

Berkeley College
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Business Administration - Information Systems Management

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

This program is only available to continuing students currently enrolled.

Course Requirements



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MAJOR COURSES

MGT220 Principles of Management

Qtr. hrs. credit

4

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: BUS100 or prior approval

MGT231 Organizational Behavior

4

Examines organizational theory and development, corporate culture, factors facilitating or inhibiting organizational change, power, and politics. Students develop an understanding of how these components of organizational behavior may be directed in order to maximize organizational effectiveness.

Prerequisite: MGT220

MGT420 Managing for Change

4

Integrates the concepts and techniques involved in implementing and managing a planned change process. Includes discussions and case studies on changing the way work is done, changing communication and influence patterns, and changing managerial strategy.

Prerequisite: MGT220

MGT425 Management Simulation

4

These simulation exercises place students, often working in teams, in the position of managing a company. By analyzing a company's history, financial reports, and other information provided, students make decisions on hiring, forecasting, suppliers to use, costs, and marketing.

Prerequisites: FIN300, MGT220, MKT220

BUS250 Computer Applications in Business

2

An introduction to computer-based applications and simulations in business. Students will learn the concepts and software used by business organizations in order to simulate real-life problem solving.

Prerequisites: BUS100, CIS115

BUS267 Management Information Systems

4

Course examines the technical, economic, and organizational

impact of complex interdependent work systems. Topics include the analysis of short- and long-term information needs and the communication of these needs to technical specialists and higher management.

Prerequisite: BUS100

BUS281 Project Management 4

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.

Prerequisite: BUS100

CIS201 Advanced Spreadsheets 2

Students gain experience with 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 to make business decisions.

Prerequisite: CIS115

CIS204 Database Management Systems 2

Hands-on experience with 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.

Prerequisite: CIS115

CIS212 Multimedia and Business Presentations 2

Focuses on enhancing business communications via the growing areas of electronic communication. Students learn to develop, design, and deliver oral presentations using multimedia and online data services. Practice sessions and videotape feedback provide additional insight into presentation style and effectiveness.

Prerequisite: CIS115

CIS233 Web Design I 3

An introduction to the concepts of web design. Provides an introduction to the use of powerful design software. Students work with tables, frames, objects, images, symbols, instances, animation image maps, rollovers, and animated GIFs.

Computer Information Systems Electives 12

BUSINESS COURSES

ACC110 Fundamentals of Accounting for Managers 4

Covers basic financial accounting elements, definitions, and statements. Students learn how to read and understand financial statements and how to use them in making financial business decisions.

ACC113 Managerial Accounting 4

An introduction to the use of accounting information for management planning, control in budget preparation, and the evaluation of cost behavior. Students learn how to prepare

and interpret cash flow statements and make managerial decisions based on financial statement analyses.

Prerequisite: ACC110 or ACC112

BUS100 Business Organization and Management 4

Explores the nature and scope of business, examines its component parts, and describes how businesses are organized and managed. Students will learn about the various internal and external forces that comprise our business and economic system.

BUS226 Career Management Seminar 2

Explores career development opportunities and strategies. Stresses entry-level job requirements and upward career paths. Covers resume writing skills, interviewing techniques, and the importance of professionalism. Continues the student's orientation to Berkeley College's computer framework, which includes content collection and compiling a professional ePortfolio.

BUS231 Business Law I 4

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.

BUS451 Business Strategy and Policy 4

An overview of the most recent theories and the current practices 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: FIN301, IBS201, MGT220, MKT220

BUS483 Internship 4

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: BUS226 and departmental approval

FIN301 Principles of Finance I 4

Provides an overview of the fundamental principles of financial theory and practice. Students become familiar with the financial organization and operation of a business. Topics include financial analysis, planning and control, budgeting and forecasting, and short- and long-term financing.

Prerequisite: ACC113

IBS201 International Business 4

Explores the diverse environments, 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: BUS100

MKT220 Principles of Marketing 4

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 introduction to marketing research and consumer behavior.

CIS115 Computer Applications 4

An introduction to computer technology with an emphasis on applications. Students learn how to use software packages, such as Microsoft Windows, Word, PowerPoint, and Excel. Includes an orientation to Berkeley College's computer framework, which includes Blackboard, content collection, and portfolio development.

LIBERAL ARTS COURSES*
ENG105 Expository Writing 4

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.

ENG106 Writing Through Literature 4

Strengthens the writing, reading, and interpretive abilities introduced in ENG105. Encourages students to develop an appreciation and understanding of various works of literature and utilize literature to enhance critical thinking and writing.

Prerequisite: ENG105

ENG115 Public Speaking 4

Designed to help students improve oral communication skills. Emphasis is placed on identifying good and poor speech habits, techniques for improving speech, oral interpretation, effective speech planning and delivery, and interpersonal communication.

Prerequisite: ENG105

MAT210 Finite Mathematics 4

Students gain an introduction to solving problems by using geometric approaches, algebraic approaches, and technology. Topics include linear functions, systems of linear equations, matrices, linear programming, and using mathematics in finance.

MAT215 Statistics I 4

An introduction to 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.

SOC201 Macroeconomics 4

An introduction to the study of macroeconomics. Provides a brief history of economics, from Adam Smith to the present. Students will learn the theories of contemporary

macroeconomics, as well as their application and impact in today's world.

Prerequisite: MAT210 or MAT211

SOC202 Microeconomics 4

An introduction to the study of microeconomics. Focuses on individual markets and the personal choices concerning those markets. Students gain an understanding of what determines the prices of particular goods and services, as well as what determines the output and profits of individual firms and wages of individual workers.

Prerequisite: MAT210 or MAT211

SOC225 Psychology 4

An introduction to the basic principles of psychology and their direct application to the understanding of human behavior. Topics include human development, learning, memory, thinking, intelligence, creativity, motivation, emotion, adjustment, perception, abnormal behavior, and therapy.

Humanities Electives 8

Mathematics/Science Electives 8

Social Science Electives 8

General Education Core Humanities Elective 4

General Education Core Mathematics/Science Elective 4

General Education Core Social Science Elective 4

FREE ELECTIVES 23

180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

In the final quarter most on-site courses are offered only during the late afternoon and early evening so as not to interfere with internships.

*16 Liberal Arts credits must be at the 300/400 level.

1 **B.B.A., Business Administration - Information Systems Management
Program Statistics**