)

Renewability Requirements:

- Must maintain cumulative Berkeley College GPA of 3.0 or higher at the end of each award year
- Must maintain full-time, continuous, consecutive term enrollment. Cannot regain eligibility upon readmission.
- Students who initially enroll in an Associate's degree program and continue into a Bachelor's degree program may continue to renew until completion of the Bachelor's degree.

Law Enforcement Scholarship

Amount: 50% of tuition. Cannot combine with any other Berkeley College grants or scholarships.

Open to: High school, adult, and transfer students

Eligibility Requirements:

- Full-time enrollment
- Uniformed member of service in the rank of Police Officer through Chief

Renewability Requirements:

- Must maintain cumulative Berkeley College GPA of 2.5 or higher at the end of each award year
- Must maintain full-time, continuous, consecutive term enrollment. Cannot regain eligibility upon readmission.

Military Tuition Assistance Grant

Amount: Award amounts vary and are based on the number of credits attempted and current tuition rate.

Open to: Service members eligible for Military Tuition Assistance

Eligibility Requirements:

- Full-time or part-time enrollment
- Active service member
- Apply and be approved to participate in the Military Tuition Assistance Program
- FAFSA not required but is recommended

Renewability Requirements:

- Meeting Satisfactory Academic Progress
- Continued participation in the Military Tuition Assistance Program

Phi Theta Kappa Scholarship

Amount: 50% of tuition. Cannot combine with any other Berkeley College grants or scholarships.

Open to: Transfer students

Eligibility Requirements:

- Full-time enrollment
- Phi Theta Kappa membership

Renewability Requirements:

- Must maintain cumulative Berkeley College GPA of 3.0 or higher at the end of each award year
- Must remain in good academic standing
- Must maintain full-time, continuous, consecutive term enrollment. Cannot regain eligibility upon readmission.

Power of ONE New Student Referral Program Grant

Amount: \$8,500 per award year for full-time Associate's degree students. \$17,000 per award year for full-time Bachelor's degree students. Amounts for part-time students are prorated based on the number of credits. Cannot combine with any other Berkeley College grants or scholarships.

Open to: High school, adult, and transfer students

Eligibility Requirements:

- Full-time or part-time enrollment
- First-time student
- Nominated and referred by a Berkeley College faculty member

Renewability Requirements:

- Remain in good academic standing
- Maintain continuous enrollment.

Presidential Scholarship

Amount: 50% of or up to full tuition based on high school GPA. Cannot combine with any other Berkeley College grants or scholarships.

Open to: Berkeley offers 160 half-tuition scholarships and 8 full-tuition scholarships, which are awarded annually to high school seniors who demonstrate a high level of academic achievement based on their high school GPA.

Eligibility Requirements:

- Full-time enrollment
- First-time student
- Students must complete all admissions requirements by December 15 to be considered for this scholarship

Renewability Requirements:

- Maintain Berkeley College cumulative 3.0 GPA
- Maintain Satisfactory Academic Progress
- Must maintain full-time, continuous, consecutive term enrollment. Cannot regain eligibility upon readmission.

TAP Grant

Amount: \$1,500 per award year.

Open to: High school, adult, and transfer students

Eligibility Requirements:

- Full-time enrollment
- Must be a New York State Tuition Assistance Program ("TAP") recipient and satisfy all eligibility requirements to receive the New York State TAP Grant (See the [Financial Aid Eligibility](#) page for information about TAP eligibility)

Requirements:

- Maintain TAP eligibility

Transfer Opportunity Program Grant (T.O.P. Grants)

Amount: 50% of tuition. Cannot combine with any other Berkeley College grants or scholarships.

Open to: Transfer students entering Winter 2018 semester and forward

Eligibility Requirements:

- Full-time enrollment in a Bachelor's degree program
- Receipt of an Associate's degree from a United States college (other than Berkeley College)

Renewability Requirements:

- Must maintain cumulative Berkeley College GPA of 2.0 or higher at the end of each award year.
- Maintain Satisfactory Academic Progress (NOTE: GPA requirements may be higher for certain programs.)
- Students who have attended for at least two consecutive semesters may take one semester leave.

Transfer Opportunity Program Scholarship (T.O.P. Scholars) (Discontinued as of Winter 2018 Semester)

Amount: 50% of tuition, depending on prior college GPA. Cannot combine with any other Berkeley College grants or scholarships.

Open to: Transfer students

Eligibility Requirements:

- Full-time enrollment in a Bachelor's degree program
- Receipt of an Associate's degree from a United States community college
- Scholarships
- Students with a prior GPA of 2.5-2.74 receive up to 35% of tuition
- Students with a prior GPA of 2.75-2.99 will receive up to 40% of tuition
- Students with a prior GPA of 3.0 or higher will receive up to 50% of tuition

Renewability Requirements:

- Must maintain cumulative Berkeley College GPA of 2.0 or higher at the end of each award year
- Students who have attended for at least two consecutive semesters may take one semester leave.

Yellow Ribbon Grant

Amount: 50% of remaining tuition balance after Post-9/11 GI Bill amounts have been applied. 50% of tuition.

Open to: Eligible Post-9/11 GI Bill recipients

Eligibility Requirements:

- Full-time or part-time enrollment
- Must be a veteran of the U.S. military
- Satisfy Post-9/11 GI Bill **Yellow Ribbon** Program requirements
- FAFSA not required but recommended

Renewability Requirements:

- Continue to satisfy Post-9/11 GI Bill requirements

Berkeley College Grant (Need-Based)

Amount: Amounts vary based on need and enrollment status

Open to: High school, adult, and transfer students

Eligibility Requirements:

- Full-time or part-time enrollment
- Demonstrated financial need

Renewability Requirements:

- Students entering Fall 2017 or earlier must maintain a cumulative Berkeley College GPA of 2.00 or better.
- Students entering Winter 2018 or later must maintain a cumulative Berkeley College GPA of 1.50 or better and maintain Standards of Academic Progress

International Grant (Need-Based)

Amount: Up to 25% of tuition. Award amounts based on past academic achievement and financial need. Average award is 15% of tuition

Open to: International students

Eligibility Requirements:

- Full-time enrollment
- Not a citizen of the United States
- Must apply during admission and prior to the start of the first semester

Renewability Requirements:

- Students entering Winter 2018 or earlier must maintain a cumulative Berkeley College GPA of 3.0 or higher at the end of each award year
- Students entering Spring 2018 or later must maintain cumulative Berkeley College GPA of 2.5 or higher at the end of each award year
- Must maintain full-time, continuous, consecutive term enrollment. Cannot regain eligibility upon readmission.

OTHER FINANCIAL ASSISTANCE

Berkeley College Challenge Program

NOTE: Challenge Program awards are initially awarded as loans, which are forgiven upon the student's completion of his/her degree.

Amount: \$1,275 per award year for full-time students. Award amounts for part-time students are prorated based on the number of credits.

Open to: High school, adult, and transfer students

Eligibility Requirements:

- Full-time or part-time enrollment
- Completion of Berkeley College Challenge Program application and promissory note

Renewability Requirements:

- Must maintain cumulative Berkeley College GPA of 2.5 or higher at the end of each award year
- Must maintain full-time or part-time, continuous, consecutive term enrollment.

Part-Time Employment

Students who are interested in part-time employment at local companies, agencies, and organizations while attending Berkeley College are encouraged to seek assistance from the Career Services Department. Students who are interested in part-time employment at local companies, agencies, and organizations while attending Berkeley College are encouraged to seek assistance from the Career Services Department.

Payment Plans

Paying for college may present a challenge for some students and their families. To help make it more convenient, Berkeley College offers qualified students a no-interest payment plan that permits students to pay semester charges in installments over the course of the semester. The College may offer alternative arrangements, at its sole direction, based on relevant circumstances.

There is a \$20 fee for each new payment plan, and loan documentation is required. Late payments are subject to a \$75 late fee. Interested students may obtain further information from the Student Accounts Office.

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Other Financial Aid Policies

Code of Conduct for Financial Aid Professionals: As a participant in federal student loan programs, Berkeley College is required to maintain a code of conduct for all personnel involved in the financial aid process. The College supports and adheres to the principles articulated in the federal Higher Education Opportunity Act as well as applicable state laws and regulations. Those principles require financial aid professionals to act with honesty and integrity and to avoid conflicts of interest. The Berkeley College **Code of Conduct for Financial Aid Professionals** is available on the College website or in the Financial Aid Office at each campus.

Leaves of Absence: For purposes of student financial aid, a student granted a leave of absence is considered to have withdrawn from the College. Any overpayment of institutional charges will be refunded in accordance with federal regulations. Other than as prescribed in the **Tuition Freeze Policy**, a student returning from a leave of absence will be charged the prevailing rate of tuition.

Withdrawals from the College: Financial aid will be adjusted based on the withdrawn student's last recorded date of participation. Eligibility for disbursement of federal and state funds will be recalculated as of that date in accordance with federal and state regulations. Returns will be made according to the federal refund allocation schedule. Students who withdraw or are dismissed after completing 60 percent of the semester (week 10 of the 15-week semester) will retain 100 percent of their federal awards.

Institutional aid will not be refunded. Berkeley institutional aid awards are earned ratably during the semester.

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Satisfactory Academic Progress

For information on Satisfactory Academic Progress, click on the links below.

- [Satisfactory Academic Progress \(SAP\)](#)
- [Satisfactory Academic Progress \(SAP\) - Clinical Students Enrolled Prior to June 6, 2016](#)

[Berkeley College](#) 1-800-446-5400 ext. WBW

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Satisfactory Academic Progress (SAP)

Qualitative Assessments: Every matriculated student is required to maintain a minimum grade point average (GPA), which varies based on the number of credits the student has already attempted. Compliance with this qualitative requirement is measured every term. Continued failure to meet this standard after a warning (automatic) or probationary (when permitted) period, or failing to fulfill the requirements of a prescribed academic plan, will lead to dismissal from the College. Probation may be granted and academic plans may be prescribed at the sole discretion of the College, only after a successful appeal by the student. Some programs have more restrictive requirements using different thresholds for passing grades. The details can be viewed, by program, in the Catalog. All course grades below the minimum passing standard for that course will be treated as failures in calculating the student's GPA for qualitative assessment. Students will not be allowed to change programs without approval from the Academic Advisement Department.

Quantitative Assessments: Students are also required to pass a minimum percentage of the credits they attempt in order to remain eligible for enrollment. Quantitative progress assessments are subject to those same warning, probation, and academic plan procedures every term. Some programs have more restrictive requirements using different thresholds for passing grades. The details can be viewed, by program, in the Catalog. All course grades below the minimum passing standard for that course will be treated as credits attempted and not earned for purposes of quantitative assessment. Students will not be allowed to change programs without approval from the Academic Advisement Department.

QUALITATIVE STANDARDS

In order to remain in good academic standing, students must maintain the GPA specified below:

Quantitative Standards	
Degree Programs	
Credits Attempted	Required GPA
0-15	1.5
16-30	1.75
31 or more	2
LPN to B.S.N Program	
Required GPA	2.75
Certificate Programs	
Required GPA	2

For this purpose, credits attempted are all those completed that receive a letter grade (including an F, WP, and Developmental credits).

Students in the LPN to B.S.N. program must maintain a 2.75 GPA while enrolled in the program. Students in all other Baccalaureate programs must have a GPA of at least 2.00 at the end of their second academic year.

QUANTITATIVE STANDARDS

In addition to the qualitative standards set forth above, students must meet quantitative standards of progress in order to remain eligible for enrollment.

150 Percent Rule

In order to maintain the quantitative standards for satisfactory academic progress, students must be able to complete their programs by the time they have attempted 150 percent of the required credit hours necessary for graduation in their degree programs. The maximum timeframe for each program is listed below:

Maximum Timeframe Standards

Program	Credits Required	Maximum Attempted
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	for Graduation	Credits Allowed
Associate's degree (A.A.S. and A.S.)	60	90
Bachelor's degree (B.B.A., B.F.A., B.S., and B.S.N.)	120	180
Patient Care Technician Certificate	33	49
Practical Nurse Certificate	50	75
Medical Assistant Certificate	30	45
Medical Insurance, Billing, and Coding Certificate	30	45
Surgical Processing Technician Certificate	33	49

Application of the 150 Percent Rule

The College includes developmental and test credits as "credits attempted" in applying the 150 percent metric. For students who have changed programs and/or have returned to complete additional degrees, only the attempted credits applicable to their current programs will be counted in the 150 percent calculation. Students will not be allowed to change programs without approval from the Academic Advisement Department.

Students for whom it is no longer possible to comply with the 150 percent rule before program completion will be declared ineligible to participate in Title IV or TAG programs. At the discretion of the Provost's Office, these students may be dismissed from the College. Such decisions are not appealable.

Progress Assessments

To help students avoid reaching the 150 percent point, the College tests student progress every term, based on attempted vs. earned benchmarks. The following standards are applied:

Degree Programs

<u>Credits Attempted</u>	<u>Necessary % Passed (Earned/Attempted)</u>
0-30	50
31-45	65
46 or more	67

Certificate Programs

<u>Credits Attempted</u>	<u>Necessary % Passed (Earned/Attempted)</u>
0-15	50
16 or more	67

For this purpose, attempted credits include developmental courses, test credits, and all credits accepted in transfer. In addition, all credits for which a letter grade was received, including F, WP, and WF (withdrawn after tuition assessment), are counted as attempted credits. Credits earned include all coursework that was successfully completed (student received a passing grade).

Please note that in some certificate programs the grade of C is treated as a failing grade. Consult the Berkeley College Undergraduate Catalog or Student Handbook Supplements applicable to certain health studies programs for program-specific details.

WARNINGS AND APPEALS

Warning of Failure to Meet Satisfactory Academic Progress (SAP) Requirements

Students who, for the first time, fail to meet standards will automatically be placed on Warning status for the following term. Students on Warning status may continue to be enrolled and, if applicable, maintain their eligibility for financial aid. Students who meet the SAP standards during the Warning (subsequent) term will be restored to good standing.

Appeals for Probation

Students who fail to meet standards during the Warning term may appeal to be placed on Probation status for the subsequent term. Failure to submit an appeal if required will result in withdrawal from the College. Students on probation may continue to be enrolled and, if applicable, maintain their eligibility for financial aid. Students who have met the SAP standards by the end of the probationary term will be restored to good standing.

Appeals for Academic Plans

Students who fail to meet the SAP standards by the end of a probation term may appeal again to be given academic plans customized for their needs. Failure to submit an appeal if required will result in withdrawal from the College.

Academic plans, to which students must agree, are designed to allow students to achieve compliance with SAP requirements within a reasonable period of time. Students on academic plans may continue to be enrolled and, if applicable, maintain their eligibility for financial aid programs as long as they satisfy the terms and conditions of their plans.

Academic Advisement

The College will promptly contact students placed on Warning, Probation, or Academic Plan status to offer additional academic support services.

Appeal Procedures

Students dismissed for failure to meet qualitative standards or prescribed quantitative benchmarks may appeal those dismissals by timely submission of online eForms. Dismissals for failure to satisfy the 150 percent rule are not appealable.

Students will be notified when their appeals have been submitted successfully. The appeals will be reviewed, as needed, by the SAP Review Committee, which is comprised of representatives appointed by the Provost's Office. Decisions made by the SAP Review Committee will be based on several criteria, including any special circumstances that contributed to the failure to satisfy SAP requirements and material changes in such circumstances. Students who successfully appeal may be restored to good academic standing by meeting the SAP standards in the subsequent term or following their prescribed academic plans. Students whose appeals are granted will receive instructions from the Academic Advisement Department on how to proceed. Approved appeals will be honored for two terms, the term for which they are appealing and the subsequent term.

Provisional Appeals

Students on Warning or Probation status who are not succeeding in their studies are encouraged to submit provisional appeals even before the end of the term. Provisional appeals by students who go on to meet SAP standards in that term will be deemed withdrawn.

Denial of an Appeal

If a failing student's appeal is denied, the student will be notified and dismissed from the College.

Reinstatement after Dismissal or Loss of Eligibility for Financial Aid Due to Failure to Meet SAP Standards

The College will consider exceptional appeals for reinstatement of students who have not been enrolled for a minimum of one term. Students dismissed or declared ineligible for financial aid due to their failure to meet SAP standards may later experience positive changes in their personal circumstances that improve their chances for future academic success. Reinstatement of such students will be at the non-appealable discretion of the Provost's Office and will be conditioned upon adherence to prescribed academic plans. Only those whose student accounts are current will be considered for reinstatement.

SAP and Transfer Credits

In measuring compliance with SAP standards, transfer credits will be considered as credits attempted and earned. Therefore, since transfer credits are ungraded but are nevertheless counted in calculating SAP requirements, transfer students may be required to earn at least a 2.00 GPA in their first term (and all subsequent terms) at Berkeley in order to remain in good standing.

SAP and Repeated Courses

When a course is successfully repeated, the original failure(s) is not included in calculating the cumulative GPA or the qualitative requirements. For the quantitative SAP measure, however, each failed attempt will be included in the "courses attempted" portion of the evaluation.

SAP and Incomplete Grades

Effective January 1, 2012, initial calculations of SAP will treat incomplete grades as F grades until such incompletes are replaced with passing letter grades. After the first week of the following term, all unresolved incomplete grades will convert to F grades and will be treated as such in all SAP evaluations. To accommodate grade changes, final SAP calculations are made after all grades have been recorded.

SAP and Course Withdrawal

Students who drop courses will receive letter grades of either WP (withdrawn-passing) or WF (withdrawn-failing). These grades will not be considered in the application of qualitative requirements, but will be counted as credits attempted for quantitative purposes.

SAP and Developmental Coursework

Effective January 1, 2012, even though they are not applied toward the number of credits required to complete a program of study, developmental credits will be included in both qualitative and quantitative SAP measurements.

SAP and Non-Matriculated Students

Students enrolled as non-matriculated students will not be held to the SAP standards. However, if non-matriculated students matriculate, then all coursework will be included in SAP calculations.

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Satisfactory Academic Progress (SAP) - Clinical Students Enrolled Prior to June 6, 2016

INTRODUCTION

Qualitative Assessments: Every matriculated student is required to maintain a minimum grade point average (GPA), which varies based on the number of credits the student has already attempted. Compliance with this qualitative requirement is measured each term. Continued failure to meet this standard after a warning (automatic) or probationary (when permitted) period, or failing to fulfill the requirements of a prescribed academic plan, will lead to dismissal from the College. Probation may be granted and academic plans may be prescribed at the sole discretion of the College, only after a successful appeal by the student. Some programs have more restrictive requirements using different thresholds for passing grades. The details can be viewed by program in the Catalog. All course grades below the minimum passing standard for that course will be treated as failures in calculating the student's GPA for qualitative assessment. Students will not be allowed to change programs without approval from the Academic Advisement Department.

Quantitative Assessments: Students are also required to pass a minimum percentage of the credits they attempt in order to remain eligible for enrollment. Quantitative progress assessments are subject to those same warning, probation, and academic plan procedures every term. Some programs have more restrictive requirements using different thresholds for passing grades. The details can be viewed, by program, in the Catalog. All course grades below the minimum passing standard for that course will be treated as credits attempted and not earned for purposes of quantitative assessment. Students will not be allowed to change programs without approval from the Academic Advisement Department.

QUALITATIVE STANDARDS

In order to remain in good standing for purposes of determining financial aid eligibility, students enrolled in certificate programs must maintain the GPA specified below:

Certificate Programs

Required GPA	2.00
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In order to remain in good standing for purposes of determining financial aid eligibility, students enrolled in Associate's degree programs (A.A.S. and A.S.) must maintain the GPA specified below:

A.A.S. and A.S.

Credits Attempted*	Required GPA
0-15	1.50
16-30	1.60
31-44	1.75
45 or more	2.00

*For this purpose credits attempted are all those completed that receive a letter grade (including an F, WP, and Developmental credits).

Please note that students in the Practical Nursing program, for which progress is measured in clock hours and academic credits are awarded at the end of each term, academic progress will be measured with reference to both credits and clock hours.

While the standards for good academic standing and good standing for purposes of determining financial aid eligibility are typically the same, that may not be the case for certain programs offered in the School of Health Studies. A GPA of 2.00 may be sufficient to retain financial aid eligibility, but in certain Health Studies programs the minimum passing grade is 2.50. Please consult the applicable Student Handbook Supplements for information concerning the requirements of specific Health Studies programs.

QUANTITATIVE STANDARDS

In addition to the qualitative standards set forth above, students must meet quantitative standards of progress in order to remain eligible for enrollment.

150 Percent Rule

In order to maintain the quantitative standards for satisfactory academic progress, students must be able to complete their programs by the time they have attempted 150 percent of the required credit hours necessary for graduation in their degree programs.

150 Percent Benchmarks: Degree Programs

For an Associate's degree requiring the completion of 90 credit hours, this would require completion of degree requirements by the time the student had attempted 135 credit hours.

150 Percent Benchmarks: Certificate Programs

The Medical Assistant certificate program requires the completion of 60 credit hours; this would require completion of diploma requirements by the time the student had attempted 90 credits.

The Medical Insurance, Billing, and Coding certificate program requires the completion of 59 credit hours; this would require completion of diploma requirements by the time the student had attempted 88 credits.

The Patient Care Technician certificate program requires the completion of 47 credit hours; this would require completion of diploma requirements by the time the student had attempted 70 credits.

The Practical Nurse certificate program requires the completion of 72 academic credit hours; this would require completion of diploma requirements by the time the student had attempted 108 credits.

The Surgical Processing Technician certificate program requires the completion of 47 credit hours; this would require completion of diploma requirements by the time the student had attempted 70 credits.

Application of the 150 Percent Rule

The College includes developmental and test credits as "credits attempted" in applying the 150 percent metric. For students who have changed programs and/or have returned to complete additional degrees, only the attempted credits applicable to their current programs will be counted in the 150 percent calculation. Students will not be allowed to change programs without approval from the Academic Advisement Department.

Students for whom it is no longer possible to comply with the 150 percent rule before program completion will be declared ineligible to participate in Title IV or TAG programs. At the discretion of the Provost's Office, these students may be dismissed from the College. Such decisions are not appealable.

Progress Assessments

To help students avoid reaching the 150 percent point, the College tests student progress each term, based on attempted vs. earned benchmarks. Students in Associate's degree programs must have earned passing grades in 67 percent of their attempted classes once they have attempted 81 or more credit hours. Students in certificate programs must have earned passing grades in 67 percent of their attempted classes once they have attempted 37 or more credit hours.

Attempted vs. Earned Certificate Programs

Credits Attempted*	Necessary Pct. Passed (Earned/Attempted)
0-24	50%
25-36	60%
37+	67%

Attempted vs. Earned A.A.S. and A.S.

Credits Attempted*	Necessary Pct. Passed (Earned/Attempted)
0-16	25%
17-32	37%
33-48	50%
49-64	56%
65-80	65%
80+	67%

*For this purpose, attempted credits include developmental courses, test credits, and all credits accepted in transfer. In addition, all credits for which a letter grade was received, including F, WP, and WF (withdrawn after tuition assessment), are counted as attempted credits. Credits earned include all coursework that was successfully completed (student received a passing grade).

Please note that in some certificate programs the grade of C is treated as a failing grade. Consult the Berkeley College Catalog or Student Handbook Supplements applicable to certain health studies programs for program-specific details. In the Practical Nursing program, for which progress is measured in clock hours and academic credits are awarded at the end of each term, academic progress will be measured with reference to both credits and clock hours.

WARNINGS AND APPEALS

Warning of Failure to Meet Satisfactory Academic Progress (SAP) Requirements

Students who, for the first time, fail to meet standards will automatically be placed on Warning status for the following term. Students on Warning status may continue to be enrolled and, if applicable, maintain their eligibility for financial aid. Students who meet the SAP standards during the Warning (subsequent) term will be restored to good standing.

Appeals for Probation

Students who fail to meet standards during the Warning term may appeal to be placed on Probation status for the subsequent term. Failure to submit an appeal if required will result in withdrawal from the College. Students on probation may continue to be enrolled, and if applicable, maintain their eligibility for financial aid. Students who have met the SAP standards by the end of the probationary term will be restored to good standing.

Appeals for Academic Plans

Students who fail to meet the SAP standards by the end of a probation term may appeal again to be given academic plans customized for their needs. Failure to submit an appeal if required will result in withdrawal from the College. Academic plans, to which students must agree, are designed to allow students to achieve compliance with SAP requirements within a reasonable period of time. Students on academic plans may continue to be enrolled, and if applicable, maintain their eligibility for financial aid programs as long as they satisfy the terms and conditions of their plans.

Academic Advisement

The College will promptly contact students placed on Warning, Probation, or Academic Plan status to offer additional academic support services.

Appeal Procedures

Students dismissed for failure to meet qualitative standards or prescribed quantitative benchmarks in ongoing progress assessments may appeal those dismissals by timely submission of online eForms. Dismissals for failure to satisfy the 150 percent rule are not appealable.

Students will be notified when their appeals have been submitted successfully. The appeals will be reviewed, as needed, by the Satisfactory Academic Process (SAP) Review Committee, which is comprised of representatives appointed by the Provost's Office. Decisions made by the SAP Review Committee will be based on several criteria, including any special circumstances that contributed to the failure to satisfy SAP requirements and material changes in such circumstances. Students who successfully appeal may be restored to good academic standing by meeting the SAP standards in the subsequent term or following their prescribed academic plans. Students whose appeals are granted will receive instructions from the Academic Advisement Department on how to proceed. Approved appeals will be honored for two terms, the term for which they are appealing and the subsequent term.

Provisional Appeals

Students on Warning or Probation status who are not succeeding in their studies are encouraged to submit provisional appeals even before the end of the term. Provisional appeals by students who go on to meet SAP standards in that term will be deemed withdrawn.

Denial of an Appeal

If a failing student's appeal is denied, the student will be notified and dismissed from the College.

Reinstatement after Dismissal or Loss of Eligibility for Financial Aid Due to Failure to Meet SAP Standards

The College will consider exceptional appeals for reinstatement of students who have not been enrolled for a minimum of one term. Students dismissed or declared ineligible for financial aid due to their failure to meet SAP standards may later experience positive changes in their personal circumstances that improve their chances for future academic success. Reinstatement of such students will be at the non-appealable discretion of the Provost's Office and will be conditioned upon adherence to prescribed academic plans. Only those whose student accounts are current will be considered for reinstatement.

SAP and Transfer Credits

In measuring compliance with SAP standards, transfer credits will be considered as credits attempted and earned. Therefore, since transfer credits are ungraded but are nevertheless counted in calculating SAP requirements, transfer students may be required to earn at least a 2.00 GPA in their first term (and all subsequent terms) at Berkeley in order to remain in good standing.

SAP and Repeated Courses

When a course is successfully repeated, the original failure(s) is not included in calculating the cumulative GPA or the qualitative requirements. For the quantitative SAP measure, however, each failed attempt will be included in the "courses attempted" portion of the evaluation.

SAP and Incomplete Grades

Effective January 1, 2012, initial calculations of SAP will treat incomplete grades as F grades until such incompletes are replaced with passing letter grades. After the first week of the following term, all unresolved incomplete grades will convert to F grades and will be treated as such in all SAP evaluations. To accommodate grade changes, final SAP calculations are made after all grades have been recorded.

SAP and Course Withdrawal

Students who drop courses will receive letter grades of either WP (withdrawn-passing) or WF (withdrawn-failing). These grades will not be considered in the application of qualitative requirements, but will be counted as credits attempted for quantitative purposes.

SAP and Developmental Coursework

Effective January 1, 2012, even though they are not applied toward the number of credits required to complete a program of study, developmental credits will be included in both qualitative and quantitative SAP measurements.

SAP and Non-Matriculated Students

Students enrolled as non-matriculated students will not be held to the SAP standards. However, if non-matriculated students matriculate, then all coursework will be included in SAP calculations.

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Lifetime Eligibility Disclosures

The purpose of this section is to summarize all the different Federal and State Maximum Lengths of Eligibility.

- Federal Pell Grant**
- Federal Supplemental Educational Opportunity Grants (FSEOG)**
- Federal Student Loan Aggregate Limits**
- Subsidized Loan 150 Percent Limitation**
- SAP 150 Percent Rule**
- New York State Tuition Assistance Program (TAP)**
- New Jersey Tuition Aid Grant (TAG)**

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Federal Financial Aid Programs

Below is a list of federal loans for which eligible Berkeley College students may be considered:

Federal Pell Grant: For the 2017-2018 award year, the Federal Pell Grant Program provides awards of up to \$5,920 per academic year for financially eligible undergraduate students who previously have not earned a Bachelor's degree. Recipients must be United States citizens or eligible noncitizens enrolled in degree programs. The **Free Application for Federal Student Aid (FAFSA)** must be completed when applying for financial assistance. The federal government limits students to six full scheduled annual awards. At Berkeley College, that would mean 12 semesters of full-time attendance (or 24 semesters at half-time attendance, etc.). Pell Grants used at other institutions count toward the maximum amount allowed. (Students who have attended multiple institutions within a brief period, and have received Pell disbursements, may be identified by the Department of Education as persons with an "Unusual Enrollment History." Regulations require Berkeley to review these circumstances for possible fraud and/or abuse of the Pell Grant Program).

Federal Direct Loans: Berkeley College participates in the William D. Ford Direct Loan Program. Eligible students and their parents borrow Stafford and/or PLUS Loans directly from the U.S. Department of Education and repay the loans through various loan servicers chosen by the U.S. Department of Education. Promissory Notes are available on the Internet at studentloans.gov. Various repayment and deferment options exist for federal loans (including but not limited to deferments for service under the Peace Corps Act, service under the Domestic Volunteer Service Act of 1973, and comparable service as a volunteer for a tax-exempt organization in the field of community service). All first time borrowers will be provided entrance counseling that describes these options prior to loan disbursement.

- Federal Direct Subsidized Base Stafford Loan (FDSL):** This base loan is usually interest subsidized. This loan is available to students who are enrolled at least half-time and have financial need. Effective July 1, 2016 through June 30, 2017, a fixed interest rate of 3.76 percent applies. Effective July 1, 2017 through June 30, 2018, a fixed interest rate of 4.45 percent applies. New rates will be released in May 2017 for the 2017-2018 award year, which will begin on July 1, 2017. In most cases, repayment must be completed within 10 years. The U.S. Department of Education pays the interest while the borrower is in school. First-year students may borrow up to \$3,500 for qualified educational expenses; second-year students may borrow up to \$4,500. Third- and fourth-year students may borrow up to \$5,500 annually. Loan amounts will be originated by the College, based on enrollment status and need, as determined by federal formulas. Students are responsible for repaying their entire debt, with interest, as specified in the terms and conditions of the Promissory Note. Direct Subsidized Loans are available only for students who have not exceeded 150 percent of the published length of the academic program. This is called the "maximum eligibility period." For example, if you are enrolled in a four-year Bachelor's degree program, the maximum period for which you can receive Direct Subsidized Loans is six years (150 percent of four years = six years). Students may borrow an aggregate total of \$23,000 in Subsidized Stafford for an undergraduate degree.

When a student takes a Federal Direct Subsidized Stafford Student Loan for the first time on or after July 1, 2013 ("first time" includes previous borrowers who have repaid their Federal Stafford Loans in full), there is a maximum time period during which further Subsidized Stafford Student Loans may be taken. Furthermore, if the student enrolls for additional courses (regardless of whether the student applies for additional Stafford Loans) after the expiration of a period equal to 150 percent of the published length of the student's current program (for example, six years for a four-year Bachelor's degree program), the student will lose both eligibility for future interest subsidies and interest subsidies on all previously borrowed Subsidized Stafford Loans. That could add substantial interest charges to the student's loan debt.

- Federal Direct Unsubsidized Stafford Loan (FDUSL):** This loan is available to students who are enrolled at least half-time, regardless of financial need. The borrower is responsible for interest during the life of the loan. Effective July 1, 2016 through June 30, 2017, a fixed interest rate of 3.76 percent applies. Effective July 1, 2017 through June 30, 2018, a fixed interest rate of 4.45 percent applies. New rates will be released in May 2017 for the 2017-2018 award year, which will begin on July 1, 2017. In most cases, repayment must be completed within 10 years. All students are eligible for the base amount, up to \$2,000. In addition to the base loan of up to \$2,000, independent students and those whose parents have been denied a Parent Loan may borrow an "additional" unsubsidized loan. First- and second-year students may borrow up to an additional \$4,000 for qualified educational expenses. Third- and fourth-year students may borrow up to an additional \$5,000 annually. Dependent students may borrow up to a total of \$8,000 in Unsubsidized Loans, and independent students may borrow up to a total of \$34,500, for an undergraduate degree. Loan amounts will be originated by the College based on enrollment, need, and dependency status as determined by federal regulations. Students are responsible for repaying their entire debt, with interest, as specified in the terms and conditions of the Promissory Note.
- Federal Direct Parent Loan for Undergraduate Students (FDPLUS):** This loan is available to parents of dependent students who are enrolled at least half-time. Financial need is not a requirement. Parents are responsible for interest during the life of the loan. Effective July 1, 2016 through June 30, 2017, a fixed rate of 6.31 percent applies. Effective July 1, 2017 through June 30, 2018, a fixed rate of 7.00 percent applies. New rates are announced annually on July 1. In most cases, repayment must be completed within 10 years. Parents may borrow up to the cost of attendance minus other financial assistance and resources. Loan amounts will be certified by the College based on enrollment and dependency status as determined by federal regulations. Parents are responsible for repaying their entire debt, with interest, as specified in the terms and conditions of the Promissory Note.
- Federal Student Loan Aggregate Limits:** Loans have aggregate (total lifetime) limits that are the same for all students based on dependency status (see chart below).

Aggregate Loan Limits

Student Type	Total Aggregate Limit	Maximum Subsidized Limit Within the Aggregate
Dependent student	\$31,000	\$23,000
Dependent student whose parent is ineligible for PLUS	\$57,500+	\$23,000+
Independent undergraduate student	\$57,500	\$23,000

- **Subsidized Loan 150 Percent Limitation:** Direct Subsidized Loans are available only for students who have not exceeded 150 percent of the published length of the academic program. This is called the "maximum eligibility period." For example, if you are enrolled in a four-year Bachelor's degree program, the maximum period for which you can receive Direct Subsidized Loans is six years (150 percent of four years = six years).

Students who attend beyond the 150 percent point, even if they do not continue to borrow, lose their subsidized loan eligibility as well as the subsidy on all previous subsidized loans.

Students should always be aware of this especially if they are switching majors and taking longer to graduate. The greatest concern would be when switching majors to a shorter program. For example, a student may be pursuing a four-year degree for three award years, which would equal 75 percent. If that same student switched to a two-year degree, the three years of borrowing would now be 150 percent, and the student would lose subsidized loan eligibility and the loan subsidies for all previous subsidized loans.

Students should discuss changes in majors with Academic Advisors as well as Financial Aid Advisors.

- **Federal Supplemental Educational Opportunity Grants (FSEOG):** For the 2016-2017 award year, students with exceptional need (Zero Expected Family Contribution) may also be awarded a Federal Supplemental Grant of \$250 per award period. (FSEOG availability for the 2017-2018 award year is pending approval of the federal budget.) Eligible students are automatically considered for this grant. The FAFSA must be completed annually. Students who exhaust their Pell eligibility are not eligible for FSEOG.
- **Federal Work Study (FWS):** Eligible degree-seeking students can seek part-time employment either on campus or in community service positions off campus. Eligible students in certificate programs may also be considered for a FWS position. Awards, hours, and pay rates vary. On average, students work 16 hours per week. Hourly compensation varies. Interested students should be directed to BerkeleyCollege.edu/fws/index.htm.
- **Return of Title IV:** The U.S. Department of Education regulates the treatment of all federal grants and loans. For those students who withdraw during the semester, the College is required to exercise the "Return to Title IV calculation" (R2T4). The R2T4 is based on the number of days in the semester divided into the number of days attended based on the separation date. This provides the percentage of Title IV aid a student has "earned." For example, if the semester is 100 days, and a student's separation date falls on the 40th day of the semester, the formula used would be 40/100 or 40 percent. This percentage would then be applied to the Title IV aid disbursed, or potentially disbursed, in order to determine how much and which proceeds need to be returned. Students who separate after the 60 percent point of the semester, per federal guidelines, will have earned 100 percent of their federal aid.

SEVEN-WEEK SESSIONS

For purposes of the College's obligation to return Title IV funds to the federal government, a student who withdraws from a subsequent session while still attending classes in either a session or a 15-week semester is not subject to a return of funds calculation. The following examples will illustrate the important differences in timing:

Example 1

If a student registered for session A and session B withdraws from session B while still attending session A, then the student's aid will be reduced accordingly, but will not be subject to the return of funds calculation.

Example 2

If a student registered for session A and session B withdraws from session B after session A ends but before session B begins, then the student's aid will be reduced accordingly, and also will be subject to the return of funds calculation.

Example 3

If a student is registered for at least one 15-week semester course and drops a session of another course, then the student's aid will be reduced accordingly, but will not be subject to the return of funds calculation.

Intent to Return

A student registered for both session A and session B who chooses to withdraw from session A but intends to return for session B may submit an Intent to Return form to the Academic Advisement department. Upon receiving the completed form, the College will not cancel the student's session B registration and will not be required to reduce financial aid or perform the return of funds calculation. If, however, the student does not return to attend session B, then the College will reduce the student's aid accordingly.

Federal regulations determine the order in which the College must return financial aid funds after a student withdraws. The Attribution Table requires the College to return funds as follows:

- First - Direct Unsubsidized Loan**
- Second - Direct Subsidized Loan**
- Third - Direct Parent Loans**
- Fourth - Pell Grant**
- Fifth - SEOG**

Note: Federal Work Study earnings are not part of the above formula and funds earned do not need to be returned.

Veterans' Benefits: Veterans and/or dependents planning to receive educational assistance benefits from the Department of Veterans Affairs (VA) should get VA approval prior to enrollment. Veterans may apply for their GI Bill benefits at the VONAPP website, located at vabenefits.vba.va.gov/vonapp/main.asp. Veterans are required to submit copies of their Certificate of Eligibility for their VA benefits and DD214 Member 4 copy during the admissions process in order to most effectively process their benefits.

Study Abroad: Federal financial aid funds may be available for study abroad programs if a consortium agreement between the home and visiting school is approved in advance. Questions regarding articulation agreements should be directed to the Center for Global Studies.

Federal Aid to Native Americans: For information on Title VII - Indian, Native Hawaiian, and Alaska Native Education, go to: www2.ed.gov/policy/elsec/leg/esea02/pg98.html and www.bie.edu/ParentsStudents/Grants/index.htm.

Social Security Benefits: Social Security benefits may be available to eligible students under 18 years of age. For more information, go to: <https://www.ssa.gov/schoolofficials/index.htm>.

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New York State Financial Aid

New York State Financial Aid Academic Requirements

Students may only receive these New York State Financial Aid funds provided they meet New York State's Good Academic Standing requirements.

A student is considered in "good standing," meeting program pursuit standards, and making satisfactory academic progress to receive New York State Tuition Assistance Program (TAP) grants if the minimum requirements established below are maintained.

Eligibility

Students must be enrolled full-time, attempting at least 12 credits applicable to their degrees, to receive a TAP award. "Full-time" is defined as 12 credit hours per term. A student may register for up to 15 credits under regular full-time charges and up to 18 credit hours overall in a term (or up to 21 with special approval by the Academic Advisement Department); however, enrollment in more than 12 credit hours does not entitle the student to a TAP award greater than the maximum per-term award available to students carrying 12 credit hours.

An exception to the 12 credit hour rule is the use of remedial (developmental) courses. In the first year of study, up to six equivalent units of non-credit remedial (developmental) courses may be counted toward the 12 credit hours required for TAP eligibility. In the second year of study, up to three equivalent units of non-credit remedial (developmental) courses may be counted toward the 12 credit hours required for TAP eligibility. In the third year of study, non-credit remedial (developmental) courses may not be counted toward the 12 credit hours required for TAP eligibility.

Another exception to the 12 credit hour rule is when a student needs less than 12 credits to graduate. In this case a student may take additional credits, resulting in "full-time" and TAP eligibility, which are not applicable to the student's program of study. However, a student may have only one graduating term. This exception does not extend beyond the term of expected graduation.

In considering TAP eligibility, New York State defines a "year of study" as 12 "usage points," with each semester worth six usage points. For purposes of TAP eligibility, students who have used no more than 11 points are considered to be in their "first year"; students who have used 12 to 23 points are considered to be in their "second year"; students who have used 24 to 35 points are considered to be in their "third year"; students who have used 36 or more points are considered to be in their "fourth year" and will not be eligible unless they are pursuing a Bachelor's degree. Please note that points used are not college-specific, so TAP usage points will follow the student from one institution to another. For example, a transfer student starting at Berkeley already having already used 24 points would be treated as a third-year TAP recipient. See Beneficial Placement Section, below, for more information.

Pursuit of Program

Program pursuit must be determined independently from satisfactory academic progress. A measure of effort, it is based upon coursework completed, whether passed or failed, rather than achievement (credits earned).

The program pursuit requirement is the same for all students, including those enrolled in remedial (developmental) college skills courses. Students are required to complete a certain percentage of the minimum full-time load. The minimum full-time load at Berkeley is 12 semester credits applicable to the degree the student is pursuing. Therefore, the student at the 100 percent pursuit level (24 TAP points or more) must complete 12 semester hours of credit-bearing courses. (See detailed charts below.)

Under certain circumstances New York State regulations allow a "medical/health waiver" for students unable to engage in full-time study due to health or medical reasons. Such waivers are rarely granted, however, and their use is not encouraged.

TAP recipients must complete/receive a grade (including a failure) for the following number (see chart below) of required credit hours in order to maintain "program pursuit":

PURSUIT OF PROGRAM TAP TABLE EFFECTIVE SUMMER 2016

Term/Payment Must Receive a Grade For:

Semester	Points used to date	Minimum number of credits that must be completed and graded	Maximum number of credits completed that are allowed to be remedial
1	0	6 (50% of full-time)	6
2	6	6 (50% of full-time)	6
3	12	9 (75% of full-time)	3
4	18	9 (75% of full-time)	3
5	24	12 (100% of full-time)	0
6	30	12 (100% of full-time)	0
7	36	12 (100% of full-time)	0

8 42 12 (100% of full-time) 0

Effective fall 2011 (for academic year 2015-2016)

When to Use

- Student received first TAP payment prior to fall 2010.
- Student enrolled in at least six semester hours of non-credit remedial coursework in the first semester of his/her first TAP payment in fall 2010 or later.

Associate's Degree Programs

Before being certified for this payment	1	2	3	4	5	6			
A student must have accrued at least this many credits	0	3	9	18	30	45			
With at least this grade point average	0	.75	1.25	1.50	2.00	2.00			
Minimum number of credit hours that must be completed the prior semester	0	6	6	9	9	12			

Bachelor's Degree Programs

Before being certified for this payment	1	2	3	4	5	6	7	8	9	10
A student must have accrued at least this many credits	0	3	9	21	33	45	60	75	90	105
With at least this grade point average	0	1.10	1.25	1.50	2.00	2.00	2.00	2.00	2.00	2.00
Minimum number of credit hours that must be completed the prior semester	0	6	6	9	9	12	12	12	12	12

Effective fall 2011 (for academic year 2015-2016)

When to Use

- Student received first TAP payment fall 2010 or later.
- Student enrolled in less than six semester hours of non-credit remedial coursework.

Associate's Degree Programs

Before being certified for this payment	1	2	3	4	5	6			
A student must have accrued at least this many credits	0	6	15	27	39	51			
With at least this grade point average	0	1.30	1.50	1.80	2.00	2.00			
Minimum number of credit hours that must be completed the prior semester	0	6	9	12	12	12			

Bachelor's Degree Programs

Before being certified for this payment	1	2	3	4	5	6	7	8	9	10
A student must have accrued at least this many credits	0	6	15	27	39	51	66	81	96	111
With at least this grade point average	0	1.10	1.25	1.50	2.00	2.00	2.00	2.00	2.00	2.00
Minimum number of credit hours that must be completed the prior semester	0	6	9	12	12	12	12	12	12	12

Satisfactory Academic Progress

The minimum standards of satisfactory progress for students attending Berkeley College, for federal financial aid purposes, contain both qualitative and quantitative measures. New York State regulations specify different measures of "program pursuit" and "satisfactory academic progress."

College skills courses (credits earned and GPA) are not included in the computation of TAP Standards of Progress. However, "remedial students" (students in developmental courses) are subject to a different set of standards than non-remedial students. (See charts, above, for details on TAP satisfactory academic progress requirements.)

TAP Academic Standing

If a student is unable to meet the "program pursuit" or "satisfactory progress" standards during any semester in which a TAP grant was received, the student is not eligible for a TAP award in the subsequent term. Similarly, when a student who has received a TAP award officially or unofficially withdraws from all scheduled classes during a term, the student automatically loses TAP eligibility for the subsequent term. If a student successfully completes a term and is otherwise making satisfactory progress for both state and federal financial aid, but fails to enroll for the subsequent term, TAP eligibility upon re-enrollment at some later date is unaffected.

Note: If a student is subject to dismissal under either the federal or state progress policy, and the College grants an appeal under the federal Satisfactory Academic Progress (SAP) policy, the student remains ineligible for a TAP award during the subsequent term unless the College also grants a TAP appeal or waiver (see below).

Reinstatement of Good Academic Standing

A student who loses good academic standing for TAP may restore TAP eligibility in one of the following ways: (1) remedying academic deficiencies and meeting good academic standing requirements by completing one term of study without TAP program funds; (2) successful appeal to the Director, Financial Aid, after readmission to the College after an absence of at least one calendar year; (3) transferring to another institution; or (4) applying for and receiving a one-time waiver based on extenuating circumstances. TAP appeals and waivers must be approved by the Director, Financial Aid.

One-Time Waiver of Good Academic Standing Requirement

A one-time waiver of the good academic standing requirement for TAP may be granted during a student's period of enrollment. This waiver is permitted under New York State regulations for extraordinary or unusual cases where the student was unable to complete successfully the required academic coursework due to mitigating circumstances. For example, a waiver may be warranted for: a) death of a spouse or parent; b) divorce or separation; c) extreme illness documented by a physician; or d) another unusual or extraordinary reason beyond the student's control that is documented and approved by the Director, Financial Aid. When applying for a waiver, students must demonstrate that the circumstances which impeded their academic performance have been resolved.

New York State Education Department (SED) has two sets of standards. Effective for the 2010-11 academic year and thereafter, New York State Education Law requires a non-remedial student whose first award year is in 2010-11 or thereafter to meet new standards of SAP. Non-remedial students whose first year is 2007-08 through 2009-10 must meet the previous SAP requirements, enacted in 2006 for students receiving their first State award in academic year 2006-07. Students meeting the definition of "remedial student" also are not subject to the new SAP standards, and will use the 2006 requirements.

A "remedial student" at Berkeley College and as accepted by SED is defined as a student: (a) whose scores on a recognized college placement exam or nationally recognized standardized exam indicated the need for remediation for at least two semesters, as certified by the College and approved by the SED; or (b) who was enrolled in at least six semester hours of non-credit remedial (developmental) courses, as approved by SED, in the first term the student received a TAP award.

TAP Accelerated Study

Any student attending Berkeley College for two consecutive semesters is considered, by New York State, to be an accelerated student when attempting the third consecutive semester.

To be eligible for an accelerated TAP payment (which is the third consecutive semester while receiving TAP), a student must have completed a full-time load with a passing grade. That would be 24 credits over the two semesters. No more than three developmental credits per term may be counted toward the 24-credit requirement.

Students are entitled to a total of four years of TAP. A "year" of payments is measured in points, and a year of payments equals 12 points for a lifetime total of 48 points. At Berkeley, each semester's usage counts as six points.

TAP Beneficial Placement

Berkeley College applies New York State's approved Beneficial Placement policy in measuring a student's satisfactory academic progress to determine TAP eligibility. The policy allows a TAP recipient who has either transferred to Berkeley or changed from one Berkeley program to another to be repositioned on the SAP chart (above) based on either the number of credits the student has earned or the number of aid payments the student has already received, whichever measure is more beneficial to the student. For example, when a student has received terms of TAP payments but has earned only six credits that are transferable to the student's program of study at Berkeley, it would benefit the student to be evaluated for SAP based on credits transferred rather than points used. It is important to note that, even with Beneficial Placement, a student who has used 24 or more points must maintain a minimum 2.00 GPA.

Beneficial Placement also affects the number of remedial credits a transfer student can apply toward the 12-credit (full-time) prerequisite for TAP eligibility. Using the same example above (using a semester example), without Beneficial Placement the student (having used 18 points of TAP) would need to take at least nine academic credits to reach the 12-credit threshold. With Beneficial Placement, the student is only required to take six academic credits toward a 12-credit full-time load and the rest can be remedial.

The same Beneficial Placement policy would apply to a student who has changed programs while attending Berkeley, as long as the student is in good academic standing at the time of the program change. Please note, however, that a student who has failed to maintain good academic standing cannot regain eligibility by changing programs.

Seven-Week Session Students

Students who begin session B without first completing session A (new or returning students) are not eligible for New York State Grants. Assuming all eligibility criteria are otherwise met, the student will become eligible in session A of the following semester. Disbursement, however, cannot be made until attendance begins at least 12 credits of course work, which can be a combination of courses in session A, session B and/or a 15 week semester.

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New Jersey State Financial Aid

Tuition Aid Grant (TAG): New Jersey degree-seeking residents who attend college full-time at a New Jersey institution may be eligible to receive a TAG grant of up to \$12,438 per academic year (pending adoption of the NJ state budget). Available awards are determined by legislative action and are subject to change. TAG grants are based on need. Students are eligible for 4.5 years of TAG for a Bachelor's degree and 2.5 years for an Associate's degree. A student generally receives two semester payments of TAG in one academic year.

Student Tuition Assistance Reward Scholarship II (STARS II): New Jersey STARS students who graduated from a county college, and attained a cumulative grade point average of 3.25 or higher, may be eligible to receive a NJ STARS II award to earn a Bachelor's degree. Students may receive up to \$2,500 per award year.

Governor's Urban Scholarship Program: This is a merit award for full-time undergraduates enrolled in a degree program. Candidates will be selected for consideration by their high school guidance counselors. Recipients must be in the top five percent of their high school class and have a GPA of 3.00 or higher at the end of their junior year. Recipients must be NJ residents and meet State requirements and filing deadlines. They must also have a New Jersey Eligibility Index below \$10,500, and must live in a designated higher need urban community. The award is \$1,000 per year.

Seven-Week Session Students: Students who begin session B without first completing session A (new or returning students) are not eligible for New Jersey State Grants. Assuming all eligibility criteria are otherwise met, the student will become eligible in session A of the following semester. Disbursement, however, cannot be made until attendance begins in at least 12 credits of course work, which can be a combination of courses in session A, session B, and/or a 15 week semester.

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Military and Veteran Students

Veterans, servicemembers, and their family members may be eligible for education benefits through the Departments of Defense and Veterans Affairs. These benefits are separate and in addition to a student's eligibility for federal, state, and/or institutional aid.

- Students who have served on Active Duty may be eligible for **GI Bill® Benefits**.
- Students currently serving in the military may be eligible for funding through **Tuition Assistance Programs**.
- Spouses and/or dependents of servicemembers may be eligible for the **transfer of GI Bill benefits or financial assistance** through the Department of Defense.

For more information, contact the **Office of Military and Veterans Affairs** or visit the **Online Veterans Resource Center**.

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Information Resources

Helpful information concerning financial aid sources, eligibility requirements, and related topics is available at the following sites:

Federal Resources

- [Apply for your Federal Student ID](#)
- [File your Free Application for Federal Student Aid](#)
- [Student Portal for Federal Student Aid Information](#)
- [Check your Federal Student Loan Balances](#)

Other Resources

- [State of New Jersey](#)
- [State of New York](#)
- [Other](#)

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- **School of Health Studies Faculty**
- **School of Liberal Arts Faculty**
- **School of Professional Studies Faculty**
- **College Skills Faculty**

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- **Fashion Faculty**
- **Health Services Faculty**
- **Management Faculty**
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- **Medical Assistant Faculty**
- **Medical Insurance, Billing, and Coding Faculty**
- **Nursing and Patient Care Technician Faculty**
- **Surgical Technology and Surgical Processing Technician Faculty**

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A.A., Felician College

B.A., M.A., Fairleigh Dickinson University

Ed.D., Nova Southeastern University

Sunanda Vaidya*

M.Phil., Ph.D., Fordham University

Hugo Walter

A.B., Princeton University

M.A., Old Dominion University

M.Phil., Ph.D., Drew University

M.A., M.Phil., Ph.D., Yale University

Doris White*

A.B., Rutgers, The State University of New Jersey

M.A., William Paterson University

Stephen Wolf

A.B., A.M., Ph.D., University of Illinois

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Humanities and Social Sciences Faculty

Emily Archer*

B.A., M.A., Florida Atlantic University

Gary Belkin

B.A., M.S., Long Island University
Ed.D., Columbia University

Caroline Beretta*

B.A., Bloomfield College
M.A., Fairleigh Dickinson University

Arthur Blumenthal

A.B., University of Redlands
M.S., Ph.D., University of Washington

John Borba*

B.F.A., University of California, Davis
M.F.A., University of California, San Diego

Kim Bost*

B.A., State University of New York, Stony Brook
Ph.D., Argosy University

Yesudas Choondassery

M.A., Fordham University
M.Phil., Ph.D., Drew University

David Colchamiro*

B.A., Hunter College, City University of New York
M.A., William Paterson University

Gloria Davy

A.S., City University of New York, Bronx CC
B.S., City University of New York, Hunter
Ph.D., Walden University

Kim Felsenthal

B.A., State University of New York, Buffalo
M.U.P., Hunter College, City University of New York
Ph.D., The Graduate Center, City University of New York

Cezar Giosan

B.S., M.S., University of Bucharest
M.A., The New School
Ph.D., New School for Social Research

Jo David

B.S., Empire State College
M.A., New York University
D.Min., NY Theological Seminary

Byron Hargrove

Director, Honors Program
B.A., University of North Carolina, Chapel Hill
M.A., Ph.D., University of Maryland

Gregory Hotchkiss

Co-Chair, Humanities and Social Sciences
B.A., Thomas Edison State College
M.Div., Theological Seminary of the Reformed Episcopal Church
Th.M., Princeton Theological Seminary
Th.D., The General Theological Seminary of the Episcopal Church

Bradley Jenkins

B.A., Nyack College
M.A., Long Island University

Ruth Kaplan*

B.A., Fairleigh Dickinson University
M.A., New Jersey City University
M.L.T., Drew University
Ed.D., Seton Hall University

Daria LaShannon*

B.A., Yale University
M.A., Occidental College

John LaValle

B.A., Hofstra University
M.S.W., Ph.D., New York University

Thomas Miller

B.A., Wesleyan University
M.A., M.Phil., Ph.D., Columbia University

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Co-Chair, Humanities and Social Sciences
 B.A., Bethany College
 M.Phil., Ph.D., Drew University

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B.A., Boston University
 M.S., Northeastern University
 J.D., Seton Hall University

Natahlia Rogers

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 Ph.D., McGill University

Donald Ross

Associate Chair, Online, Social Sciences
 B.S., Fordham University
 M.D., Jagiellonian University

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B.A., Rutgers, The State University of New Jersey
 M.A., Long Island University

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B.A., M.A., Rutgers, The State University of New Jersey

Mitchell Serels

B.A., M.S., Yeshiva University
 M.A., Hunter College, City University of New York
 Ph.D., New York University

Mary Slavin

B.A., Bloomfield College
 M.Phil., Ph.D., Drew University

Danielle Sonnenberg

B.A., Fordham University
 M.A., M.S., The New School

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B.S., M.A., Seton Hall University
 Ph.D., International University for Graduate Studies

Marek Suchocki

Master's Degree, Wroclaw University
 Bachelor's, Master's, Ph.D., The John Paul II Catholic University of Lublin

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Associate Chair, Online, English/Humanities
 B.S., State University of New York, Buffalo
 M.A., M.S., Rutgers University
 M.B.A., Colorado State University

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B.A., Ramapo College of New Jersey
 M.A., New Jersey City University

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 M.A., Antioch University
 Ph.D., The New School

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B.S., Tamkang College
 M.Ed., Ed.D., The Pennsylvania State University

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B.A., State University of New York, Albany
 Ph.D., State University of New York, Buffalo

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B.A., Kean University
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Math and Sciences Faculty

Walid Abushahba

B.S., Rutgers, The State University of New Jersey
Ph.D., University of Medicine and Dentistry of New Jersey

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B.S., M.S., Montclair State University
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B.S., M.S., Ivane Javakishvili Tbilisi State University
Ph.D., Institute of Physics, Tbilisi, Republic of Georgia

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B.A., Queens College of the City University of New York
M.S., Long Island University
D.C., National University of Health Sciences

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B.A., Rutgers, The State University of New Jersey
M.S., New York University
Ph.D., Montclair State University

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B.S., Fairleigh Dickinson University
D.C., New York Chiropractic College

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B.S., Odessa State University
M.S., Ph.D., Latvian Institute of Physics

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A.B., Rutgers, The State University of New Jersey
M.A., Montclair State University
Ed.D., Rutgers, The State University of New Jersey

Teshwar Gopaul

A.S., Queensborough Community College
B.S., M.A., New York University

Laura Harste

B.A., State University of New York, Stony Brook
Ph.D., University of Liverpool

William Grover Henry*

A.A., Yuba College
B.A., San Francisco State College
M.A., Chico State College
D.C., Southern California University of Health and Sciences

Heidi Hoefinger

B.S., Plattsburgh State University of New York
M.A., Hunter College, City University of New York
Ph.D., Goldsmiths College, University of London

Richard Jackson

B.S.E., Westfield State College
M.S., Ph.D., University of Massachusetts

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B.S., National University of Zaire
M.S., State University of New York, Stony Brook

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Co-Chair, Math and Sciences
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M.Phil., Ph.D., Columbia University

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B.A., M.A., Hunter College, The City University of New York

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A.S., Monroe Community College
B.S., M.S.Ed., M.A., SUNY Brockport

Marlon Seaton*

B.S., York College, The City University of New York
M.S., Stevens Institute of Technology

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M.A., California State University, Fullerton
Ph.D., Rutgers, The State University of New Jersey

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B.S., St. John's University
M.S., Lehman College, City University of New York
M.Ed., Ed.D., Teachers College, Columbia University

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B.A., University of California, Santa Barbara
D.C., New York Chiropractic College

Jennifer Yadav*

B.S., M. Ed., University at Buffalo, The State University of New York

Muhammad Yussouf

B.S., Punjab University, Pakistan
Ph.D., Graz University of Technology

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School of Professional Studies Faculty

Michael McAteer

Dean, School of Professional Studies.
B.S., M.B.A., Fordham University
D.B.A., University of Phoenix

- **Graphic Design Faculty**
- **Interior Design Faculty**
- **Justice Studies Faculty**
- **Legal Studies Faculty**

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Graphic Design Faculty

Carlos Cruz

Chair, Graphic Design

B.F.A., State University of New York, Purchase College

M.F.A., Michigan State University

Julia Hutchinson

B.F.A., Bloomfield College

M.S., Full Sail University

Alethea Maguire-Cruz

B.F.A., State University of New York, Purchase College

M.F.A., University of Delaware

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Interior Design Faculty

Ernesto Fong

B.Arch., City College, City University of New York

M.A., State University of New York, The Fashion Institute of Technology

Alan Horwitz*

B.Arch., University of Detroit

M.A., University of Wisconsin, Milwaukee

Kyong (Jason) Lee

B.A., Marymount University

M.S., Pratt Institute

Alfonso Torino

Chair, Interior Design

B.Arch., New Jersey Institute of Technology

Ph.D., University of Rome

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Justice Studies Faculty

Charlane Brown

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B.A., John Jay College of Criminal Justice, City University of New York
J.D., New York Law School

Judith Corbett-Carter

B.A., Youngstown State University
M.Ed., University of Toledo
Ph.D., Loyola University

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B.A., Columbia College
M.S., Central Michigan University
J.D. Charleston School of Law

John Grant

B.A., Fordham University
J.D., New England School of Law

Cristina Guarneri

B.A., M.A., Montclair State University
Ed.D., Ed.S., Seton Hall University

Clark Hill

B.S., St. Thomas Aquinas College
M.P.S., Long Island University

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Co-Chair, Justice Studies
B.S., Rutgers, The State University of New Jersey
M.P.A., John Jay College of Criminal Justice, City University of New York

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B.S., New Jersey City University
M.S., Fairleigh Dickinson University

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B.A., State University of New York, Binghamton
M.Phil., Ph.D., The Graduate Center, City University of New York

Ross London *

B.A., State University of New York, Binghamton
J.D., Ph.D., Rutgers, The State University of New Jersey

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B.A., William Paterson University. M.S., University of Phoenix
M.A., Ed.S., Ed.D., Seton Hall University

Adrienne Pascal

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M.S., John Jay College of Criminal Justice

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J.D., Seton Hall University
D.Sc., New Jersey City University

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B.S., Rutgers, The State University of New Jersey
M.S., D.Sc., New Jersey City University

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Legal Studies Faculty

Marisol Abuin

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B.S., J.D., Fordham University

Moya Bansile-Williams

B.S., York College
J.D., Seton Hall University

Patricia Greer

Chair, Legal Studies
A.B., Colgate University
M.A., University of Rochester
J.D., St. John's University

Kenneth Husserl

B.S., Cornell University
J.D., Hofstra University

Richard J. Olivieri

B.A., Fordham University
J.D., Creighton University

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College Skills Faculty

Gerald Iacullo

Dean, Developmental Education
 B.A., Iona College
 M.A., University of Notre Dame
 M.T.S., Catholic University of America
 Ed.D., Grambling State University

Corinna Brathwaite

B.S., M.A., Adelphi University

Roberta Callaway

B.S., M.S., M.S., Old Dominion University
 Ed.D., Gardner-Webb University

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B.A., State University of New York, Plattsburgh
 M.S.Ed., Lehman College, City University of New York

Rosalind Eisenberg

B.A., Brooklyn College, City University of New York

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Chair, Developmental Reading/Writing
 B.A., M.A., Hunter College, City University of New York

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B.A., M.S., Hunter College, City University of New York

Isben Jeudy

Chair, Developmental Math
 B.A., Brooklyn College, City University of New York
 M.S., St. John's University

Ilene Landsman

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 M.S., Mercy College
 M.S., Adelphi University

Jennifer Moschella

B.A., M.A.T., Fairleigh Dickinson University

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B.A., The College of Staten Island, City University of New York
 M.A., Hunter College, City University of New York
 Ed.D., Rutgers, The State University of New Jersey

Giammarie Pieri

B.A., M.A., Webster University
 M.A., Teachers College, Columbia University

Stafania Meza

M.Ed., B.A., Rutgers, The State University of New Jersey

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- **White Plains**
- **Dover**
- **Newark**
- **Paramus**
- **Woodbridge**
- **Woodland Park**
- **Online**

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Midtown Manhattan

Campus Operating Officer - Ted Havelka

Assistant Campus Operating Officer - Ursula Bisconti

Dean, Academic Advisement - Kimberly Malone

Assistant Dean, Student Development and Campus Life - Alexandra Silvestre

Director, Student Development and Campus Life - Jeunelle Sanabria

Director, Counseling Services - Adam Rosen

Director, Center for Academic Success - Patianne Stabile

Director, Writing Center, Center for Academic Success - Craig Kasprzak

Director, Library - William McNelis

Senior Director, Career Services - Dori Rubin

Director, Business Development - Jairo Borja

Director, Financial Aid - Theresa Bryant

Director, Student Accounts - Zoila Antonio

Director, Adult Admissions - Randy Gomez

Senior Director, High School Admissions - Michelle Gomez

Senior Director, Buildings and Grounds - Pete Blankman

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Brooklyn

Campus Operating Officer - Iessa Sutton
Dean, Academic Advisement - Steven Bruno
Director, Student Development and Campus Life - Suzeana Stewart
Director, Center for Academic Success - Pamela Smith
Director, Library - Zena George
Career Services Counselor - Alice Benton
Director, Financial Aid - Chenae Dennis
Director, Student Accounts - Adriana Chicaiza
Director, Adult Admissions - Silvia Ortiz
Director, High School Admissions - Michelle Gomez
Director, Buildings and Grounds - Henry Tam

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White Plains

- Campus Operating Officer - Robert Miller
- Dean, Academic Advisement - Lisa Coppola
- Assistant Dean, Student Development and Campus Life - Sherrille Shabazz
- Director, Center for Academic Success - Natalie Aleman
- Director, Library - Jessica Kiebler
- Director, Alumni Career Services & Quality Control - Ana Yee
- Director, Financial Aid - Amanda Manuel
- Director, Student Accounts - Zoila Antonio
- Director, Buildings and Grounds - Eric Chulan

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Dover

Campus Operating Officer - Lynn Stamatelatos

Academic Advisor - Stephanie Rothrock

Assistant Dean, Student Development and Campus Life - Heather Eaton-Dwyer

Director, Library - Victoria Sciuk

Director, Student Accounts - Sophia Slater

Senior Director, Operations - Carmelo Torres

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Newark

Campus Operating Officer - Earl Brown

Dean, Academic Advisement - Sophia Smith

Director, Student Development and Campus Life - Sandra Garcia

Director, Center for Academic Success - Romel Roachford

Director, Library - Laurie McFadden

Senior Director, Career Services - Maria Ortega-Cubas

Director, Financial Aid - Patricia Okorodudu

Director, High School Admissions - Leigh LeBlanc

Director, Buildings and Grounds - Mohammed Mohosin

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Paramus

Campus Operating Officer - Timothy D. Luing

Assistant Campus Operating Officer- Annetta Ramtahal

Academic Advisor - Joel Ramirez

Director, Student Development and Campus Life - Jennifer Litvak

Director, Center for Academic Success - Gerard Robertson

Director, Library - Maria Deptula

Director, Financial Aid - Andrzej Oldakowski

Student Accounts Administrator - Stephanie Veliz

Director, Adult Admissions - Danan Wooldridge

Director, High School Admissions - Tamara Vaughan

Maintenance Associate - Michael Hyjeck

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Woodbridge

Campus Operating Officer - Michael Russo
Dean, Academic Advisement - Lorin Arruda
Director, Student Development and Campus Life - Kevin Frey
Director, Center for Academic Success - Shefali Patel
Director, Library - Bonnie Lafazan
Senior Director, Career Services - Maria Ortega-Cubas
Director, Financial Aid - Melissa Peralta
Director, Student Accounts - Loriea Kannatt
Director, Adult Admissions - Jennifer DeJesus
Director, High School Admissions - Tracey Tamuzza
Director, Buildings and Grounds - Samuel Miranda

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Woodland Park

Campus Operating Officer - Linda Pinsky-Mauro
Assistant Campus Operating Officer - Andrea Nemeth
Dean, Academic Advisement - Steven Bruenjes
Assistant Dean of Student Development and Campus Life - Helena Ross
Director, Center for Academic Success - Andrew Selig
Director, Student Development and Campus Life - Janelle Giles
Director, Library - Susan Van Alsten
Senior Director, Career Services - Maria Ortega Cubas
Director, Financial Aid - Christina Dhuyvetter
Director, Student Accounts - Steven Figueiredo
Director, Adult Admissions - Sandra Tavares
Assistant Vice President, High School Admissions- Carol Allen-Covino

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Online

Campus Operating Officer - Sharon Goldstein

Dean, Academic Advisement - Juli Wood

Assistant Dean, Student Development and Campus Life - Amy Castillo

Director, Student Development and Campus Life - Christie Nadratowski

Director, Center for Academic Success - Rose Arszulowicz

Senior Director, Library - Matthew LaBrake

Associate Director, Library - Julie Hunter

Director, Career Services - Flore Dorcely-Mohr

Director, Financial Aid - Cristina Carnemolla

Associate Director, Financial Aid - Josie Edwards

Director, Student Accounts - Ashley Maikranz

Assistant Director, Student Accounts - Matthew EISabry

Senior Director, Admissions - Christine Boulanger

Associate Director, Admissions - Christine D'Elia

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MIDTOWN MANHATTAN

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New York, NY 10017
212-986-4343

BROOKLYN

255 Duffield Street
Brooklyn, NY 11201
718-637-8600

WHITE PLAINS

99 Church Street
White Plains, NY 10601
914-694-1122



New Jersey Campuses

DOVER*

1 West Blackwell Street
Dover, NJ 07801
973-366-6700

NEWARK

536 Broad Street
Newark, NJ 07102
973-642-3888

PARAMUS

64 East Midland Avenue
Paramus, NJ 07652
201-967-9667

WOODBRIIDGE

430 Rahway Avenue
Woodbridge, NJ 07095
732-750-1800

WOODLAND PARK

44 Rifle Camp Road
Woodland Park, NJ 07424
973-278-5400

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*Berkeley College to phase out Dover campus by April 2018. [Click here](#) for more details