Berkeley College®

2022 - 2023 Undergraduate Catalog

Effective September 1, 2022 to August 31, 2023

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Your potential is our promise.®

At Berkeley College, everything we do is focused on helping our students reach their full potential and preparing them for professional and personal success. We're committed to providing close, personal attention and support through every step of your educational journey. Here are just a few of the things that set us apart:

- **We're realistic.** Our programs are developed with input from industry experts to give you the skills that employers demand.
- **We're professional.** In addition to their academic credentials, our faculty are chosen for their professional experience in the subjects they teach. You'll learn to succeed from those who already have done so.
- **We're flexible.** We make it easy to balance an education with your personal and professional commitments. Study full- or part-time; on campus, online, or through a blend of both. You can earn:
    - A Bachelor's degree in as few as three years
    - An Associate's degree in just 16 months
    - Both a Bachelor's degree and an M.B.A. in as little as four years
    - Shorter certificate programs and Continuing Education programs are also available
- **We're supportive.** A wide range of support services and resources—including tutoring—are available to all students.
- **We're affordable.** More than $34 million in Berkeley College institutional aid was provided to qualified students during the 2021-2022 award year, while a tuition freeze is available for students who meet continuous enrollment requirements.
- **We're practical.** Many Berkeley College programs include an internship, job-related assignment, or practicum for a valuable learning experience.
- **We're committed.** Our dedication doesn't end at graduation. Berkeley College graduates receive free career assistance.*

Today, more than 3,600 students choose Berkeley's proven, career-focused brand of education. Campuses are located in New York and New Jersey, plus Berkeley College Online®. Many students combine on-site and online classes to fit with their personal and professional commitments. Berkeley is made up of the Larry L. Luing School of Business®, the School of Professional Studies, the School of Health Studies, and the Division of General Education. The College offers programs leading to Bachelor's degrees, Associate's degrees, a Master of Business Administration (M.B.A.) in Management, and a Master of Science in Nursing (M.S.N.). Berkeley also offers a wide range of Continuing Education certificate programs and courses.

It's a different world than we used to know. And Berkeley is a different kind of college that's preparing the next generation to lead it. We invite you to take a closer look. We're

confident you'll find a unique experience that's committed to providing the resources and opportunities to help you to be successful.

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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 document may not be reflected here. For up-to-date and detailed information, please visit BerkeleyCollege.edu and view our catalogs at [BerkeleyCollege.edu/Publications](#).

*Continuing Education programs are not eligible.

Mission, Vision, 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

Accreditations and Approvals

Berkeley College is accredited by the [Middle States Commission on Higher Education](#), 1007 North Orange Street 4th Floor, MB #166, Wilmington, DE 19801; 267-284-5011. Accreditation was last reaffirmed in June 2018. 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 (MBA), Master of Science in Nursing (MSN), Bachelor of Fine Arts (BFA), Bachelor of Science (BS), Bachelor of Business Administration (BBA), Bachelor of Science in Nursing (BSN.), Associate in Science (AS), and Associate in Applied Science (AAS), 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 Master of Business Administration (MBA), Bachelor of Business Administration (BBA), Bachelor of Fine Arts (BFA), Bachelor of Science (BS), Associate in Science (AS), and Associate in Applied Science (AAS).

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 11960 Quivira Road in Overland Park, 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 offered by Berkeley College New Jersey at the Woodland Park Campus 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 Master of Science in Nursing – Family Nurse Practitioner Specialization program at Berkeley College is pursuing initial accreditation by the Commission on Collegiate Nursing Education (www.aacnnursing.org/ccne-accreditation). Applying for accreditation does not guarantee that accreditation will be granted.

The LPN to BSN. program is 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 (9355 – 113TH Street North, #7709, Seminole, FL 33775; telephone: 727-210-2350; website: www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

The Surgical Technology program offered at the Woodland Park campus is accredited by the Commission on Accreditation of Allied Health Education Programs (9355 – 113TH Street North, #7709, Seminole, FL 33775; 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).

Effective January 11, 2022, the Woodbridge campus is not approved by the ARC/STSA as a satellite location. Students who matriculated or completed the Surgical Technology program offered at the Woodbridge campus before January 11, 2022, will be graduates of a CAAHEP-accredited program and eligible to participate in the CST exam. Effective January 1, 2022, Berkeley College is not accepting new students in the Surgical Technology program offered at the Woodbridge campus.

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

Berkeley College New Jersey and Berkeley College New York have been approved to participate in the National Council for State Authorization Reciprocity Agreements ("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.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at http://www.benefits.va.gov/gibill.

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 Newark, Woodbridge, and Woodland Park, New Jersey campuses, along with current medical instruments, devices, and software for training purposes. Woodland Park also features fully equipped nursing instruction laboratories and simulated operating rooms.

Updates have been made to the buildings and grounds at the Woodland Park campus, which includes updated entrances and visitor center, an expanded Student Center, cafeteria, versatile classrooms and computer labs, conference rooms, an ultra-modern library, Center for Academic Success, the Berkeley Store, fitness room, and Veterans Resource Center.

New York

- [New York City (Midtown Manhattan)](#)

New Jersey

- [Newark](#)
- [Woodbridge](#)
- [Woodland Park](#)

[Berkeley College Online®](#)

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

The New York City campus of Berkeley College is a perfect example of how an environment can enhance a college education. Located in one of the most sought-after city settings in the world, Berkeley's two midtown buildings (on 41st and 43rd Streets, between 5th and Madison) are literally just steps from countless business and cultural landmarks.
A short walk from Grand Central Station, Bryant Park, The New York Public Library and Times Square, the campus provides easy access to subways, trains, and buses. Museums, Broadway theaters, libraries, churches, historic sites, and much more are all in close proximity. Berkeley is home to the WindowsWear museum featuring fashion window displays from world class brands used on 5th and Madison avenues. Students are also drawn to the city's diverse neighborhoods and world-renowned landmarks like Wall Street, Greenwich Village, SoHo, Chinatown, Little Italy, Central Park, the famous Fifth Avenue shops, and the United Nations, to name just a few. There's no end to the fine restaurants, street festivals, and year-round special events that add an extra dimension to the college experience.
The facilities and resources include classrooms, libraries, lounges, and more.
The campuses are convenient to all five boroughs and the outlying suburbs. The College can provide assistance with off-campus housing.
The Midtown campus is home to Berkeley's International Student Department and attracts an extremely diverse student body, with over 50 countries represented.

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.

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.

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.

Many Berkeley College programs include an internship, job-related assignment, or practicum for a valuable learning experience at nearby corporations. Students will work closely with the Career Services Department to secure future employment. An abundance of educational resources are also in close proximity, as are cultural and recreational attractions, restaurants, and shopping options.

Berkeley College Online®

To meet the demands of the changing world, Berkeley College became an early leader in online education more than 20 years ago. As a result, our programs, infrastructure, and support system are exceptional, offering students the same quality education as in our on-campus programs. From Certificate, Associate's and Bachelor's degree programs, as well as our MBA in Management and Master of Science in Nursing (MSN) programs, studying online can be a practical, affordable way to prepare for your future.

Flexibility and convenience – 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. You can balance coursework with family, job, and social responsibilities and work at your own pace within a weekly schedule of discussion topics, readings, and assignments.

Career-focused programs – Like our on-campus programs, curricula are developed and regularly updated with input from advisory boards of industry experts to ensure that you're learning the skills employers demand. Many programs include an internship, practicum, or job-related assignment for a valuable career experience.

A team of Career Services specialists work with students by identifying and preparing them for internship and job opportunities. Berkeley graduates receive free career assistance.

Exceptional faculty – You'll learn from accomplished faculty members, whose real-world professional experience brings expert knowledge to the subjects they teach for a practical education.

Recognition for excellence

- Berkeley was one of the first college or university online programs worldwide to be awarded Quality Standards certification by the United States Distance Learning Association, placing Berkeley among an elite group of institutions recognized for excellence in distance learning.
- For 10 consecutive years, Berkeley College has been ranked among the Best Online Bachelor's Degree Programs and Best Online Bachelor's Degree Programs for Veterans by *U.S. News & World Report*. Berkeley College has also been recognized in the "Online Bachelor's Degree Programs - Business" and "Best Online MBA Program" categories.
- 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.

Comprehensive support – Berkeley College has also earned the Quality Scorecard Exemplary Endorsement for Online Student Support from The Online Learning Consortium™ (OLC), recognizing the outstanding quality of the College's online learning programs. The Online Learning Consortium™ (OLC) is a collaborative

community of higher education leaders and innovators dedicated to advancing quality digital teaching and learning experiences designed to reach and engage the modern learner – anyone, anywhere, anytime.

Support is available throughout your educational journey:

- Instructors, classmates, and academic advisors are just an email, phone call, or video chat away.
- You're 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 service through online clubs and outreach initiatives.

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 on a student visa may enroll in most 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/Admissions/International-Students

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

Military and Veteran Students

Berkeley College is committed to helping service members, 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 adheres to the terms of Executive Order 13607 as well as Title 38 US Code 3679 subsection, *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 military aligned students, including:

- On-site and online Veterans Resource Centers
- Veterans Affairs Work-Study Program
- Veterans Graduation Dinner
- Urban hikes and other social events
- Student-veteran-led clubs affiliated with the Student Veterans of America (SVA)
- Veterans Day and Memorial Day events

Awards and Acknowledgments

- Best Online Bachelor's Programs for Veterans, 2014-2023 – *U.S. News & World Report*
- Top School, 2015, 2017 and 2018 – *Military Advanced Education & Transition*
- Military Friendly® Top 10 Nontraditional School, 2017 – *Victory Media*
- Military Friendly® Top 10 Spouse School, 2017 – *Victory Media*
- Best for Vets: Four-year Colleges, 2017-2022 – *Military Times*
- Best of the Best, 2014-2015 and 2017-2020 – *U.S. Veterans Magazine*

Talk to us. We're here to help.

Click to learn more about opportunities for military and veteran students at Berkeley College.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

Berkeley College abides by the requirements established in Section 103 of the Veterans Benefits and Transition Act of 2018. As such, the College shall not penalize those students who are eligible for the Post 9/11 GI Bill® or Veteran Readiness &

Employment (chapter 31), but for whom payment is pending from the Department of Veterans Affairs. For example, while the College is waiting to receive these VA funds, students will have access to the full range of College resources and student services, both onsite and online, so long as the student has otherwise fulfilled all other commitments to the College and their education. Moreover, while the College waits to receive these VA funds, we shall not place any holds, or prevent students from attending classes or enrolling in the upcoming semester; nor shall we create any late payment fees, or require students to secure alternative or additional funding.

To meet the requirements of this statement, students must provide Berkeley College with a Certificate of Eligibility, or a summary of educational benefits from eBenefits. Chapter 31 students may obtain a VA Form 1905, or a PO from the assigned case manager. This must be done by the first day of class. In addition, the College must receive the student's request for certification of benefits through the Office of Military and Veterans Affairs, as well as any other required information essential to the certification process. First-term students must sign the Veterans Billing Agreement.

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. Many Berkeley College programs include an internship, job-related assignment, or practicum for a valuable learning experience.*

*Note: Students work in a position related to their course of study while at the same time completing online course requirements.

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 and evening 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 online, and the Interior Design program is only available at the Woodland Park campus and online. 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 https://berkeleycollege.edu/academics/courses/index.html.

Bachelor's degrees are designed to be completed in 4 years, and Associate's degrees are designed to be completed in 2 years. The Surgical Processing Technician Certificate is designed to be completed in 45 weeks. The Patient Care Technician Certificate is designed to be completed in 45 weeks. The Practical Nurse Certificate (Day Program) is designed to be completed in 60 weeks. The Practical Nurse Certificate (Evening Program) is designed to be completed in 75 weeks.

Programs of Study

3D Digital Visualization

- B.F.A., 3D Digital Visualization

Accounting

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

Business Data Science

- B.S., Business Data Science

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

National Security

- B.S., National Security

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 and a four-year combined B.S./M.B.A. option exist for students interested in pursuing graduate studies.

Discontinued Programs

Medical Insurance, Billing, and Coding

- [Medical Insurance, Billing, and Coding Certificate - Effective Fall 2021](#)

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

- [Larry L. Luing School of Business®](#)
- [School of Health Studies](#)
- [Division of General Education](#)
- [School of Professional Studies](#)
- [The Berkeley College Honors Program](#)
- [Foundations of Learning](#)
- [The Jumpstart Program](#)
- [Course Descriptions](#)
- [New York State Education Department (NYSED) - HEGIS Codes](#)
- [Employment, Retention, and Graduation Rates](#)

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.

3D Digital Visualization

Add a new dimension to your creativity

Digital visualization is an important career that continues to grow dramatically throughout many different industries. In the Berkeley College 3D Digital Visualization Bachelor of Fine Arts (B.F.A.) degree program, you'll learn to communicate architectural and graphical concepts and information using advanced 3D modeling software tools as you develop the advanced skills, knowledge, and understanding of digital design and modeling that employers look for.

Earning a B.F.A. in 3D Digital Visualization can prepare you to pursue a career in a wide range of fields, such as architecture, interior design, construction, graphic design, industrial design, art, animation, and gaming as a skilled professional. Potential job titles for students holding a degree in this field include: Professional 3D Artist, Multimedia Artist, Architectural Visualizer, 3D Rendering and Graphic Artist, Visualization Designer, and 3D Graphic Designer.

You'll take a core sequence of required technical courses and also have the opportunity to select elective courses to further emphasize the career path you want to pursue.

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 digital visualization
- Learning advanced 3D modeling software used in the design industry
- You may have the opportunity to participate in an internship or job-related assignment for a valuable learning experience

Degree Program

- B.F.A., 3D Digital Visualization

3D Digital Visualization Bachelor of Fine Arts Degree (B.F.A.)

Not all programs are offered for completion at each campus or through Berkeley College Online®. Please review the academic program pages (https:// berkeleycollege.edu/academics/index.html) for information on where each program is offered. Additionally, all students may be required to take some courses at another campus or online.

PROGRAM LEARNING OBJECTIVES

SAMPLE PROGRAM SEQUENCE

Course Requirements

MAJOR CORE COURSES

VIZ1100 Architectural Visualization

3 Credits

Provides a foundation in the graphic language used to represent interior spaces by using drafting techniques and the proper use of drafting materials and tools. Introduces AutoCAD as a drafting tool. Topics include floor plans, reflected ceiling plans, elevations, sections, perspectives, standard symbols, scale and line weight.

VIZ1101 Photoshop and Digital Graphics I

3 Credits

Explores the role of designing visual graphics. With the introduction of Adobe Photoshop, digital concepts, processes, and creativity, the course focus is to create original graphics for promotion and marketing materials.

VIZ1102 Illustrator and Digital Graphics II

3 Credits

A continuation from Photoshop and Digital Graphic I. Students explore Photoshop and image manipulation techniques. Introduces Adobe Illustrator for the use of print, and web services, original graphics for artboards, and marketing materials.

Prerequisite: VIZ1101

VIZ1110 Sketching and Color Composition

3 Credits

Introduces the development of basic freehand sketches. This course emphasizes quick sketch techniques and rapid 3-D visualization. Students learn a variety of drawing media, rendering techniques and color theory and fundamentals for visually communicating design concepts.

VIZ1111 Graphic Design Principles I

3 Credits

Introduces two-dimensional design and color theory and their relational aspects. 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.

VIZ1120 Conceptual Design

3 Credits

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.

VIZ1121 3D Design and Modeling

3 Credits

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.

Prerequisite: VIZ1110

VIZ1150 CAD I

3 Credits

Students learn to use advanced CAD skills to create and edit plans, elevations, and section views of designs for use in design studies and presentations. Students also learn 3D modeling, presentation techniques, drawing organization, and other techniques used in professional practice.

Prerequisite: VIZ1100

VIZ2200 CAD II

3 Credits

Instructs students in the use of Advanced 3D modeling and rendering tools 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: VIZ1150

VIZ2201 Graphic Design Principles II

3 Credits

Integrates the skills acquired in Graphic Design Principles I. Incorporates typography and graphics to create effective communication design from concept through completion. The course utilizes industry standard software.

Prerequisite: VIZ1111

VIZ2260 Architectural Construction and Methods I

3 Credits

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: VIZ1150

VIZ2290 Lighting

3 Credits

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: VIZ1150

VIZ3320 Graphic Design Principles III and Game Development

3 Credits

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: VIZ2201

VIZ3350 Architectural Construction and Methods II

3 Credits

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: VIZ2260

VIZ3360 Packaging Design I

3 Credits

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: VIZ2201

VIZ3370 CAD III: Working Drawings

3 Credits

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: VIZ3350

VIZ3380 Furniture Design

3 Credits

Covers basic principles and techniques of designing furniture implementing creativity, functionality, materials, and construction documents. Focuses on the understanding of the design processes, as well as manufacturing techniques of furniture making and human factors for responsible design. Through a series of design projects the student will learn to use sketching and technical drawing skills, model making, and 3D prototyping.

Prerequisite: VIZ3350

VIZ4470 Special Topics

3 Credits

This course is a prerequisite to the capstone project which provides instruction in individual design program development. Students research, develop and analyze data specific to their selected area of study. The approved program developed in this course will be used as the basis of design for continuation of the project in VIZ4460 Capstone Project.

Prerequisite: VIZ3320

VIZ4401 Animation Foundations

3 Credits

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: VIZ3320

VIZ4410 Career Management

3 Credits

Explores job requirements, avenues for career development opportunities, and strategies for successful career management. This course covers resume writing, interviewing, professional organizations and the importance of professionalism in the industry. Students prepare documents needed to pursue job opportunities including a professional design portfolio.

Prerequisite: VIZ3370

VIZ4420 Game Design

3 Credits

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: VIZ2201

VIZ4460 Capstone Project

3 Credits

Continues the research and design of the design project based upon the project type approved in VIZ4470 Special Topics. Students apply all of the skills and knowledge developed throughout their course of study in 3D Digital Visualization with the help of a faculty mentor. This course is taken in a student's senior year.

Prerequisite: VIZ4470

VIZ4483 Internship

3 Credits

Provides a field-based internship experience where students acquire career/professional skills within the design industry 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

Prerequisite: Department permission

3D Digital Visualization Electives – 9 Credits

LIBERAL ARTS AND SCIENCE CORE COURSES*

ENG1105 Writing and Research

3 Credits

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 Credits

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

Prerequisite: ENG1105

ENG3316 The Confident Writer

3 Credits

Explores a wide variety of non-fiction writing genres, including personal profile, journalism, criticism, and more. Students build their reading, writing, and researching skills while also reinforcing the fundamental concepts and current developments associated with the areas of their respective majors.

Prerequisite: ENG2205

MAT2211 College Algebra

3 Credit Hours

Introduces students to solving problems by using geometric and algebraic approaches. 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

HUM2225 Introduction to Ethics

3 Credits

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 perspectives of various schools of thought and encourages students' own critical thinking on ethical and moral issues in dialogue with others.

SOC1123 First Year Experience

3 Credits

Explores the challenges students most frequently face in pursuing and achieving a college degree. Students will identify their own perceived challenges, share critical insights to meeting them, and implement their own plan of action to address and overcome such challenges.

SOC2231 Human Relations

3 Credits

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 Electives - 9 Credits

Humanities Elective - 3 Credits

Mathematics/Science Elective - 3 Credits

English/Science Elective - 3 Credits

Social Science Elective - 3 Credits

120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

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

The onsite program requires students to obtain specific supplies, the cost of which totals approximately **$300.00.**

The online program also requires students to obtain specific supplies, the cost of which totals approximately **$515.00.**

Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at https://berkeleycollege.edu/catalogs/undergraduate-2022-2023/admissions/undergraduate-degree-program-tuition-fees-2022-2023/index.html

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.

Mission Statement:

The Accounting Department of the Larry L. Luing School of business prepares students for lifelong success in dynamic accounting and accounting related careers.

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
- Hands-on learning from instructors chosen for academic excellence as well as relevant professional experience
- Participation in a capstone course designed to put theory into practice
- You may have the opportunity to participate in an internship or job-related assignment for a valuable learning experience
- A seamless transition between Associate's and Bachelor's degrees

Degree Programs

- [A.A.S., Business Administration - Accounting](#)
- [B.B.A., Accounting](#)

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

Not all programs are offered for completion at each campus or through Berkeley College Online®. Please review the academic program pages (https:// berkeleycollege.edu/academics/index.html) for information on where each program is offered. Additionally, all students may be required to take some courses at another campus or online. The Internship courses are only offered online.

[PROGRAM LEARNING OBJECTIVES](#)

[SAMPLE PROGRAM SEQUENCE](#)

Course Requirements

MAJOR CORE COURSES

ACC1112 Financial Accounting II

3 Credits

Course introduces accounting for receivables, plant assets, intangible assets, liabilities, stockholders' equity, and investments. Students learn how to prepare and interpret cash flow statements.

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

ACC2115 Accounting Information Systems

3 Credit Hours

This course uses a transaction cycle approach to study sources of information, documentation, data flows, logical tasks, accounting records, and internal controls. Students will learn how technology advances the accounting process. Students use a major accounting software application to input data into books of original entry, maintain the general ledger, and generate financial statements. They also use a major spreadsheet application to generate and analyze reports. This course will also consider cyber security concerns.

Prerequisite: ACC1111, ACC1112, ACC1113, and CIS1115

ACC2240 Cost Accounting

3 Credits

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: ACC1113

ACC2252 Federal Taxation I

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. Students prepare tax returns and supporting schedules.

Prerequisites: ACC1112

BUSINESS CORE COURSES

ACC1111 Financial Accounting I

3 Credits

Introduces the basic structure of accounting terminology and procedures of a business organization. Students learn about recording and reporting functions, adjusting entries and closing entries, the preparation of financial statements, accounting for merchandising operations, valuation of inventories, purpose and significant features of internal controls, and preparation of bank reconciliation.

CIS1115 Computer Applications

3 Credits

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel.

CIS2201 Advanced Spreadsheets

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

IBS2201 International Business

3 Credits

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.

MGT2220 Principles of Management

3 Credits

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.

MKT2220 Principles of Marketing

3 Credits

Provides an introduction to fundamental principles and practices in the marketing process, including a detailed study of each marketing mix tool (product, price, place, promotion), along with an introduction to marketing research, target marketing, SWOT construction and analysis, strategic marketing planning, and consumer behavior. This is the gateway course to the Marketing Communications Program.

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research

3 Credits

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 Credits

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

Prerequisite: ENG1105

ENG2265 Business Communication

Explores practical communication strategies and techniques needed for success in a continuously evolving work environment.

Prerequisite: ENG2205

HUM2225 Introduction to Ethics

3 Credits

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 perspectives of various schools of thought and encourages students' own critical thinking on ethical and moral issues in dialogue with others.

MAT2212 Quantitative Methods

3 Credits

Introduces students to the personal use of mathematics to explore arithmetic-based and algebra-based business applications including linear functions, quadratic functions, and systems of linear equations.

Prerequisite: CSK85 or placement-based score

MAT2215 Statistics I

3 Credits

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 First Year Experience

3 Credits

Explores the challenges students most frequently face in pursuing and achieving a college degree. Students will identify their own perceived challenges, share critical insights to meeting them, and implement their own plan of action to address and overcome such challenges.

SOC2231 Human Relations

3 Credits

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 - 3 Credits

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

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

Professional Licensure & Certification

Information about professional licensure and/or certification requirements for this program is available online at: https://berkeleycollege.edu/about/accreditation-regulatory/online-state-authorization-info/index.html

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

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[PROGRAM LEARNING OBJECTIVES](#)

[SAMPLE PROGRAM SEQUENCE](#)

Course Requirements

MAJOR CORE COURSES

ACC1112 Financial Accounting II

3 Credits

Course introduces accounting for receivables, plant assets, intangible assets, liabilities, stockholders' equity, and investments. Students learn how to prepare and interpret cash flow statements.

Prerequisite: ACC1111

ACC1113 Managerial Accounting

3 Credits

Introduces the use of accounting information for management planning, control in budget preparation, and the evaluation of cost behavior.

Prerequisite: ACC1111 or ACC1112

ACC2115 Accounting Information Systems

3 Credits

This course uses a transaction cycle approach to study sources of information, documentation, data flows, logical tasks, accounting records, and internal controls. Students will learn how technology advances the accounting process. Students use a major accounting software application to input data into books of original entry, maintain the general ledger, and generate financial statements. They also use a major spreadsheet application to generate and analyze reports. This course will also consider cyber security concerns.

Prerequisite: ACC1111, ACC1112, ACC1113, and CIS1115

ACC2201 Intermediate Accounting I

3 Credits

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 Credits

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. Topics include investments in marketable securities, income taxes, leases, and statement of cash flows.

Prerequisite: ACC2201

ACC2240 Cost Accounting

3 Credits

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: ACC1113

ACC2252 Federal Taxation I

3 Credits

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. Students prepare tax returns and supporting schedules.

Prerequisite: ACC1112

ACC3310 Advanced Accounting

3 Credits

Examines advanced theory and problem-solving for corporations and partnerships. Provides an analytical overview of the accounting problems associated with business combinations. Students learn how to prepare and interpret financial reports with respect to the resultant combined corporate entities. Focuses on the theory, concepts, and procedures of government and nonprofit accounting and financial reporting.

Prerequisite: ACC2202

ACC3352 Federal Taxation II

3 Credits

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: ACC2202 and ACC2252

ACC4115 Advanced Accounting Information Systems

3 Credits

This class explores the relationship between data analytics and the accounting profession. Students will perform analytics and leverage the results for decision-making. Key topics include business processes, risk and assurance, and technologies and data analytics.

Prerequisites: CIS2201, ACC2115, and ACC3310

ACC4410 Auditing

3 Credits

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 and MAT2215

BUS3331 Business Law II

3 Credits

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.

Prerequisites: BUS2231

FIN4416 Advanced Corporate Finance

3 Credits

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: FIN3302

BUSINESS CORE COURSES

ACC1111 Financial Accounting I

3 Credits

Introduces the basic structure of accounting terminology and procedures of a business organization. Students learn about recording and reporting functions, adjusting entries and closing entries, the preparation of financial statements, accounting for merchandising operations, valuation of inventories, purpose and significant features of internal controls, and preparation of bank reconciliation.

BUS2231 Business Law I

3 Credits

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.

CIS1115 Computer Applications

3 Credits

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel.

CIS2201 Advanced Spreadsheets

3 Credits

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

ECO2200 Principles of Economics

3 Credits

Introduces students to the core concepts and principles of microeconomics. Emphasis is on real-world applications from a personal, business, and governmental perspective. Topics include tradeoffs and opportunity costs, gains from specialization and trade, supply and demand, and the efficiency of markets.

FIN3302 Corporate Finance

3 Credits

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, and MAT2218

IBS2201 International Business

3 Credits

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.

MGT2220 Principles of Management

3 Credits

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.

MKT2220 Principles of Marketing

3 Credits

Provides an introduction to fundamental principles and practices in the marketing process, including a detailed study of each marketing mix tool (product, price, place, promotion), along with an introduction to marketing research, target marketing, SWOT construction and analysis, strategic marketing planning, and consumer behavior. This is the gateway course to the Marketing Communications Program.

LIBERAL ARTS AND SCIENCE CORE COURSES*

ENG1105 Writing and Research

3 Credits

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 Credits

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 Credits

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

ENG2265 Business Communication

3 Credits

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: ENG2205

ENG3316 The Confident Writer

3 Credits

Explores a wide variety of non-fiction writing genres, including personal profile, journalism, criticism, and more. Students build their reading, writing, and researching skills while also reinforcing the fundamental concepts and current developments associated with the areas of their respective majors.

Prerequisite: ENG2205

HUM2225 Introduction to Ethics

3 Credits

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 Credits

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 Credits

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 First Year Experience

3 Credits

Explores the challenges students most frequently face in pursuing and achieving a college degree. Students will identify their own perceived challenges, share critical insights to meeting them, and implement their own plan of action to address and overcome such challenges.

SOC2231 Human Relations

3 Credits

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 Credits

Liberal Arts Electives- 6 Credits

Social Science Elective- 3 Credits

Business Electives - 6 Credits**

Free Electives - 6 Credits

120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

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

**Any courses in the Larry L. Luing School of Business.

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

Professional Licensure & Certification
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Business Data Science

Help shape the future in this exciting, emerging career field.

Business data science is an in-demand, multi-disciplinary career field that combines a range of skills that include analyzing large amounts of data, data mining, and programming skills, along with cutting-edge technologies such as Artificial Intelligence. A wide range of organizations depend on skilled professionals to help make crucial decisions and predictions.

One of the few programs of its kind in the area, the Berkeley College Business Data Science Bachelor's degree program focuses on technologically advanced and rigorous data science and AI curricula with an innovative application-focused business core that includes solid math training. Additional courses deal with ethics, science, creativity, and communication skills for a well-rounded education that can prepare you to enter the field in a range of roles. The program offers two areas of concentration:

Business Analytics, which can prepare you for careers such as:

- BI Developer
- Management/Business Analyst
- Information Systems Analyst
- Operation Research Analyst
- CIS Analyst

Artificial Intelligence, which can prepare you for careers such as:

- Data Scientist
- Machine Learning Engineer
- Statistician/Mathematician
- Software/Application Developer

Benefit from:

- Small classes with personal attention from instructors with professional experience with the in-demand skills required for this cutting-edge field
- A focus on applying knowledge gained from the program to real-world business issues
- An emphasis on critical thinking, problem solving, and communication skills
- You may have the opportunity to participate in an internship or job-related assignment for a valuable learning experience
- You'll have exceptional networking opportunities through faculty and alumni connections

Degree Program

- B.S., Business Data Science

Business Data Science Bachelor of Science Degree (B.S.)

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[PROGRAM LEARNING OBJECTIVES](#)

[SAMPLE PROGRAM SEQUENCE - BUSINESS ANALYTICS CONCENTRATION](#)

[SAMPLE PROGRAM SEQUENCE - ARTIFICIAL INTELLIGENCE CONCENTRATION](#)

Course Requirements

MAJOR CORE COURSES

BDS1100 Storytelling with Data

3 Credits

Students are introduced to building and presenting compelling narratives and stories with data for multiple audiences through case studies, examples, and data visualization tool kits. The life cycle of a data science project is presented. Various strategies and techniques for building visual analytics and stories are utilized for the purposes of enhanced social impact and decision-making.

BDS2240 Programming for Computer Science and Data Science
3 Credits
Students are provided with the skills to use Python programming for computer science and data science projects. Fundamental programming skills are emphasized. Python is utilized to manipulate data in data science practice and applications.

Prerequisite: BDS1100

BDS2260 Machine Learning

3 Credits

The theory and applications of machine learning concepts and algorithms are introduced. Key topics in machine learning, including supervised and unsupervised learning algorithms, are covered. Additional topics include linear models for regression and classification, decision trees, support vector machines and kernel methods, ensemble methods, and dimension reduction. The machine learning algorithms are applied to solve problems with real data.

Prerequisite: BDS2240

BDS3360 SQL and Managing Data

3 Credits

This course is designed to help students develop proficiency in database design and gain knowledge of SQL programming. Additionally, students will be introduced to

NoSQL database systems optimized for big data analytics. This course will demonstrate how a relational database coupled with efficient programming can help data scientists to effectively manage data and deliver accurate and reliable results

Prerequisite: BDS2240

BDS4410 Data Security and Privacy

3 Credits

This course introduces students to the concepts, tools, trends, and technologies for data and application security. The focus will be on examining data and information security methodologies for the control, protection, and access as well as the preservation of the integrity of the data. Topics covered will include secure databases and distributed systems, privacy, confidentiality, and trust management, and cybersecurity

Prerequisite: BDS3360 SQL

ARTIFICIAL INTELLIGENCE CONCENTRATION ELECTIVES

BDS2210 Artificial Intelligence

3 Credits

Basic concepts, techniques, and a variety of applications of artificial intelligence are introduced. The processes and limits of human decision-making and learning in combination with AI systems are presented. This course includes hands-on exercises. Teams of students create an AI-based application for the final project.

ITM3330 Object-Oriented Programming

3 Credits

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

BDS4440 Advanced Programming for AI and Big Data

3 Credits

This course is designed to provide students with advanced machine learning and Python programming skills to learn today's most compelling leading-edge computing technologies including AI, big data and cloud case studies on natural language processing, IBM Watson cognitive computing, machine learning, deep learning, computer vision, Hadoop, Spark and the internet of things.

Prerequisites: BDS2240 and BDS2260

BDS4450 Applied Deep Learning and Chatbots

3 Credits

Introduces the concepts and applications of deep learning and theories behind AI-powered Chatbots and the tools for building and implementing them.

Prerequisite: BDS2210

BUS2210 Business Intelligence and Analytics

3 Credits

The fast-growing field of business intelligence and analytics is introduced. Quantitative methods, analytical software, and data analysis are integrated to facilitate analysis and comprehension of contemporary business issues and problems. An emphasis is placed on critical thinking and quantitative reasoning skills.

ITM2260 IT Project Management

3 Credits

IT projects face unique challenges for all project team members, and most of all, for the project manager. This course is designed along the IT project management lifecycle. Topics entail the basic concepts of IT project management, including initiating, planning, controlling, executing, and closing projects. The course also shows students how IT projects should be managed, from inception to post-implementation review. Students will use Microsoft Project software.

ITM3313 Cloud Computing

3 Credits

Introduces the underlying concepts of cloud models, virtualization, infrastructure, security, resource management, and business continuity. Emphasizes terminology and technologies in cloud environments and provides a general overview of the field of cloud computing in business and technology.

Prerequisite: ITM2210 or ITM2211 and BUS2210

BUS4420 Data Mining for Business Analytics

3 Credits

This course provides an overview of the fundamental principles and techniques of data mining for business analytics. Case studies will be utilized to place data mining techniques into context and to develop data-analytic thinking. Emphasis will be placed on real-world applications to illustrate that proper allocation of data mining is an art as well as a science. Analytics/data mining software will be utilized.

Prerequisites: BUS2210 and MAT2215, or MAT2218

BUSINESS APPLICATION COURSES

ACC1111 Financial Accounting

3 Credits

Introduces the basic structure of accounting terminology and procedures of a business organization. Students learn about recording and reporting functions, adjusting entries and closing entries, the preparation of financial statements, accounting for merchandising operations, valuation of inventories, purpose and significant features of internal controls, preparation of bank reconciliations and the valuation of receivables.

CIS1115 Computer Applications

3 Credits

It provides an introduction to computer technology with an emphasis on applications. Students learn to use the software, such as Microsoft Windows, Word, PowerPoint, and Excel.

CIS2201 Advanced Spreadsheet

3 Credits

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.

Prerequisites: CIS1115

MKT3322 Digital Marketing

3 Credits

Provides an in-depth study of online marketing strategies and tactics. Students will learn advanced concepts and tools of digital marketing and apply these new skills to make business decisions. Emphasis is on website optimization, display advertising, Search Engine Marketing, Search Engine Optimization, Social Media Marketing, and Mobile Marketing

Prerequisite: MKT 2220 and MKT2223 or BDS1100

BUS4430 CRM and Enterprise Systems

3 Credits

This course examines the software development life cycle and roles of enterprise systems. The topics covered include customer relationship management (CRM) systems, supply chain management (SCM) systems, enterprise resource planning (ERP) systems, and the process of automating an organization's relationships with its stakeholders. Students explore the role of CRM in transforming an organization and gain hands-on experience in using them.

Prerequisite: MKT3322

IBS4420 Global Fintech: AI, Blockchain and Financial Modeling

3 Credits

This course introduces students to the key concepts, applications, and implications of innovations in financial technology (FinTech) such as artificial intelligence, blockchain, and financial modeling in the context of global business and finance. Students will explore how technological advances in data and analytics are enabling financial sector innovations. A special emphasis is placed blockchain, financial modeling, and algorithmic trading and investment strategies.

Prerequisite: FIN3302

FREE ELECTIVES

12 Credits

MATHEMATICS CORE COURSES

MAT2211 College Algebra

3 Credits

Introduces students to solving problems by using geometric and algebraic approaches. Topics include the Cartesian coordinate system, linear equations, absolute value, rational and exponential functions, systems of linear equations, linear inequalities, logarithms, and polynomials.

MAT2218 Probability Statistics and Applied Regression

3 Credits

Introduces a collection of quantitative methods used to analyze data and inform management decisions. The topics that will be covered include describing and summarizing data, sampling and estimation, hypothesis testing, single variable linear regression, and multivariable regression. This course focuses on honing the understanding of key course concepts, managerial judgment, and ability to apply these concepts to real business problems.

MAT3301 Discrete Mathematics

3 Credits

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

MAT4440 Applications of Calculus

3 Credits

Introduces students to differential and integral calculus, with an emphasis on applications. This course is intended for students in data science and business. Topics include modeling change using functions, the concept of the derivative, computing the derivative, applications of the derivative to business, and computer sciences, and an introduction to integration.

Prerequisite: MAT2211

COMMUNICATION CORE COURSES

ENG1105 Writing and Research

3 Credits

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 Credits

Further develop 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 Credits

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 or Corequisite: ENG2205

ENG3316 The Confident Writer

3 Credits

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

ENG4400 Scientific and Technical Communications

3 Credits

Introduces students to the techniques of objective reporting on scientific and technical material. Topics covered include research techniques, information design, principles of technical exposition, effective use of graphics, study of language uses, preparation and presentation of oral reports, writing samples and principles of various technical reports including manuals, proposals, and abstracts.

Prerequisite: ENG2215, ENG3316

HUMANITIES CORE COURSES

SOC1123 First Year Experience

3 Credits

Explores the challenges students most frequently face in pursuing and achieving a college degree. Students will identify their own perceived challenges, share critical insights to meeting them, and implement their own plan of action to address and overcome such challenges.

HUM2225 Introduction to Ethics

3 credits

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 perspectives of various schools of thought and encourages students' own critical thinking on ethical and moral issues in dialogue with others.

SOC2231 Human Relations

3 Credits

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.

ELECTIVES

Liberal Arts Elective	**15 Credits**
Humanities Elective	**3 Credits**
Science Elective	**3 Credits**
Social Science Elective	**3 Credits**
Business Elective*	**3 Credits**

120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

*Any courses in the Larry L. Luing School of Business.

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. You will engage in a comprehensive capstone course and you may have the opportunity to participate in an internship where you can apply what you've learned 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
- You may have the opportunity to 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

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

Not all programs are offered for completion at each campus or through Berkeley College Online®. Please review the academic program pages (https://berkeleycollege.edu/academics/index.html) for information on where each program is offered. Additionally, all students may be required to take some courses at another campus or online. [internship]

[PROGRAM LEARNING OBJECTIVES](#)

[SAMPLE PROGRAM SEQUENCE](#)

Course Requirements

MAJOR CORE COURSES

FAS1101 Introduction to the Fashion Business

3 Credits

Provides an overview of the fashion industry and its global reach, familiarizing students with fashion history and milestones, key business categories within fashion, including women's, men's, and children's ready-to-wear, plus consumer behaviors, marketing, product development and retail sales. Various related fashion careers and opportunities are explored. Current events in the industry are discussed and ethical issues in the industry examined.

FAS2230 Fashion Textiles for Apparel and Home

3 Credits

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 Credits

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-buy, and terms of sales.

FAS2222 Product Development*

3 Credits

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

*This course replaces FAS2261

GRD1101 Photoshop and Digital Graphics I*

3 Credits

In Photoshop and Digital Graphics I, students explore the role of designing visual graphics. With the introduction of Adobe Photoshop, digital concepts, processes, and creativity, the course focus is to create original graphics for promotion and marketing materials.

*Effective winter 2023.

BUSINESS CORE COURSES

ACC1111 Financial Accounting I

3 Credits

Introduces the basic structure of accounting terminology and procedures of a business organization. Students learn about recording and reporting functions, adjusting entries and closing entries, the preparation of financial statements, accounting for merchandising operations, valuation of inventories, purpose and significant features of internal controls, and preparation of bank reconciliation.

BUS2293 Internship

3 Credits

Students work in a position related to their course of study while at the same time completing online course requirements – including focused online discussions and special online projects – that integrate the skills and knowledge learned through their degree program.

Prerequisite: Departmental permission

CIS1115 Computer Applications

3 Credits

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel.

CIS2201 Advanced Spreadsheets

3 Credits

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

IBS2201 International Business

3 Credits

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.

MGT2220 Principles of Management

3 Credits

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.

MKT2220 Principles of Marketing

3 Credits

Provides an introduction to fundamental principles and practices in the marketing process, including a detailed study of each marketing mix tool (product, price, place, promotion), along with an introduction to marketing research, target marketing, SWOT construction and analysis, strategic marketing planning, and consumer behavior. This is the gateway course to the Marketing Communications Program.

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research

3 Credits

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 Credits

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 Credits

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 or Corequisite: ENG2205

HUM2225 Introduction to Ethics

3 Credits

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 Credits

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 First Year Experience

3 Credits

Explores the challenges students most frequently face in pursuing and achieving a college degree. Students will identify their own perceived challenges, share critical insights to meeting them, and implement their own plan of action to address and overcome such challenges.

SOC2231 Human Relations

3 Credits

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 Credits

Business Elective* - 3 Credits

Free Elective - 3 Credits

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

*Any courses in the Larry L. Luing School of Business.

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 https://berkeleycollege.edu/catalogs/undergraduate-2022-2023/admissions/undergraduate-degree-program-tuition-fees-2022-2023/index.html.

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

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[PROGRAM LEARNING OBJECTIVES](#)

[SAMPLE PROGRAM SEQUENCE](#)

Course Requirements

MAJOR CORE COURSES

FAS1101 Introduction to the Fashion Business

3 Credits

Provides an overview of the fashion industry and its global reach, familiarizing students with fashion history and milestones, key business categories within fashion, including women's, men's, and children's ready-to-wear, plus consumer behaviors, marketing, product development and retail sales. Various related fashion careers and opportunities are explored. Current events in the industry are discussed and ethical issues in the industry examined.

FAS2230 Fashion Textiles for Apparel and Home

3 Credits

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 Credits

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-buy, and terms of sales.

FAS2222 Product Development*

3 Credits

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 and FAS2230

*This course replaces FAS2261

FAS3335 Omni-Channel Retail Management

3 Credits

This course provides an in-depth analysis of omni-channel retailing. Students learn to develop and manage a layered, digitally connected and coordinated shopping experience across channels, including brick and mortar, catalog, e-commerce, and mobile with a focus on a customer-centric experience. Students learn to identify effective interactive marketing strategies, including social media and search engine optimization.

Prerequisites: FAS2222*, MKT2220

FAS3365 Interactive Fashion Communication

3 Credits

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, FAS2222*

FAS4110 Fashion Innovation & Digital Transformation*

3 Credits

Innovation in digitization is transforming the fashion industry from design to distribution. This course examines how to remodel fashion's traditional systems and strategies through radical change and disruption. It explores the process of broadening digital transformation to accommodate new and longstanding challenges that have shifted the fashion industry's course towards a more digital and sustainable future. The fundamental works regarding innovation management, changes in consumer demands, and market behavior with digital solutions that revolutionize the process will be explored. Through research and case studies, students will identify the best strategies for organizational transformation, e-commerce, social media, social commerce, and Artificial Intelligence. Students will be able to assess and analyze these technologies and their related developments, address changing values with digital transformation, and act in a strategic and project-oriented manner to explore the industry's necessity to adapt.

*Effective winter 2023.

FAS4475 Fashion Innovation Capstone*

3 Credits

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, FAS2222*, FAS3335

*This course replaces FAS2261

GRD1101 Photoshop and Digital Graphics I*

3 Credits

In Photoshop and Digital Graphics I, students explore the role of designing visual graphics. With the introduction of Adobe Photoshop, digital concepts, processes, and creativity, the course focus is to create original graphics for promotion and marketing materials.

*Effective winter 2023.

GRD1102 Illustrator and Digital Graphics II*

3 Credits

A continuation from Photoshop and Digital Graphics I. In this course, students will explore Photoshop and image manipulation techniques. We will introduce Adobe Illustrator for the use of print, and web services, original graphics for artboards, and marketing materials.

Prerequisite: GRD1101

*Effective winter 2023.

Fashion Electives*- 3 Credits

BUSINESS CORE COURSES

ACC1111 Financial Accounting I

3 Credits

Introduces the basic structure of accounting terminology and procedures of a business organization. Students learn about recording and reporting functions, adjusting entries and closing entries, the preparation of financial statements, accounting for merchandising operations, valuation of inventories, purpose and significant features of internal controls, and preparation of bank reconciliation.

BUS2231 Business Law I

3 Credits

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 Credits

Students work in a position related to their course of study while at the same time completing online course requirements – including focused online discussions and

special online projects – that integrate the skills and knowledge learned through their degree program.

Prerequisite: Departmental permission

CIS1115 Computer Applications

3 Credits

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel.

CIS2201 Advanced Spreadsheets

3 Credits

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

ECO2200 Principles of Economics

3 Credits

Introduces students to the core concepts and principles of microeconomics. Emphasis is on real-world applications from a personal, business, and governmental perspective. Topics include tradeoffs and opportunity costs, gains from specialization and trade, supply and demand, and the efficiency of markets.

FIN3302 Corporate Finance

3 Credits

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, and MAT2218

IBS2201 International Business

3 Credits

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.

MGT2220 Principles of Management

3 Credits

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.

MKT2220 Principles of Marketing

3 Credits

Provides an introduction to fundamental principles and practices in the marketing process, including a detailed study of each marketing mix tool (product, price, place, promotion), along with an introduction to marketing research, target marketing, SWOT construction and analysis, strategic marketing planning, and consumer behavior. This is the gateway course to the Marketing Communications Program.

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research

3 Credits

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 Credits

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 Credits

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 or Corequisite: ENG2205

ENG3316 The Confident Writer

3 Credits

Explores a wide variety of non-fiction writing genres, including personal profile, journalism, criticism, and more. Students build their reading, writing, and researching skills while also reinforcing the fundamental concepts and current developments associated with the areas of their respective majors.

Prerequisite: ENG2205

HUM2225 Introduction to Ethics

3 Credits

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 perspectives of various schools of thought and encourages students' own critical thinking on ethical and moral issues in dialogue with others.

MAT2215 Statistics I

3 Credits

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 First Year Experience

3 Credits

Explores the challenges students most frequently face in pursuing and achieving a college degree. Students will identify their own perceived challenges, share critical insights to meeting them, and implement their own plan of action to address and overcome such challenges.

SOC2231 Human Relations

3 Credits

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 Credits

Liberal Arts Electives- 6 Credits

Mathematics/Science Elective- 3 Credits

Science Elective- 3 Credits

Social Science Elective- 3 Credits

Business Elective*** - 6 Credits

Free Electives - 9 Credits

120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

*3 Fashion Elective credits must be at the 3000/4000 level.
**6 Liberal Arts Elective credits must be at the 3000/4000 level.

*** Any courses in the Larry L. Luing School of Business.

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 https://berkeleycollege.edu/catalogs/undergraduate-2022-2023/admissions/undergraduate-degree-program-tuition-fees-2022-2023/index.html.

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 may choose to pursue the Certified Financial Planner (CFP®) designation or a career in corporate finance, including opportunities in:

- Banking
- Insurance
- Estate and retirement planning
- Investment portfolio management
- 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 corporate and personal financial planning
- A program that integrates concepts, basic theories, and fundamental practices in business, accounting, economics, finance, management, and marketing
- Hands-on learning from instructors chosen for academic excellence as well as relevant professional experience
- A baccalaureate program that offers courses required by the CFP Board of Standards, Inc.™
- Insights into investment and securities management with emphasis on current trends
- Hands-on experience with software used by financial service professionals
- Many Berkeley College programs include an internship, job-related assignment, or practicum for a valuable learning experience
- A seamless transition between Associate's and Bachelor's degree programs

Degree Programs

- [A.A.S., Financial Services](#)
- [B.B.A., Financial Services](#)

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

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[PROGRAM LEARNING OBJECTIVES](#)

[SAMPLE PROGRAM SEQUENCE](#)

Course Requirements

MAJOR CORE COURSES

ACC1112 Financial Accounting II

3 Credits

Course introduces accounting for receivables, plant assets, intangible assets, liabilities, stockholders' equity, and investments. Students learn how to prepare and interpret cash flow statements.

Prerequisite: ACC1111

FIN2200 Introduction to Financial Services

3 Credits

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

ECO2200 Principles of Economics

3 Credits

Introduces students to the core concepts and principles of microeconomics. Emphasis is on real-world applications from a personal, business, and governmental perspective. Topics include tradeoffs and opportunity costs, gains from specialization and trade, supply and demand, and the efficiency of markets.

FIN2230 Personal Finance

3 Credits

Presents students with the principles of personal finance and provides students with the knowledge and skills considered important in achieving financial success. Topics include time value of money, budgeting and savings, managing credit, making major purchases, minimizing risk, and investment fundamentals.

ACC1111 Financial Accounting I

3 Credits

Introduces the basic structure of accounting terminology and procedures of a business organization. Students learn about recording and reporting functions, adjusting entries and closing entries, the preparation of financial statements, accounting for merchandising operations, valuation of inventories, purpose and significant features of internal controls, and preparation of bank reconciliation.

BUS2231 Business Law I

3 Credits

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.

CIS1115 Computer Applications

3 Credits

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel.

IBS2201 International Business

3 Credits

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.

MGT2220 Principles of Management

3 Credits

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.

MKT2220 Principles of Marketing

3 Credits

Provides an introduction to fundamental principles and practices in the marketing process, including a detailed study of each marketing mix tool (product, price, place, promotion), along with an introduction to marketing research, target marketing, SWOT construction and analysis, strategic marketing planning, and consumer behavior. This is the gateway course to the Marketing Communications Program.

ENG1105 Writing and Research

3 Credits

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 Credits

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 Credits

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 perspectives of various schools of thought and encourages students' own critical thinking on ethical and moral issues in dialogue with others.

MAT2212 Quantitative Methods

3 Credits

Introduces students to the personal use of mathematics to explore arithmetic-based and algebra-based business applications including linear functions, quadratic functions, and systems of linear equations.

Prerequisite: CSK85 or placement-based score

MAT2215 Statistics I

3 Credits

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 First Year Experience

3 Credits

Explores the challenges students most frequently face in pursuing and achieving a college degree. Students will identify their own perceived challenges, share critical insights to meeting them, and implement their own plan of action to address and overcome such challenges.

SOC2231 Human Relations

3 Credits

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 - 3 Credits

Business Electives - 6 Credits*

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

*Any courses in the Larry L. Luing School of Business.

Professional Licensure & Certification

Information about professional licensure and/or certification requirements for this program is available online at https://berkeleycollege.edu/about/accreditation-regulatory/online-state-authorization-info/index.html

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 https://berkeleycollege.edu/catalogs/undergraduate-2022-2023/admissions/undergraduate-degree-program-tuition-fees-2022-2023/index.html.

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

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[PROGRAM LEARNING OBJECTIVES](#)

[SAMPLE PROGRAM SEQUENCE](#)

Course Requirements

MAJOR CORE COURSES

ACC1112 Financial Accounting II

3 Credits

Course introduces accounting for receivables, plant assets, intangible assets, liabilities, stockholders' equity, and investments. Students learn how to prepare and interpret cash flow statements.

Prerequisite: ACC1111

FIN2200 Introduction to Financial Services

3 Credits

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

FIN2230 Personal Finance

3 Credits

Presents students with the principles of personal finance and provides students with the knowledge and skills considered important in achieving financial success. Topics include time value of money, budgeting and savings, managing credit, making major purchases, minimizing risk, and investment fundamentals.

ECO2201 Applied Macroeconomics

3 Credits

Introduces students to the core concepts and principles of macroeconomics. Topics include the key measures of macroeconomic performance such as national income, inflation, and unemployment. Emphasis is on the links to the financial and monetary systems including an analysis of short-run economic fluctuations and the role of fiscal and monetary policy in influencing aggregate demand.

Prerequisites: ECO2200

FIN3315 Investment Planning

3 Credits

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: FIN2230

FIN4400 Tax Planning

3 Credits

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: FIN2230

FIN4416 Advanced Corporate Finance

3 Credits

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: FIN3302

FIN4425 Contemporary Issues in Financial Services

3 Credits

Explores contemporary issues in financial services. Students explore issues affecting the current economy and conduct individual research. Projects are designed to integrate topics covered throughout the financial services curriculum with emphasis on application to present day issues.

Prerequisites: FIN3315, FIN4400, FIN4416

Financial Services Electives*(6 credits at the 3000/4000 level)

6 Credits

FIN3310 Insurance Planning

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: FIN2230

FIN3319 Money & Banking

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, FIN3302

FIN4411 Retirement & Estate Planning

Provides an overview of effective planning and implementation of individual and business-sponsored retirement plans along with tools and techniques for estate planning and wealth transfer.

Prerequisite: FIN4400

FIN4420 Comprehensive Financial Planning

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: FIN2230, FIN3310, FIN3315, FIN4400, FIN4411

FIN4421 Financial Statement Analysis

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.

Prerequisites: ACC1112, FIN3302

ECO4401 International Economics

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

BUSINESS CORE COURSES

ACC1111 Financial Accounting I

3 Credits

Introduces the basic structure of accounting terminology and procedures of a business organization. Students learn about recording and reporting functions, adjusting entries and closing entries, the preparation of financial statements, accounting for merchandising operations, valuation of inventories, purpose and significant features of internal controls, and preparation of bank reconciliation.

BUS2231 Business Law I

3 Credits

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.

CIS1115 Computer Applications

3 Credits

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel.

CIS2201 Advanced Spreadsheets

3 Credits

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

ECO2200 Principles of Economics

3 Credits

Introduces students to the core concepts and principles of microeconomics. Emphasis is on real-world applications from a personal, business, and governmental perspective. Topics include tradeoffs and opportunity costs, gains from specialization and trade, supply and demand, and the efficiency of markets.

FIN3302 Corporate Finance

3 Credits

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, and MAT2218

IBS2201 International Business

3 Credits

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.

MGT2220 Principles of Management

3 Credits

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.

MKT2220 Principles of Marketing

3 Credits

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

construction and analysis, strategic marketing planning, and consumer behavior. This is the gateway course to the Marketing Communications Program.

LIBERAL ARTS AND SCIENCE CORE COURSES*

ENG1105 Writing and Research

3 Credits

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 Credits

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 Credits

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 or Corequisite: ENG2205

ENG3316 The Confident Writer

3 Credits

Explores a wide variety of non-fiction writing genres, including personal profile, journalism, criticism, and more. Students build their reading, writing, and researching skills while also reinforcing the fundamental concepts and current developments associated with the areas of their respective majors.

Prerequisite: ENG2205

HUM2225 Introduction to Ethics

3 Credits

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 perspectives of various schools of thought and encourages students' own critical thinking on ethical and moral issues in dialogue with others.

MAT2212 Quantitative Methods

3 Credits

Introduces students to the personal use of mathematics to explore arithmetic-based and algebra-based business applications including linear functions, quadratic functions, and systems of linear equations.

Prerequisite: CSK85 or placement-based score

MAT2215 Statistics I

3 Credits

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 First Year Experience

3 Credits

Explores the challenges students most frequently face in pursuing and achieving a college degree. Students will identify their own perceived challenges, share critical insights to meeting them, and implement their own plan of action to address and overcome such challenges.

SOC2231 Human Relations

3 Credits

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 Credits

Liberal Arts Elective- 3 Credits

Science Elective- 3 Credits

Social Science Elective- 3 Credits

Business Electives - 6 Credits*

Free Electives** - 18 Credits**

120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

***Any courses in the Larry L. Luing School of Business.

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

FIN2230 Personal Finance
FIN3310 Insurance Planning
FIN3315 Investment Planning

FIN4400 Tax Planning
FIN4411 Retirement & Estate Planning
FIN4420 Comprehensive Financial Planning

Professional Licensure & Certification

Information about professional licensure and/or certification requirements for this program is available online at: https://berkeleycollege.edu/about/accreditation-regulatory/online-state-authorization-info/index.html

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 https://berkeleycollege.edu/catalogs/undergraduate-2022-2023/admissions/undergraduate-degree-program-tuition-fees-2022-2023/index.html.

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
- Many Berkeley College programs include an internship, job-related assignment, or practicum for a valuable learning experience
- An online B.B.A. option, which gives students the opportunity to take concentrated courses in 7-week intervals

Degree Program

- [B.B.A., General Business](#)

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

Not all programs are offered for completion at each campus or through Berkeley College Online®. Please review the academic program pages (https://berkeleycollege.edu/academics/index.html) for information on where each program is offered. Additionally, all students may be required to take some courses at another campus or online. The Internship courses are only offered online.

[PROGRAM LEARNING OBJECTIVES](#)

[SAMPLE PROGRAM SEQUENCE](#)

Course Requirements

MAJOR CORE COURSES

BUS4451 Business Strategy and Policy

3 Credits

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: FIN3302, IBS2201, MGT2220, MKT2220

Business Electives- 27 Credits

International Business/General Business/Information Technology Management/ Management/Business Data Science Elective - 3 Credits

BUSINESS CORE COURSES

ACC1111 Financial Accounting I

3 Credits

Introduces the basic structure of accounting terminology and procedures of a business organization. Students learn about recording and reporting functions, adjusting entries and closing entries, the preparation of financial statements, accounting for merchandising operations, valuation of inventories, purpose and significant features of internal controls, and preparation of bank reconciliation.

BUS2231 Business Law I

3 Credits

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.

CIS1115 Computer Applications

3 Credits

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel.

CIS2201 Advanced Spreadsheets

3 Credits

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

ECO2200 Principles of Economics

3 Credits

Introduces students to the core concepts and principles of microeconomics. Emphasis is on real-world applications from a personal, business, and governmental perspective. Topics include tradeoffs and opportunity costs, gains from specialization and trade, supply and demand, and the efficiency of markets.

FIN3302 Corporate Finance

3 Credits

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, and MAT2218

IBS2201 International Business

3 Credits

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.

MGT2220 Principles of Management

3 Credits

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.

MKT2220 Principles of Marketing

3 Credits

Provides an introduction to fundamental principles and practices in the marketing process, including a detailed study of each marketing mix tool (product, price, place, promotion), along with an introduction to marketing research, target marketing, SWOT construction and analysis, strategic marketing planning, and consumer behavior. This is the gateway course to the Marketing Communications program.

LIBERAL ARTS AND SCIENCE CORE COURSES**

ENG1105 Writing and Research

3 Credits

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 Credits

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 Credits

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 or Corequisite: ENG2205

ENG3316 The Confident Writer

3 Credits

Explores a wide variety of non-fiction writing genres, including personal profile, journalism, criticism, and more. Students build their reading, writing, and researching skills while also reinforcing the fundamental concepts and current developments associated with the areas of their respective majors.

Prerequisite: ENG2205

HUM2225 Introduction to Ethics

3 Credits

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 perspectives of various schools of thought and encourages students' own critical thinking on ethical and moral issues in dialogue with others.

MAT2215 Statistics I

3 Credits

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 First Year Experience

3 Credits

Explores the challenges students most frequently face in pursuing and achieving a college degree. Students will identify their own perceived challenges, share critical insights to meeting them, and implement their own plan of action to address and overcome such challenges.

SOC2231 Human Relations

3 Credits

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 Credits

Humanities Elective- 3 Credits

Liberal Arts Electives- 6 Credits

Mathematics/Science Elective- 3 Credits

Science Elective- 3 Credits

Social Science Elective- 3 Credits

Business Electives* - 6 Credits**

Free Electives - 9 Credits

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.

***Any courses in the Larry L. Luing School of Business.

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, 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 and capstone projects are completed prior to graduation. You may also have an opportunity to participate in an internship where you can apply what you've learned. Students will work closely with the Career Services Department to secure future employment.

Students have the opportunity to interact with Interior Design 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
- Many Berkeley College programs include an internship, job-related assignment, or practicum for a valuable learning experience

Degree Program

- B.F.A., Graphic Design

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

Not all programs are offered for completion at each campus or through Berkeley College Online®. Please review the academic program pages (https://berkeleycollege.edu/academics/index.html) for information on where each program is offered. Additionally, all students may be required to take some courses at another campus or online.

[PROGRAM LEARNING OBJECTIVES](#)

[SAMPLE PROGRAM SEQUENCE](#)

Course Requirements

MAJOR CORE COURSES

GRD1100 Graphic Design Principles I

3 Credits

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 Credits

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 Credits

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.

GRD1170 Drawing I

3 Credits

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 Credits

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 Credits

Integrates the skills acquired in Graphic Design Principles I. Incorporates typography and graphics to create effective communication design from concept through completion. The course utilizes industry standard software.

Prerequisites: GRD1100

GRD2210 Graphic Design in Visual Culture

3 Credits

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 Credits

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 Credits

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.

GRD2233 Web Design I

3 Credits

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 Credits

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 Credits

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

GRD2240 Digital Publishing

3 Credits

Integrating type and images in digital page layouts and multiple-page projects. The emphasis will be on the application of industry standard software for both print and digital output.

Prerequisite: GRD1190

GRD2290 Typography II

3 Credits

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 Credits

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 Credits

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 Credits

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 Credits

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 Credits

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 Credits

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: GRD2240

GRD4415 UI/UX Design

3 Credits

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 Credits

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 Credits

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

3 Credits

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 Credits

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 Credits

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 Credits

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 Credits

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

Prerequisite: ENG1105

ENG3316 The Confident Writer

3 Credits

Explores a wide variety of non-fiction writing genres, including personal profile, journalism, criticism, and more. Students build their reading, writing, and researching skills while also reinforcing the fundamental concepts and current developments associated with the areas of their respective majors.

Prerequisite: ENG2205

HUM2225 Introduction to Ethics

3 Credits

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 perspectives of various schools of thought and encourages students' own critical thinking on ethical and moral issues in dialogue with others.

MAT2211 College Algebra

3 Credits

Introduces students to solving problems by using geometric and algebraic approaches. 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

SOC1123 First Year Experience

3 Credits

Explores the challenges students most frequently face in pursuing and achieving a college degree. Students will identify their own perceived challenges, share critical insights to meeting them, and implement their own plan of action to address and overcome such challenges.

SOC2231 Human Relations

3 Credits

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 Credits

Humanities Elective- 3 Credits

Liberal Arts Electives- 6 Credits

Mathematics/Science Elective- 3 Credits

Science Elective- 3 Credits

Social Science Elective- 3 Credits

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 https://berkeleycollege.edu/

catalogs/undergraduate-2022-2023/admissions/undergraduate-degree-program-tuition-fees-2022-2023/index.html.

Health Sciences

A career dedicated to improving the lives of clients and the community.

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 practicum
- Liberal arts and science courses that provide 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

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

Not all programs are offered for completion at each campus or through Berkeley College Online®. Please review the academic program pages (https://berkeleycollege.edu/academics/index.html) for information on where each program is offered. Additionally, all students may be required to take some courses at another campus or online. The Internship courses are only offered online.

[PROGRAM LEARNING OBJECTIVES](#)

[SAMPLE PROGRAM SEQUENCE - Patient Care Technician Specialization](#)
[SAMPLE PROGRAM SEQUENCE - Surgical Processing Technician Specialization](#)

Course Requirements

MAJOR CORE COURSES

HEA1101 Foundations of Health Services

3 Credits

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 Credits

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 Credits

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 (24 credits) or Surgical Processing Technician (24 credits) specialization courses below*

BUSINESS CORE COURSE

CIS1115 Computer Applications

3 Credits

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel.

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research

3 Credits

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 Credits

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 Credits

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 Credits

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

SOC2225 Introduction to Psychology

3 Credits

Explores the basic principles of psychology and their direct application to individuals' thoughts and behaviors and awareness of their own everyday existence. Topics explored include human development, personality, cognitive process, motivation, emotion, adjustment, perception, and psychological disorder and treatment.

Humanities Elective - 3 Credits

Social Science Elective - 3 Credits

Free Elective - 3 Credits

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
HEA2310 Patient Care Communication	3

OR

*SURGICAL PROCESSING TECHNICIAN SPECIALIZATION

SPT1110 Fundamentals of Surgical Processing	4
SPT2100 Surgical Instrumentation	4
SPT2120 Endoscopic Reprocessing	3
SPT2150 Surgical Processing Clinical Practicum	8
SPT2151 Surgical Processing Clinical Seminar	2
SCI2228 Microbiology	3

Additional Program Information

Students applying to the Health Sciences associate's degree program must provide authorization for a criminal background check prior to being accepted into the program. In instances where a student's criminal background check contains information related to past criminal activity, Berkeley College may not make an offer of Admission into the program or guarantee that it will find suitable clinical placement(s) since the decision to allow students to complete clinical rotations is at the sole discretion of the clinical affiliate. Prior to participating in the required clinical rotations, students must satisfy all clinical clearance requirements, which include, but are not limited to, a physical assessment by a licensed medical professional; meeting immunization requirements; a secondary criminal background check at the request of clinical facilities; and drug screenings.

Students enrolled in the Patient Care Technician (PCT) specialization must purchase their own malpractice insurance.

Students enrolled in the Patient Care Technician (PCT) specialization or Surgical Processing Technician (SPT) specialization must meet the minimum passing grade requirements for certain courses.

For more information about the PCT and SPT programs, grade requirements, and clinical requirements, see:

PCT Supplement: https://berkeleycollege.edu/catalogs/patient-care-technician-supplement-2022-2023/index.html

SPT Supplement: https://berkeleycollege.edu/catalogs/surgical-processing-technician-supplement-2022-2023/index.html

Program Costs

Requirements required for clinical courses are extensive and may total several hundred dollars. The costs of these health requirements are borne by the student.

Information about program costs (including tuition, fees, books and supplies) is available at: https://berkeleycollege.edu/catalogs/undergraduate-2022-2023/admissions/undergraduate-degree-program-tuition-fees-2022-2023/index.html.

Professional Licensure & Certification

Information about professional licensure and/or certification requirements for this program is available online at: https://berkeleycollege.edu/about/accreditation-regulatory/professional-licensure-and-certification/index.html

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 participate in a variety of certification examinations, including:

- Certified Patient Care Technician (CPCT/A)
- Certified Electrocardiography (CET)
- Certified Phlebotomy (CPT)
- Basic Cardiac Life Support for Healthcare Providers (BLS)

Students who wish to enhance their career opportunities can apply Patient Care Technician certificate 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 an off-campus healthcare facility, under the supervision of a New Jersey licensed Registered Professional Nurse (RN) instructor

Not all programs are offered for completion at each campus or through Berkeley College Online®. Please review the academic program pages (https://berkeleycollege.edu/academics/index.html) for information on where each program is offered. Additionally, all students may be required to take some courses at another campus or online. The Internship courses are only offered online.

[PROGRAM LEARNING OBJECTIVES](#)

[SAMPLE PROGRAM SEQUENCE](#)

Course Requirements

MAJOR CORE COURSES

HEA2200 Medical Terminology

3 Credits

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 Credits

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, SCI1100

MED1140 Specimen Collection and Procedures

3 Credits

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, SCI2100

PCT1010 Foundations of Patient Care

6 Credits

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 Credits

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 Credits

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 Credits

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

SCI1100 Anatomy and Physiology I

3 Credits

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 Credits

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

SOC2225 Introduction to Psychology

3 Credits

Explores the basic principles of psychology and their direct application to individuals' thoughts and behaviors and awareness of their own everyday existence. Topics explored include human development, personality, cognitive process, motivation, emotion, adjustment, perception, and psychological disorder and treatment.

33 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

Additional Program Information

Students applying to the Patient Care Technician certificate program must provide authorization for a criminal background check prior to being accepted into the program. This program requires clinical experience. Prior to participating in clinical rotations, students must satisfy all clinical clearance requirements, which include, but are not limited to, a physical assessment by a licensed medical professional; meeting

immunization requirements; purchasing their own malpractice insurance; a secondary criminal background check at the request of clinical facilities; and drug screenings.

Students enrolled in the Patient Care Technician (PCT) specialization must meet the minimum passing grade requirements for certain courses.

For more information about the PCT program, grade requirements, and clinical requirements, see:

PCT Supplement: https://berkeleycollege.edu/catalogs/patient-care-technician-supplement-2022-2023/index.html

Program Costs

Requirements for clinical courses are extensive and may total several hundred dollars. The costs of these requirements are borne by the student.

Information about program costs (including tuition, fees, books and supplies) is available at: https://berkeleycollege.edu/catalogs/undergraduate-2022-2023/admissions/undergraduate-degree-program-tuition-fees-2022-2023/index.html

Professional Licensure & Certification

Information about professional licensure and/or certification requirements for this program is available online at: https://berkeleycollege.edu/about/accreditation-regulatory/professional-licensure-and-certification/index.html

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 infection control as it relates to sterile processing and decontamination 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 certificate 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 under the supervision of instructors and professional practitioners

The Berkeley College Surgical Processing Technician program meets the requirements of the Healthcare Sterile Processing Association (HSPA), formerly the International Association of Healthcare Central Service Materiel Management (IAHCSMM). As a result, graduates of the Surgical Processing Technician program are eligible to sit for the Certified Registered Central Service Technician (CRCST) examination.

Not all programs are offered for completion at each campus or through Berkeley College Online®. Please review the academic program pages ([https:// berkeleycollege.edu/academics/index.html](https://berkeleycollege.edu/academics/index.html)) for information on where each program is offered. Additionally, all students may be required to take some courses at another campus or online. The Internship courses are only offered online.

PROGRAM LEARNING OBJECTIVES

SAMPLE PROGRAM SEQUENCE

Course Requirements

HEA2200 Medical Terminology

3 Credits

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 Credits

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 Credits

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 Credits

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

SPT2120 Endoscopic Reprocessing

3 Credits

Students learn the methods and importance of proper reprocessing of endoscopes and accessories and the role Central Service Departments play in ensuring that equipment is cleaned and reprocessed according to established guidelines. Government regulations and standards, infection prevention and control, decontamination, cleaning, disinfection, microbiology, body systems and related surgical procedures, and medical terms and abbreviations used in endoscopy are discussed.

SPT2150 Surgical Processing Clinical Practicum

8 Credits

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.

Prerequisites: SPT2100, SPT2120

Corequisite: SPT2151

SPT2151 Surgical Processing Clinical Seminar

2 Credits

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

SCI1100 Anatomy and Physiology I

3 Credits

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 Credits

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

33 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

Additional Program Information

Students applying to the Surgical Processing Technician certificate program must provide authorization for a criminal background check prior to being accepted into the program. In instances where a student's criminal background check contains information related to past criminal activity, the student may be permitted to progress in the Program at her/his own risk. Berkeley College cannot guarantee that it will find suitable clinical placement(s) since the decision to accept students is at the sole discretion of the clinical affiliate. Prior to participating in the required clinical rotation, students must satisfy all clinical clearance requirements, which include, but are not limited to, a physical assessment by a licensed medical professional; meeting immunization requirements; a secondary criminal background check at the request of clinical facilities; and drug screenings.

Students enrolled in the Surgical Processing Technician (SPT) specialization must meet the minimum passing grade requirements for certain courses.

For more information about the SPT program, grade requirements, and clinical requirements, see:

SPT Supplement https://berkeleycollege.edu/catalogs/surgical-processing-technician-supplement-2022-2023/index.html

Program Costs

Information about program costs (including tuition, fees, books and supplies) is available at: https://berkeleycollege.edu/catalogs/undergraduate-2022-2023/admissions/undergraduate-degree-program-tuition-fees-2022-2023/index.html

Professional Licensure & Certification

Information about professional licensure and/or certification requirements for this program is available online at: https://berkeleycollege.edu/about/accreditation-regulatory/professional-licensure-and-certification/index.html

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
- Many Berkeley College programs include an internship, job-related assignment, or practicum for a valuable learning experience
- A seamless transition between Associate's and Bachelor's degrees

Degree Programs

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

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

Not all programs are offered for completion at each campus or through Berkeley College Online®. Please review the academic program pages (https:// berkeleycollege.edu/academics/index.html) for information on where each program is offered. Additionally, all students may be required to take some courses at another campus or online. The Internship courses are only offered online.

PROGRAM LEARNING OBJECTIVES

SAMPLE PROGRAM SEQUENCE

Course Requirements

MAJOR CORE COURSES

HEA1101 Foundations of Health Services

3 Credits

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 Credits

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 Credits

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

HSM2205 Managed Care and Health Insurance

3 Credits

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.

HSM2215 Health Communications

3 Credits

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.

HSM2220 Management of Healthcare Delivery Services

3 Credits

Introduces the theory and practice of management within healthcare organizations. Students will explore best practices for creating and maintaining an effective and efficient workplace environment, while considering the needs and perspectives of both the internal and external stakeholders common to healthcare organizations.

Prerequisites: HEA1101, MGT2220

BUSINESS CORE COURSES

ACC1111 Financial Accounting I

3 Credits

Introduces the basic structure of accounting terminology and procedures of a business organization. Students learn about recording and reporting functions, adjusting entries and closing entries, the preparation of financial statements, accounting for merchandising operations, valuation of inventories, purpose and significant features of internal controls, and preparation of bank reconciliation.

BUS2231 Business Law I

3 Credits

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.

CIS1115 Computer Applications

3 Credits

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel.

CIS2201 Advanced Spreadsheets

3 Credits

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

ECO2200 Principles of Economics

3 Credits

Introduces students to the core concepts and principles of microeconomics. Emphasis is on real-world applications from a personal, business, and governmental perspective. Topics include tradeoffs and opportunity costs, gains from specialization and trade, supply and demand, and the efficiency of markets.

IBS2201 International Business

3 Credits

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.

MGT2220 Principles of Management

3 Credits

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.

MKT2220 Principles of Marketing

3 Credits

Provides an introduction to fundamental principles and practices in the marketing process, including a detailed study of each marketing mix tool (product, price, place, promotion), along with an introduction to marketing research, target marketing, SWOT construction and analysis, strategic marketing planning, and consumer behavior. This is the gateway course to the Marketing Communications Program.

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research

3 Credits

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 Credits

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 Credits

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 perspectives of various schools of thought and encourages students' own critical thinking on ethical and moral issues in dialogue with others.

MAT2215 Statistics I

3 Credits

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 First Year Experience

3 Credits

Explores the challenges students most frequently face in pursuing and achieving a college degree. Students will identify their own perceived challenges, share critical insights to meeting them, and implement their own plan of action to address and overcome such challenges.

SOC2231 Human Relations

3 Credits

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 Credits

Business Electives* - 6 Credits

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

*Any courses in the Larry L. Luing School of Business.

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.

Health Services Management Bachelor of Business Administration Degree (B.B.A.)

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[PROGRAM LEARNING OBJECTIVES](#)

[SAMPLE PROGRAM SEQUENCE](#)

Course Requirements

MAJOR CORE COURSES

HEA1101 Foundations of Health Services

3 Credits

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 Credits

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 Credits

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

HSM2205 Managed Care and Health Insurance

3 Credits

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.

HSM2215 Health Communications

3 Credits

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.

HSM2220 Management of Healthcare Delivery Services

3 Credits

Introduces the theory and practice of management within healthcare organizations. Students will explore best practices for creating and maintaining an effective and efficient workplace environment, while considering the needs and perspectives of both the internal and external stakeholders common to healthcare organizations.

Prerequisites: HEA1101, MGT2220

HSM3309 Health Services Finance

3 Credits

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: FIN3302, HEA1101

HSM3320 Community Health and Medical Care

3 Credits

Explores issues related to 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 health care.

Prerequisite: HEA1101

HSM4410 Research Methods for Health Services

3 Credits

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

HSM4440 Health Policy and Politics

3 Credits

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

HSM4470 Health Services Management Capstone

3 Credits

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, HSM2220, HSM3309

Health Services Management Electives*- 6 Credits

BUSINESS CORE COURSES

ACC1111 Financial Accounting I

3 Credits

Introduces the basic structure of accounting terminology and procedures of a business organization. Students learn about recording and reporting functions, adjusting entries and closing entries, the preparation of financial statements, accounting for merchandising operations, valuation of inventories, purpose and significant features of internal controls, and preparation of bank reconciliation.

BUS2231 Business Law I

3 Credits

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.

CIS1115 Computer Applications

3 Credits

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel.

CIS2201 Advanced Spreadsheets

3 Credits

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

ECO2200 Principles of Economics

3 Credits

Introduces students to the core concepts and principles of microeconomics. Emphasis is on real-world applications from a personal, business, and governmental perspective. Topics include tradeoffs and opportunity costs, gains from specialization and trade, supply and demand, and the efficiency of markets.

FIN3302 Corporate Finance

3 Credits

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, and MAT2218

IBS2201 International Business

3 Credits

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.

MGT2220 Principles of Management

3 Credits

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.

MKT2220 Principles of Marketing

3 Credits

Provides an introduction to fundamental principles and practices in the marketing process, including a detailed study of each marketing mix tool (product, price, place, promotion), along with an introduction to marketing research, target marketing, SWOT construction and analysis, strategic marketing planning, and consumer behavior. This is the gateway course to the Marketing Communications program.

LIBERAL ARTS AND SCIENCE CORE COURSES*

ENG1105 Writing and Research

3 Credits

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 Credits

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 Credits

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 or Corequisite: ENG2205

ENG3316 The Confident Writer

3 Credits

Explores a wide variety of non-fiction writing genres, including personal profile, journalism, criticism, and more. Students build their reading, writing, and researching skills while also reinforcing the fundamental concepts and current developments associated with the areas of their respective majors.

Prerequisite: ENG2205

HUM2225 Introduction to Ethics

3 Credits

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 perspectives of various schools of thought and encourages students' own critical thinking on ethical and moral issues in dialogue with others.

MAT2215 Statistics I

3 Credits

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 First Year Experience

3 Credits

Explores the challenges students most frequently face in pursuing and achieving a college degree. Students will identify their own perceived challenges, share critical insights to meeting them, and implement their own plan of action to address and overcome such challenges.

SOC2231 Human Relations

3 Credits

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 Credits

Humanities Elective- 3 Credits

Liberal Arts Electives- 3 Credits

Mathematics/Science Elective- 3 Credits

Science Elective- 3 Credits

Social Science Elective- 3 Credits

Business Electives* - 6 Credits

Free Electives - 6 Credits

120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

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

***Any courses in the Larry L. Luing School of Business.

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.

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 develop knowledge and skills in the following 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
- Many Berkeley College programs include an internship, job-related assignment, or practicum for a valuable learning experience
- 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

Information Technology Management Associate in Applied Science Degree (A.A.S.)

Not all programs are offered for completion at each campus or through Berkeley College Online®. Please review the academic program pages (https://berkeleycollege.edu/academics/index.html) for information on where each program is offered. Additionally, all students may be required to take some courses at another campus or online. The Internship courses are only offered online.

[PROGRAM LEARNING OBJECTIVES](#)

[SAMPLE PROGRAM SEQUENCE](#)

Course Requirements

MAJOR CORE COURSES

ITM1100 Introduction to Information Technology

3 Credits

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.

ITM2210 Introduction to Database Management

3 Credits

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 Credits

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 Credits

Covers the analysis, planning, and development of information systems. This course explores the different phases and related activities of the systems-development life cycle, and how systems components should be implemented in solving defined business problems.

Prerequisites: ITM2210, ITM2220

ACC1111 Financial Accounting I

3 Credits

Introduces the basic structure of accounting terminology and procedures of a business organization. Students learn about recording and reporting functions, adjusting entries and closing entries, the preparation of financial statements, accounting for merchandising operations, valuation of inventories, purpose and significant features of internal controls, and preparation of bank reconciliation.

CIS1115 Computer Applications

3 Credits

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel.

IBS2201 International Business

3 Credits

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.

MGT2220 Principles of Management

3 Credits

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.

MKT2220 Principles of Marketing

3 Credits

Provides an introduction to fundamental principles and practices in the marketing process, including a detailed study of each marketing mix tool (product, price, place, promotion), along with an introduction to marketing research, target marketing, SWOT construction and analysis, strategic marketing planning, and consumer behavior. This is the gateway course to the Marketing Communications program.

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research

3 Credits

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 Credits

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 Credits

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 perspectives of various schools of thought and encourages students' own critical thinking on ethical and moral issues in dialogue with others.

MAT2215 Statistics I

3 Credits

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 First Year Experience

3 Credits

Explores the challenges students most frequently face in pursuing and achieving a college degree. Students will identify their own perceived challenges, share critical insights to meeting them, and implement their own plan of action to address and overcome such challenges.

SOC2231 Human Relations

3 Credits

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 Credits

Mathematics/Science Elective- 3 Credits

Information Technology Management/Business Elective – 3 Credits

Business Electives* - 6 Credits

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

*Any courses in the Larry L. Luing School of Business.

Information Technology Management Bachelor of Science Degree (B.S.)

Not all programs are offered for completion at each campus or through Berkeley College Online®. Please review the academic program pages (https://berkeleycollege.edu/academics/index.html) for information on where each program is offered. Additionally, all students may be required to take some courses at another campus or online. The Internship courses are only offered online.

[PROGRAM LEARNING OBJECTIVES](#)

[SAMPLE PROGRAM SEQUENCE](#)

Course Requirements

MAJOR CORE COURSES

ITM1100 Introduction to Information Technology

3 Credits

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.

ITM2210 Introduction to Database Management

3 Credits

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 Credits

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 Credits

Covers the analysis, planning, and development of information systems. This course explores the different phases and related activities of the systems-development life cycle, and how systems components should be implemented in solving defined business problems.

Prerequisites: ITM2210, ITM2220

ITM4498 Capstone Senior Project

3 Credits

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*- 9 Credits

International Business/General Business/Information Technology Management/ Management/Business Data Science Elective – 3 Credits

BUSINESS CORE COURSES

ACC1111 Financial Accounting I

3 Credits

Introduces the basic structure of accounting terminology and procedures of a business organization. Students learn about recording and reporting functions, adjusting entries and closing entries, the preparation of financial statements, accounting for merchandising operations, valuation of inventories, purpose and significant features of internal controls, and preparation of bank reconciliation.

BUS4451 Business Strategy and Policy

3 Credits

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: FIN3302, IBS2201, MGT2220, MKT2220

CIS1115 Computer Applications

3 Credits

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel.

CIS2201 Advanced Spreadsheets

3 Credits

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

ECO2200 Principles of Economics

3 Credits

Introduces students to the core concepts and principles of microeconomics. Emphasis is on real-world applications from a personal, business, and governmental perspective. Topics include tradeoffs and opportunity costs, gains from specialization and trade, supply and demand, and the efficiency of markets.

FIN3302 Corporate Finance

3 Credits

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, and MAT2218

IBS2201 International Business

3 Credits

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.

MGT2220 Principles of Management

3 Credits

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.

MKT2220 Principles of Marketing

3 Credits

Provides an introduction to fundamental principles and practices in the marketing process, including a detailed study of each marketing mix tool (product, price, place, promotion), along with an introduction to marketing research, target marketing, SWOT construction and analysis, strategic marketing planning, and consumer behavior. This is the gateway course to the Marketing Communications program.

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research

3 Credits

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 Credits

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 Credits

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 or Corequisite: ENG2205

ENG3316 The Confident Writer

3 Credits

Explores a wide variety of non-fiction writing genres, including personal profile, journalism, criticism, and more. Students build their reading, writing, and researching skills while also reinforcing the fundamental concepts and current developments associated with the areas of their respective majors.

Prerequisite: ENG2205

HUM2225 Introduction to Ethics

3 Credits

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 perspectives of various schools of thought and encourages students' own critical thinking on ethical and moral issues in dialogue with others.

MAT2215 Statistics I

3 Credits

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 First Year Experience

3 Credits

Explores the challenges students most frequently face in pursuing and achieving a college degree. Students will identify their own perceived challenges, share critical insights to meeting them, and implement their own plan of action to address and overcome such challenges.

SOC2231 Human Relations

3 Credits

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 Credits

Liberal Arts Electives**- 24 Credits

Mathematics/Science Elective- 3 Credits

Science Elective- 3 Credits

Social Science Elective- 3 Credits

Business Electives* - 6 Credits

120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

*Information Technology Management Electives must be at the 3000/4000 level.
**15 credits of Liberal Arts Electives must be at the 3000/4000 level.

***Any courses in the Larry L. Luing School of Business.

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 https://berkeleycollege.edu/catalogs/undergraduate-2022-2023/admissions/undergraduate-degree-program-tuition-fees-2022-2023/index.html.

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. The Council for Interior Design Accreditation (CIDA) accredits the B.F.A. in Interior Design**.**

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, various positions in the furniture/lighting Industry , product sales, and project management .

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, SketchUp Pro, Rhino, Revit, and rendering with V-Ray
- Many Berkeley College programs include an internship, job-related assignment, or practicum for a valuable learning experience
- A seamless transition between Associate's and Bachelor's degrees

Berkeley College collects and publishes the following information to maintain 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.

Degree Programs

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

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

Not all programs are offered for completion at each campus or through Berkeley College Online®. Please review the academic program pages (https://berkeleycollege.edu/academics/index.html) for information on where each program is offered. Additionally, all students may be required to take some courses at another campus or online.

[PROGRAM LEARNING OBJECTIVES](#)

[SAMPLE PROGRAM SEQUENCE](#)

Course Requirements

MAJOR CORE COURSES

INT1100 Architectural Visualization

3 Credits

Provides a foundation in the graphic language used to represent interior spaces by using drafting techniques. Introduces AutoCAD as a drafting tool. Topics include floor plans, reflected ceiling plans, elevations, sections, perspectives, standard symbols, scale, and line weight.

INT1110 Sketching and Color Composition

3 Credits

Introduces the development of basic freehand sketches. This course emphasizes quick sketch techniques and rapid 3D visualization. Students learn a variety of drawing media, rendering techniques and color theory and fundamentals for visually communicating design concepts.

INT1120 Studio I: Conceptual Design

3 Credits

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 Credits

Students learn to use advanced CAD skills to create and edit plans, elevations, and section views of designs for use in design studies and presentations. Students also learn 3D modeling, presentation techniques, drawing organization, and other techniques used in professional practice.

Prerequisite: INT1100

INT1160 Studio II: Space Planning

3 Credits

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 Credits

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. The analysis takes into consideration how the architects and designers are influenced from the social, political, economic and religious aspects of the historical periods.

INT2200 CAD II

3 Credits

Instructs students in the use of Advanced 3D modeling and rendering tools 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 Credits

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 Credits

This course emphasizes on the basic materials and goods specified by the interior designer. Explores the manufacturing process and properties of materials and finishes; to guide us in the appropriate selection, specification, application, and installation, to enhance the beauty and functionality of the interior environment.

Prerequisite: INT1100 and INT1110

INT2240 History of Architecture and Interior Design II

3 Credits

Provides a survey of the history of architecture and interior design from the 19th century to the present. Covers the evolution of modernism throughout Europe and the United States. 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. The analysis takes into consideration how the architects and designers are influenced from the social, political, economic and religious aspects of the historical periods.

Prerequisite: INT1170

INT2250 Studio IV: Commercial I

3 Credits

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 Credits

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.

INT2290 Lighting

3 Credits

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: INT2230

LIBERAL ARTS AND SCIENCE CORE COURSES*

ENG1105 Writing and Research

3 Credits

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 Credits

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 Credits

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 perspectives of various schools of thought and encourages students' own critical thinking on ethical and moral issues in dialogue with others.

MAT2211 College Algebra

3 Credit Hours

Introduces students to solving problems by using geometric and algebraic approaches. 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

SOC1123 First Year Experience

3 Credits

Explores the challenges students most frequently face in pursuing and achieving a college degree. Students will identify their own perceived challenges, share critical insights to meeting them, and implement their own plan of action to address and overcome such challenges.

SOC2231 Human Relations

3 Credits

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 Credits

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

The onsite program also requires students to obtain specific supplies, the cost of which totals approximately $200.00.

The online program also requires students to obtain specific supplies, the cost of which totals approximately $425.00.

Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at https://berkeleycollege.edu/catalogs/undergraduate-2022-2023/admissions/undergraduate-degree-program-tuition-fees-2022-2023/index.html.

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

The Interior Design program leading to the Bachelor of Fine Arts degree offered by Berkeley College New Jersey at the Woodland Park Campus is accredited by the Council for Interior Design Accreditation, https://www.accredit-id.org/, 206 Grandville Avenue, Suite 350, Grand Rapids, MI, 49503; telephone: 616-458-0400.

The CIDA-accredited program prepares students for entry-level interior design practice, for advanced study, and to apply for membership in professional interior design organizations. The B.F.A. in Interior Design granted by Berkeley College meets the educational requirements for eligibility to sit for the National Council for Interior Design Qualification Examination (NCIDQ Exam). For more information about NCIDQ Exam eligibility visit: https://www.cidq.org/eligibility-requirements.

Not all programs are offered for completion at each campus or through Berkeley College Online®. Please review the academic program pages (https://berkeleycollege.edu/academics/index.html) for information on where each program is offered. Additionally, all students may be required to take some courses at another campus or online.

PROGRAM LEARNING OBJECTIVES

SAMPLE PROGRAM SEQUENCE

Course Requirements

MAJOR CORE COURSES

INT1100 Architectural Visualization

3 Credits

Provides a foundation in the graphic language used to represent interior spaces by using drafting techniques. Introduces AutoCAD as a drafting tool. Topics include floor plans, reflected ceiling plans, elevations, sections, perspectives, standard symbols, scale, and line weight.

INT1110 Sketching and Color Composition

3 Credits

Introduces the development of basic freehand sketches. This course emphasizes quick sketch techniques and rapid 3D visualization. Students learn a variety of drawing media, rendering techniques and color theory, and fundamentals for visually communicating design concepts.

INT1120 Studio I: Conceptual Design

3 Credits

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 Credits

Students learn to use advanced CAD skills to create and edit plans, elevations, and section views of designs for use in design studies and presentations. Students also learn 3D modeling, presentation techniques, drawing organization, and other techniques used in professional practice.

Prerequisite: INT1100

INT1160 Studio II: Space Planning

3 Credits

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 Credits

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. The analysis takes into consideration how the architects and designers are influenced from the social, political, economic and religious aspects of the historical periods.

INT2200 CAD II

3 Credits

Instructs students in the use of Advanced 3D modeling and rendering tools 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 Credits

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 Credits

This course emphasizes on the basic materials and goods specified by the interior designer. Explores the manufacturing process and properties of materials and finishes; to guide us in the appropriate selection, specification, application, and installation, to enhance the beauty and functionality of the interior environment.

Prerequisite: INT1100 and INT1110

INT2240 History of Architecture and Interior Design II

3 Credits

Provides a survey of the history of architecture and interior design from the 19th century to the present. Covers the evolution of modernism throughout Europe and the United States. 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. The analysis takes into consideration how the architects and designers are influenced from the social, political, economic and religious aspects of the historical periods.

Prerequisite: INT1170

INT2250 Studio IV: Commercial I

3 Credits

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 Credits

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: INT1150

INT2290 Lighting

3 Credits

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: INT2230

INT3310 Building Codes and Regulations

3 Credits

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 Credits

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: INT2250

INT3340 Sustainable Design

3 Credits

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 Credits

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 Credits

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: INT3330

INT3370 CAD III: Working Drawings

3 Credits

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 Credits

Covers basic principles and techniques of designing furniture implementing creativity, functionality, materials, and construction documents. Focuses on the understanding of the design processes, as well as manufacturing techniques of furniture making and human factors for responsible design. Through a series of design projects the student will learn to use sketching and technical drawing skills, model making, and 3D prototyping.

Prerequisites: INT3350

INT4400 Studio VII: Special Topics

3 Credits

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 Credits

Explores job requirements, avenues for career development opportunities, and strategies for successful career management. This course covers resume writing, interviewing, professional organizations and the importance of professionalism in the Interior Design industry. Students prepare documents needed to pursue job opportunities in interior design including a professional design portfolio.

Prerequisite: INT3330

INT4420 Capstone: Research and Program

3 Credits

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

Co-requisite: INT4400

INT4430 Professional Practice

3 Credits

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. All elements of establishing a business from business plan to execution of required legal documents for formation of a business are explored.

Prerequisite: INT3360

INT4460 Studio VIII: Capstone Project

3 Credits

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 Credits

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 Credits

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 Credits

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

Prerequisite: ENG1105

ENG3316 The Confident Writer

3 Credits

Explores a wide variety of non-fiction writing genres, including personal profile, journalism, criticism, and more. Students build their reading, writing, and researching skills while also reinforcing the fundamental concepts and current developments associated with the areas of their respective majors.

Prerequisite: ENG2205

HUM2225 Introduction to Ethics

3 Credits

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 perspectives of various schools of thought and encourages students' own critical thinking on ethical and moral issues in dialogue with others.

MAT2211 College Algebra

3 Credit Hours

Introduces students to solving problems by using geometric and algebraic approaches. 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

SOC1123 First Year Experience

3 Credits

Explores the challenges students most frequently face in pursuing and achieving a college degree. Students will identify their own perceived challenges, share critical insights to meeting them, and implement their own plan of action to address and overcome such challenges.

SOC2231 Human Relations

3 Credits

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 Credits

Introduces the role and influence of the physical environment on our lives. In this course, students think, experience, research, discuss, and create elements of design. We not only create the environments for which we live, but we are also greatly influenced by them. From an Environmental Psychology perspective, students explore the person-place relationships in a variety of environments such as: the home, retail, office, children's spaces, and recreational.

English Elective- 3 Credits

Humanities Elective- 3 Credits

Liberal Arts Electives- 6 Credits

Mathematics/Science Elective- 3 Credits

Science Elective- 3 Credits

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 https://

berkeleycollege.edu/academics/undergraduate-degrees/interior-design/index.html. For information about employment rate methodology, visit https://berkeleycollege.edu/catalogs/undergraduate-2022-2023/academics-programs/employment-retention-graduation-rates/index.html.

The on-site program also requires students to obtain specific supplies, the cost of which totals approximately $300.00.

The online program also requires students to obtain specific supplies, the cost of which totals approximately $515.00.

Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at https://berkeleycollege.edu/catalogs/undergraduate-2022-2023/admissions/undergraduate-degree-program-tuition-fees-2022-2023/index.html.

International Business

Degrees designed to make you successful in global markets.

To take advantage of emerging and current global business opportunities, organizations must understand the effects of globalization. In the Berkeley College International Business degree programs, students gain critical knowledge, skills, and experience that prepare them for a variety of roles in the global marketplace. 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
- Many Berkeley College programs include an internship, job-related assignment, or practicum for a valuable learning experience
- 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

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

Not all programs are offered for completion at each campus or through Berkeley College Online®. Please review the academic program pages (https://berkeleycollege.edu/academics/index.html) for information on where each program is offered. Additionally, all students may be required to take some courses at another campus or online. The Internship courses are only offered online.

[PROGRAM LEARNING OBJECTIVES](#)

[SAMPLE PROGRAM SEQUENCE](#)

Course Requirements

MAJOR CORE COURSES

IBS2226 International Trade and Economic Analysis

3 Credits

Examines various international trade theories, policies, practices and current controversies regarding national trade policies. This course also explores international economic analysis and the influences of the World Trade Organization and international trade agreements on government and corporate trade practices

Prerequisites: IBS2201

IBS2230 International Marketing

3 Credits

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 Credits

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 Credits

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

entries and closing entries, the preparation of financial statements, accounting for merchandising operations, valuation of inventories, purpose and significant features of internal controls, and preparation of bank reconciliation.

CIS1115 Computer Applications

3 Credits

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel.

IBS2201 International Business

3 Credits

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.

MGT2220 Principles of Management

3 Credits

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.

MKT2220 Principles of Marketing

3 Credits

Provides an introduction to fundamental principles and practices in the marketing process, including a detailed study of each marketing mix tool (product, price, place, promotion), along with an introduction to marketing research, target marketing, SWOT construction and analysis, strategic marketing planning, and consumer behavior. This is the gateway course to the Marketing Communications program.

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research

3 Credits

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 Credits

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 Credits

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 perspectives of various schools of thought and encourages students' own critical thinking on ethical and moral issues in dialogue with others.

MAT2215 Statistics I

3 Credits

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 First Year Experience

3 Credits

Explores the challenges students most frequently face in pursuing and achieving a college degree. Students will identify their own perceived challenges, share critical insights to meeting them, and implement their own plan of action to address and overcome such challenges.

SOC2231 Human Relations

3 Credits

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 Credits

Business Electives* - 3 Credits

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

*Any courses in the Larry L. Luing School of Business.

International Business Associate in Science Degree (A.S.)

Not all programs are offered for completion at each campus or through Berkeley College Online®. Please review the academic program pages (https://berkeleycollege.edu/academics/index.html) for information on where each program is offered. Additionally, all students may be required to take some courses at another campus or online. The Internship courses are only offered online.

[PROGRAM LEARNING OBJECTIVES](#)

[SAMPLE PROGRAM SEQUENCE](#)

Course Requirements

MAJOR CORE COURSES

IBS2226 International Trade and Economic Analysis

3 Credits

Examines various international trade theories, policies, practices and current controversies regarding national trade policies. This course also explores international economic analysis and the influences of the World Trade Organization and international trade agreements on government and corporate trade practices

Prerequisites: IBS2201

IBS2230 International Marketing

3 Credits

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 Credits

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 Credits

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

entries and closing entries, the preparation of financial statements, accounting for merchandising operations, valuation of inventories, purpose and significant features of internal controls, and preparation of bank reconciliation.

CIS1115 Computer Applications

3 Credits

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel.

IBS2201 International Business

3 Credits

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.

MGT2220 Principles of Management

3 Credits

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.

MKT2220 Principles of Marketing

3 Credits

Provides an introduction to fundamental principles and practices in the marketing process, including a detailed study of each marketing mix tool (product, price, place, promotion), along with an introduction to marketing research, target marketing, SWOT construction and analysis, strategic marketing planning, and consumer behavior. This is the gateway course to the Marketing Communications program.

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research

3 Credits

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 Credits

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 Credits

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 perspectives of various schools of thought and encourages students' own critical thinking on ethical and moral issues in dialogue with others.

MAT2215 Statistics I

3 Credits

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 First Year Experience

3 Credits

Explores the challenges students most frequently face in pursuing and achieving a college degree. Students will identify their own perceived challenges, share critical insights to meeting them, and implement their own plan of action to address and overcome such challenges.

SOC2205 World Cultures

3 Credits

Explores collective human experiences by examining norms, values, and practices of a variety of cultures around the world from the perspectives of the social sciences, including cultural anthropology.

SOC2231 Human Relations

3 Credits

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 Credits

Liberal Arts Electives- 3 Credits

Mathematics/Science Elective- 3 Credits

Business Electives* - 6 Credits

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

*Any courses in the Larry L. Luing School of Business.

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

Not all programs are offered for completion at each campus or through Berkeley College Online®. Please review the academic program pages (https://berkeleycollege.edu/academics/index.html) for information on where each program is offered. Additionally, all students may be required to take some courses at another campus or online. The Internship courses are only offered online.

[PROGRAM LEARNING OBJECTIVES](#)

[SAMPLE PROGRAM SEQUENCE](#)

Course Requirements

MAJOR CORE COURSES

IBS2226 International Trade and Economic Analysis

3 Credits

Examines various international trade theories, policies, practices and current controversies regarding national trade policies. This course also explores international economic analysis and the influences of the World Trade Organization and international trade agreements on government and corporate trade practices

Prerequisites: IBS2201

IBS2230 International Marketing

3 Credits

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 Credits

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 Credits

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, FIN3302

IBS4440 International Strategic Management

3 Credits

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: IBS2226, IBS2240, IBS3341

IBS4450 International Business Simulation

3 Credits

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: IBS2226, IBS2240, IBS3341

International Business Electives*- 9 Credits

International Business/General Business/Information Technology Management/ Management/Business Data Science Elective - 3

BUSINESS CORE COURSES

ACC1111 Financial Accounting I

3 Credits

Introduces the basic structure of accounting terminology and procedures of a business organization. Students learn about recording and reporting functions, adjusting entries and closing entries, the preparation of financial statements, accounting for merchandising operations, valuation of inventories, purpose and significant features of internal controls, and preparation of bank reconciliation.

BUS2231 Business Law I

3 Credits

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.

CIS1115 Computer Applications

3 Credits

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel.

CIS2201 Advanced Spreadsheets

3 Credits

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

ECO2200 Principles of Economics

3 Credits

Introduces students to the core concepts and principles of microeconomics. Emphasis is on real-world applications from a personal, business, and governmental perspective. Topics include tradeoffs and opportunity costs, gains from specialization and trade, supply and demand, and the efficiency of markets.

FIN3302 Corporate Finance

3 Credits

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, and MAT2218

IBS2201 International Business

3 Credits

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.

MGT2220 Principles of Management

3 Credits

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.

MKT2220 Principles of Marketing

3 Credits

Provides an introduction to fundamental principles and practices in the marketing process, including a detailed study of each marketing mix tool (product, price, place, promotion), along with an introduction to marketing research, target marketing, SWOT construction and analysis, strategic marketing planning, and consumer behavior. This is the gateway course to the Marketing Communications program.

LIBERAL ARTS AND SCIENCE CORE COURSES*

ENG1105 Writing and Research

3 Credits

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 Credits

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 Credits

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 or Corequisite: ENG2205

ENG3316 The Confident Writer

3 Credits

Explores a wide variety of non-fiction writing genres, including personal profile, journalism, criticism, and more. Students build their reading, writing, and researching skills while also reinforcing the fundamental concepts and current developments associated with the areas of their respective majors.

Prerequisite: ENG2205

HUM2225 Introduction to Ethics

3 Credits

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 perspectives of various schools of thought and encourages students' own critical thinking on ethical and moral issues in dialogue with others.

MAT2215 Statistics I

3 Credits

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 First Year Experience

3 Credits

Explores the challenges students most frequently face in pursuing and achieving a college degree. Students will identify their own perceived challenges, share critical insights to meeting them, and implement their own plan of action to address and overcome such challenges.

SOC2231 Human Relations

3 Credits

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 Credits

Humanities Elective- 3 Credits

Liberal Arts Electives- 3 Credits

Mathematics/Science Elective- 3 Credits

Science Elective- 3 Credits

Social Science Elective- 3 Credits

Business Electives* - 12 Credits

Free Electives - 9 Credits

120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

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

***Any courses in the Larry L Luing School of Business.

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 essential part of the career-focused program.

To help students prepare for a wide range of careers, Bachelor's degree programs allow specialization in a specific area of criminal justice to better prepare graduates and help set them apart in the job market. Concentrations are offered in:

- Cyber Security
- Homeland Security
- Investigations and Security
- Police Studies
- Social Justice
- Social Welfare

Benefit from:

- A curriculum that examines:
  - # The causes of crime
  - # Criminal law and procedure
  - # The role of law enforcement
  - # Forensic science
  - # Research methods
- Practical career preparation
- Exciting courses in specialized areas, such as:
  - # Terrorism
  - # Cyber Crime
  - # Global Security
  - # Intelligence
  - # Criminal Investigations
- Many Berkeley College programs include an internship, job-related assignment, or practicum for a valuable learning experience
- 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](#)

Justice Studies - Criminal Justice Associate in Applied Science Degree (A.A.S.)

Not all programs are offered for completion at each campus or through Berkeley College Online®. Please review the academic program pages (https:// berkeleycollege.edu/academics/index.html) for information on where each program is offered. Additionally, all students may be required to take some courses at another campus or online. The Internship courses are only offered online.

PROGRAM LEARNING OBJECTIVES

SAMPLE PROGRAM SEQUENCE

Course Requirements

MAJOR CORE COURSES

CIS1115 Computer Applications

3 Credits

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel.

JUS1100 Introduction to Justice Studies

3 Credits

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 Credits

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.

JUS2000 Career Development

3 Credits

Introduces students to the fundamentals of career development and career planning. The course focuses on setting appropriate discipline specific career goals based on self-assessment exercises that align with skills and competencies. Students learn how to write a professional resume and cover letter, how to communicate effectively in multiple media formats and how to develop effective time management skills.

Note: JUS2000 is only offered as a 7-week course.

JUS2201 Criminal Procedure

3 Credits

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 Credits

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

SOC2218 Police and Society

3 Credits

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 Credits

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- 6 Credits

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research

3 Credits

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 Credits

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 Credits

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 perspectives of various schools of thought and encourages students' own critical thinking on ethical and moral issues in dialogue with others.

MAT2215 Statistics I

3 Credits

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 Credits

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 First Year Experience

3 Credits

Explores the challenges students most frequently face in pursuing and achieving a college degree. Students will identify their own perceived challenges, share critical insights to meeting them, and implement their own plan of action to address and overcome such challenges.

SOC2210 Introduction to Sociology

3 Credits

Examines the social institutions such as culture, family, and education that shape and influence the behavior of the individual and groups with emphasis on examining contemporary social problems. Topics explored include: the study of human social life, theories and methods of sociology, and basic sociological concepts.

SOC2231 Human Relations

3 Credits

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 Credits

FREE ELECTIVES- 3 Credits

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.

Justice Studies - Criminal Justice Bachelor of Science Degree (B.S.)

Not all programs are offered for completion at each campus or through Berkeley College Online®. Please review the academic program pages (https://berkeleycollege.edu/academics/index.html) for information on where each program is offered. Additionally, all students may be required to take some courses at another campus or online. The Internship courses are only offered online.

[PROGRAM LEARNING OBJECTIVES](#)

[SAMPLE PROGRAM SEQUENCE](#)

[SAMPLE PROGRAM SEQUENCE - CYBERSECURITY CONCENTRATION](#)

[SAMPLE PROGRAM SEQUENCE - HOMELAND SECURITY CONCENTRATION](#)

[SAMPLE PROGRAM SEQUENCE - INVESTIGATIONS AND SECURITY CONCENTRATION](#)

[SAMPLE PROGRAM SEQUENCE - POLICE STUDIES CONCENTRATION](#)

[SAMPLE PROGRAM SEQUENCE - SOCIAL JUSTICE CONCENTRATION](#)

[SAMPLE PROGRAM SEQUENCE - SOCIAL WELFARE CONCENTRATION](#)

Course Requirements

MAJOR CORE COURSES

CIS1115 Computer Applications

3 Credits

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel.

JUS1100 Introduction to Justice Studies

3 Credits

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 Credits

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.

JUS2000 Career Development

3 Credits

Introduces students to the fundamentals of career development and career planning. The course focuses on setting appropriate discipline specific career goals based on self-assessment exercises that align with skills and competencies. Students learn how to write a professional resume and cover letter, how to communicate effectively in multiple media formats and how to develop effective time management skills.

Note: JUS2000 is only offered as a 7-week course.

JUS2201 Criminal Procedure

3 Credits

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 Credits

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

JUS3307 Corrections, Probation, and Parole

3 Credits

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 Credits

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 Credits

Students work in a position related to their course of study while at the same time completing online course requirements – including focused online discussions and special online projects - that integrate the skills and knowledge learned through their degree program.

Prerequisite: Departmental permission

SOC2218 Police and Society

3 Credits

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 Credits

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 Elective- 6 Credits

Major Concentration*- 12 Credits

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research

3 Credits

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 Credits

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

Prerequisite: ENG1105

ENG3316 The Confident Writer

3 Credits

Explores a wide variety of non-fiction writing genres, including personal profile, journalism, criticism, and more. Students build their reading, writing, and researching skills while also reinforcing the fundamental concepts and current developments associated with the areas of their respective majors.

Prerequisite: ENG2205

HUM2225 Introduction to Ethics

3 Credits

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 perspectives of various schools of thought and encourages students' own critical thinking on ethical and moral issues in dialogue with others.

MAT2215 Statistics I

3 Credits

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 Credits

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 First Year Experience

3 Credits

Explores the challenges students most frequently face in pursuing and achieving a college degree. Students will identify their own perceived challenges, share critical insights to meeting them, and implement their own plan of action to address and overcome such challenges.

SOC2210 Introduction to Sociology

3 Credits

Examines the social institutions such as culture, family, and education that shape and influence the behavior of the individual and groups with emphasis on examining contemporary social problems. Topics explored include: the study of human social life, theories and methods of sociology, and basic sociological concepts.

SOC2231 Human Relations

3 Credits

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 Credits

Humanities Elective- 3 Credits

Mathematics/Science Elective- 3 Credits

Liberal Arts Electives- 24 Credits**

FREE ELECTIVES- 9 Credits

Major Concentrations

Police Studies

JUS2225 Criminal Investigations- 3 Credits
JUS3301 Police Administration and Management- 3 Credits
JUS3302 Homeland Security- 3 Credits
LAW3320 Constitutional Law- 3 Credits

Homeland Security

NTS2215 Introduction to Emergency Management- 3 Credits
JUS3302 Homeland Security- 3 Credits
JUS3314 Introduction to Intelligence- 3 Credits
JUS3315 Terrorism- 3 Credits

Cyber Security

ITM3300 Fundamentals of Network Security- 3 Credits
NTS3308 Systems Security and Auditing- 3 Credits
JUS4403 Cyber Crime- 3 Credits
NTS4402 Digital Forensics- 3 Credits

Investigations and Security

JUS2225 Criminal Investigations- 3 Credits
JUS4402 Private Security Management- 3 Credits
JUS4404 White Collar Crime- 3 Credits
JUS4407 Global Security- 3 Credits

Social Justice

JUS2235 Juvenile Justice- 3 Credits
HUM3355 Social Justice Issues- 3 Credits
SOC3320 Gender, Race and Class- 3 Credits
SOC3360 Law and Society- 3 Credits

Social Welfare

LAW2235 Immigration Law- 3 Credits
SCI3301 The Science of Addiction and Obsession- 3 Credits
SOC3320 Gender, Race and Class- 3 Credits
SOC3332 Understanding Social Behavior- 3 Credits

120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

*Nine credits of Major Concentrations courses 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.

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
- Many Berkeley College programs include an internship, job-related assignment, or practicum for a valuable learning experience
- 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](#)

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

Not all programs are offered for completion at each campus or through Berkeley College Online®. Please review the academic program pages (https://berkeleycollege.edu/academics/index.html) for information on where each program is offered. Additionally, all students may be required to take some courses at another campus or online. The Internship courses are only offered online.

[PROGRAM LEARNING OBJECTIVES](#)

[SAMPLE PROGRAM SEQUENCE](#)

Course Requirements

MAJOR CORE COURSES

CIS1115 Computer Applications

3 Credits

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel.

LAW1100 Introduction to Law

3 Credits

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 Credits

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.

LAW2000 Career Development

3 Credits

Introduces students to the fundamentals of career development and career planning. The course focuses on setting appropriate discipline specific career goals based on self-assessment exercises that align with skills and competencies. Students learn how to write a professional resume and cover letter, how to communicate effectively in multiple media formats and how to develop effective time management skills.

Note: LAW2000 is only offered as a 7-week course.

LAW2200 Professional Responsibilities and Legal Ethics

3 Credits

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.

Prerequisite: LAW1100

LAW2210 Legal Research and Writing

3 Credits

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 Credits

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 Credits

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 Credits

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

Legal Studies 2000-level Elective or related Social Science 2000-level Elective

3 credits

Legal Studies Chair approval required for Social Science 2000-level Elective.

Major Electives*- 3 Credits

LIBERAL ARTS AND SCIENCE CORE COURSES

*ENG1105 Writing and Research

3 Credits

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 Credits

Further develop 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 Credits

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 perspectives of various schools of thought and encourages students' own critical thinking on ethical and moral issues in dialogue with others.

MAT2215 Statistics I

3 Credits

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 First Year Experience

3 Credits

Explores the challenges students most frequently face in pursuing and achieving a college degree. Students will identify their own perceived challenges, share critical insights to meeting them, and implement their own plan of action to address and overcome such challenges.

SOC2231 Human Relations

3 Credits

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 Credits

FREE ELECTIVES- 6 Credits

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.

*Students must achieve a grade of C or better in both ENG1105 and ENG2205 to remain in the program.

Legal Studies Bachelor of Science Degree (B.S.)

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[PROGRAM LEARNING OBJECTIVES](#)

[SAMPLE PROGRAM SEQUENCE](#)

Course Requirements

MAJOR CORE COURSES

CIS1115 Computer Applications

3 Credits

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel.

LAW1100 Introduction to Law

3 Credits

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 Credits

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.

LAW2000 Career Development

3 Credits

Introduces students to the fundamentals of career development and career planning. The course focuses on setting appropriate discipline specific career goals based on self-assessment exercises that align with skills and competencies. Students learn how to write a professional resume and cover letter, how to communicate effectively in multiple media formats and how to develop effective time management skills.

Note: LAW2000 is only offered as a 7-week course.

LAW2200 Professional Responsibilities and Legal Ethics

3 Credits

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.

Prerequisite: LAW1100

LAW2210 Legal Research and Writing

3 Credits

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 Credits

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 Credits

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 Credits

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 Credits

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 Credits

Students work in a position related to their course of study while at the same time completing online course requirements – including focused online discussions and special online projects - that integrate the skills and knowledge learned through their degree program.

Prerequisite: Departmental permission; CDV 2000

Legal Studies Electives*- 15 Credits

LIBERAL ARTS AND SCIENCE CORE COURSES*

*ENG1105 Writing and Research

3 Credits

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 Credits

Further develop 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 Credits

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 or Corequisite: ENG2205

ENG3316 The Confident Writer

3 Credits

Explores a wide variety of non-fiction writing genres, including personal profile, journalism, criticism, and more. Students build their reading, writing, and researching skills while also reinforcing the fundamental concepts and current developments associated with the areas of their respective majors.

Prerequisite: ENG2205

HUM2225 Introduction to Ethics

3 Credits

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 perspectives of various schools of thought and encourages students' own critical thinking on ethical and moral issues in dialogue with others.

MAT2215 Statistics I

3 Credits

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 First Year Experience

3 Credits

Explores the challenges students most frequently face in pursuing and achieving a college degree. Students will identify their own perceived challenges, share critical insights to meeting them, and implement their own plan of action to address and overcome such challenges.

SOC2215 Introduction to Political Science

3 Credits

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 Credits

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 Credits

Liberal Arts Electives**- 24 Credits

Mathematics/Science Elective- 3 Credits

Science Elective- 3 Credits

FREE ELECTIVES- 12 Credits

120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

*9 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.

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.

*Students must achieve a grade of C or better in both ENG1105 and ENG2205 to remain in the program.

Management

Degrees designed to make you an effective manager.

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.

The Bachelor of Business Administration degree (B.B.A.) in Management at Berkeley College offers nine (9) different specializations - known as concentrations - that earn a transcript notation upon completion of the degree. Concentrations are offered in:

- Artificial Intelligence and Machine Learning
- Business Analytics
- Entrepreneurship
- Human Resources Management
- Import/Export Management
- Information Systems Management
- Management Accounting
- Project Management
- Supply Chain Management

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
- Many Berkeley College programs include an internship, job-related assignment, or practicum for a valuable learning experience
- An online 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 career options by continuing directly into the Berkeley College M.B.A. in Management program

Degree Programs

- [A.A.S., Business Administration - Management](#)
- [B.B.A., Business Administration - Management](#)

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

Not all programs are offered for completion at each campus or through Berkeley College Online®. Please review the academic program pages (https:// berkeleycollege.edu/academics/index.html) for information on where each program is offered. Additionally, all students may be required to take some courses at another campus or online. The Internship courses are only offered online.

[PROGRAM LEARNING OBJECTIVES](#)

[SAMPLE PROGRAM SEQUENCE](#)

Course Requirements

MAJOR CORE COURSES

BUS2255 Entrepreneurship

3 Credits

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.

MGT2245 Essentials of Human Resources Management

3 Credits

The course will cover the rapidly changing field of Human Resources within organizations. Students will learn to translate theory into practice within the following core topics: human resources strategy, workforce planning, training and development, performance management, employee relations and total reward compensation.

MGT2268 Sales and Customer Service Management

3 Credits

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 Credits

BUSINESS CORE COURSES

ACC1111 Financial Accounting I

3 Credits

Introduces the basic structure of accounting terminology and procedures of a business organization. Students learn about recording and reporting functions, adjusting entries and closing entries, the preparation of financial statements, accounting for merchandising operations, valuation of inventories, purpose and significant features of internal controls, and preparation of bank reconciliation.

BUS2231 Business Law I

3 Credits

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.

CIS1115 Computer Applications

3 Credits

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel.

CIS2201 Advanced Spreadsheets

3 Credits

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

IBS2201 International Business

3 Credits

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.

MGT2220 Principles of Management

3 Credits

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.

MKT2220 Principles of Marketing

3 Credits

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

construction and analysis, strategic marketing planning, and consumer behavior. This is the gateway course to the Marketing Communications Program.

ENG1105 Writing and Research

3 Credits

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 Credits

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 Credits

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 perspectives of various schools of thought and encourages students' own critical thinking on ethical and moral issues in dialogue with others.

MAT2215 Statistics I

3 Credits

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 First Year Experience

3 Credits

Explores the challenges students most frequently face in pursuing and achieving a college degree. Students will identify their own perceived challenges, share critical insights to meeting them, and implement their own plan of action to address and overcome such challenges.

SOC2231 Human Relations

3 Credits

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 Credits

Business Electives* - 3 Credits**

Management Electives - 3 Credits

Free Electives - 6 Credits

120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

*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.

***Any courses in the Larry L. Luing School of Business.

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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PROGRAM LEARNING OBJECTIVES

SAMPLE PROGRAM SEQUENCE

SAMPLE PROGRAM SEQUENCE - ARTIFICIAL INTELLIGENCE AND MACHINE LEARNING

SAMPLE PROGRAM SEQUENCE - BUSINESS ANALYTICS

SAMPLE PROGRAM SEQUENCE - ENTREPRENEURSHIP

SAMPLE PROGRAM SEQUENCE - HUMAN RESOURCES MANAGEMENT

SAMPLE PROGRAM SEQUENCE - IMPORT/EXPORT MANAGEMENT

SAMPLE PROGRAM SEQUENCE - INFORMATION SYSTEMS MANAGEMENT

SAMPLE PROGRAM SEQUENCE - MANAGEMENT ACCOUNTING

SAMPLE PROGRAM SEQUENCE - PROJECT MANAGEMENT

SAMPLE PROGRAM SEQUENCE - SUPPLY CHAIN MANAGEMENT

Course Requirements

MAJOR CORE COURSES

BUS2255 Entrepreneurship

3 Credits

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.

BUS4451 Business Strategy and Policy

3 Credits

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: FIN3302, IBS2201, MGT2220, MKT2220

MGT2245 Essentials of Human Resources Management

3 Credits

The course will cover the rapidly changing field of Human Resources within organizations. Students will learn to translate theory into practice within the following core topics: human resources strategy, workforce planning, training and development, performance management, employee relations and total reward compensation.

MGT2268 Sales and Customer Service Management

3 Credits

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

MGT3332 Operations Management

3 Credits

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

MGT4425 Management Simulation

3 Credits

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: FIN3302, MGT2220, MKT2220

Management Electives**- 12 Credits

International Business/General Business/Information Technology Management/ Management/Business Data Science Elective - 3 Credits

BUSINESS CORE COURSES

ACC1111 Financial Accounting I

3 Credits

Introduces the basic structure of accounting terminology and procedures of a business organization. Students learn about recording and reporting functions, adjusting entries and closing entries, the preparation of financial statements, accounting for merchandising operations, valuation of inventories, purpose and significant features of internal controls, and preparation of bank reconciliation.

BUS2231 Business Law I

3 Credits

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.

CIS1115 Computer Applications

3 Credits

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel.

CIS2201 Advanced Spreadsheets

3 Credits

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

ECO2200 Principles of Economics

3 Credits

Introduces students to the core concepts and principles of microeconomics. Emphasis is on real-world applications from a personal, business, and governmental perspective. Topics include tradeoffs and opportunity costs, gains from specialization and trade, supply and demand, and the efficiency of markets.

FIN3302 Corporate Finance

3 Credits

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, and MAT2218

IBS2201 International Business

3 Credits

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.

MGT2220 Principles of Management

3 Credits

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.

MKT2220 Principles of Marketing

3 Credits

Provides an introduction to fundamental principles and practices in the marketing process, including a detailed study of each marketing mix tool (product, price, place, promotion), along with an introduction to marketing research, target marketing, SWOT construction and analysis, strategic marketing planning, and consumer behavior. This is the gateway course to the Marketing Communications Program.

LIBERAL ARTS AND SCIENCE CORE COURSES***

ENG1105 Writing and Research

3 Credits

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 Credits

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 Credits

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 or Corequisite: ENG2205

ENG3316 The Confident Writer

3 Credits

Explores a wide variety of non-fiction writing genres, including personal profile, journalism, criticism, and more. Students build their reading, writing, and researching skills while also reinforcing the fundamental concepts and current developments associated with the areas of their respective majors.

Prerequisite: ENG2205

HUM2225 Introduction to Ethics

3 Credits

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 perspectives of various schools of thought and encourages students' own critical thinking on ethical and moral issues in dialogue with others.

MAT2215 Statistics I

3 Credits

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 First Year Experience

3 Credits

Explores the challenges students most frequently face in pursuing and achieving a college degree. Students will identify their own perceived challenges, share critical insights to meeting them, and implement their own plan of action to address and overcome such challenges.

SOC2231 Human Relations

3 Credits

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 Credits

Humanities Elective- 3 Credits

Liberal Arts Electives- 3 Credits

Mathematics/Science Elective- 3 Credits

Science Elective- 3 Credits

Social Science Elective- 3 Credits

Business Electives* - 9 Credits

FREE ELECTIVES- 9 Credits

120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

*Any courses in the Larry L. Luing School of Business.

**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 Concentrations

Students have two options in completing the Business Administration – Management Bachelor of Business Administration degree (B.B.A). The first option is to select from 18 credits of Management/Business electives and the second option is to select an available concentration in lieu of 12 or 15 of the required 18 Management/Business elective credits. The total number of Management/Business elective credits, including concentration credits, must equal 18 credits.

Students may select one of the nine Management Concentrations offered below:

- Artificial Intelligence and Machine Learning
- Business Analytics
- Entrepreneurship
- Human Resources Management
- Import/Export Management
- Information Systems Management
- Management Accounting
- Project Management
- Supply Chain Management

Each concentration is comprised of a four-course (12-credit) sequence or a five-course (15-credit) sequence which replaces the existing electives.

Artificial Intelligence and Machine Learning Concentration (12 Credits)

The Artificial Intelligence and Machine Learning Concentration prepares students with in-demand skills and an advanced understanding of artificial intelligence (AI), deep learning, and machine learning. Students will receive a structured understanding of AI and its impact on real-life applications. A case study approach will be utilized in exploring the ways that technological advances in data and analytics enable business applications. Python programming, predictive machine learning, and deep learning models will be utilized in the context of real-world business applications. Communication skills will be honed and industry-standard tools and strategies will be applied.

- BDS1100 Storytelling with Data
- BDS2210 Artificial Intelligence
- BDS2240 Programming for Computer Science and Data Science
- BDS2260 Machine Learning

SAMPLE PROGRAM SEQUENCE -ARTIFICIAL INTELLIGENCE AND MACHINE LEARNING

Business Analytics Concentration (12 Credits)

The Business Analytics Concentration introduces students to the rapidly growing field of business analytics and data-informed decision making. Students will learn how analysts describe, predict, and inform business decisions in the specific areas of business and technology, marketing, finance, and operations. Students will develop skills in managing

IT projects and cloud computing. Students will also learn to solve business problems using analytics software, as well as understand, design, and utilize analytical models. The four-course curriculum combines practical technology, applications, and processes to provide valuable insights into analytical decision-making. Hands-on experience will be provided in the use of analytics tools and software that will assist students in making strategic business decisions based on data.

- BUS2210 Business Intelligence and Analytics
- ITM2260 IT Project Management
- ITM3313 Cloud Computing
- BUS4420 Data Mining for Business Analytics

SAMPLE PROGRAM SEQUENCE - BUSINESS ANALYTICS

Entrepreneurship Concentration (12 Credits)

The Entrepreneurship Concentration provides essential knowledge and skills related to innovation and entrepreneurship. In today's rapidly evolving business landscape of expansions, market disruption, continuous improvement, and the desire to grow, build, and drive companies and small businesses to success, there is a need for those who can think and work innovatively. This program provides extensively integrated and immersive academic and practical experience for individuals looking to embark on careers as entrepreneurs, those innovating to form new companies, and for intrapreneurs within existing companies. Students will develop skills through an in-depth and crafted four-course curriculum to assess new business opportunities, harness innovations, and transform ideas into viable ventures. Through such topics as entrepreneurial execution, venture finance, marketing tactics, and exit strategy planning, students will learn what it takes to build and grow a business from scratch, the personal characteristics shared by successful entrepreneurs, and the types of resources available to budding entrepreneurs.

- BUS2255 Entrepreneurship
- MGT3010 Marketing for the Entrepreneur
- MGT3350 Small Business Management
- MGT3353 Financing the Entrepreneurial Venture

SAMPLE PROGRAM SEQUENCE - ENTREPRENEURSHIP

Human Resources Management Concentration (15 Credits)

The Human Resources Management Concentration will focus on the strategic role human resources plays in enhancing organizational effectiveness. Human resources practitioners are no longer viewed as administrators, but instead as critical advisors to business leaders. This program will help students acquire the skills needed to be an effective human resources practitioner. The Human Resources Management Concentration presents current and evolving developments in the profession. Students will go beyond learning the fundamentals of human resources and will be prepared to deal with the ongoing changes in the environment impacting the workplace. The classes included in this concentration will emphasize the competencies needed to be

an effective human resources practitioner. These competencies are fully aligned with SHRM's (Society for Human Resource Management) Model.

- MGT2245 Essentials of Human Resources Management
- MGT3240 Employee Labor Relations and Law
- MGT3245 Total Rewards
- MGT3250 The Acquisition and Development of Human Capital
- MGT4240 Strategic Human Resources and the Future of Work

SAMPLE PROGRAM SEQUENCE - HUMAN RESOURCES MANAGEMENT

Import/Export Management Concentration (12 Credits)

The Import/Export Management Concentration provides students with the skills required to effectively manage and/or work in businesses or organizations involved in cross-border trading of goods in a global economy. The Import/Export Concentration reflects the importance of understanding global trade and supply chain/logistics management and is built on foundational knowledge in international trade, global supply chain, and logistics, and cross-cultural management skills. The Import/Export Management Concentration is for students interested in launching an import/export business or a career in international trade.

- IBS3344 Global Supply Chain Management and Logistics
- IBS3345 Comparative International Management
- IBS4410 Export and Import Policies and Practices
- IBS4415 Emerging Markets

SAMPLE PROGRAM SEQUENCE - IMPORT/EXPORT MANAGEMENT

Information Systems Management Concentration (15 Credits)

The Information Systems Management Concentration will provide students with a basis for understanding and managing the functionality of information systems. The key concepts of systems design, database management, networking, security, and auditing are presented. Students will be able to recognize the interconnection between different components and processes that comprise information systems. A hands-on approach is utilized in which students will configure network devices, firewalls, and other security tools. They will design database systems, create objects through SQL code, and run auditing processes utilizing industry standardized tools.

- ITM2200 Introduction to Networking
- ITM2210 Introduction to Database Management
- ITM2240 Information Systems Analysis and Design
- ITM3300 Fundamentals of Network Security
- ITM4411 IT Auditing and Control

SAMPLE PROGRAM SEQUENCE - INFORMATION SYSTEMS MANAGEMENT

Management Accounting Concentration (12 Credits)

The Management Accounting Concentration provides management majors with a basic working knowledge of accounting so that they can understand the financial impact of

their decisions. Students will learn concepts from financial accounting, cost accounting, and financial statement analysis. Budgeting and planning will also be covered. These accounting skills apply to all industries. The Management Accounting Concentration aligns with the educational requirements to take the Certified Management Accountant (CMA) Exam given by the Institute of Management Accountants (IMA). Candidates with a Bachelor's degree and successful completion of the exam will earn a CMA Certification after completing two years of work experience in financial management or management accounting. CMA Certification exams are not provided by Berkeley College, and their cost is not covered by tuition. Current information, including but not limited to, costs, examinations, and further requirements for certification must be obtained directly from the Institute of Management Accountants (IMA). The IMA website is www.imanet.org.

- ACC1112 Financial Accounting II
- ACC1113 Managerial Accounting
- ACC2240 Cost Accounting
- FIN4421 Financial Statement Analysis

SAMPLE PROGRAM SEQUENCE - MANAGEMENT ACCOUNTING

Project Management Concentration (12 Credits)

The Project Management Concentration presents essential knowledge and skills in the growing field of project management. In today's evolving business and technical marketplace, projects increasingly drive corporate strategic plans and technological innovation. The Project Management Concentration provides foundational and applied knowledge in the initiation, execution, and management principles applicable to the core knowledge areas for practicing project managers today. The program provides four courses starting with an introductory course in project management that establishes the building block of any program in project management. That course is followed by the study of the human resources management factors in the practice of project management. The progression follows with an advanced project management course that provides an in-depth study and application of qualitative and quantitative methods used in the management of very large and complex projects. Finally, the program ends with a specialized course in project risk management.

- MGT3100 Project Management –An Introduction
- MGT3105 Human Side of Project Management
- MGT4110 Advanced Project Management
- MGT4115 Project Risk Management

SAMPLE PROGRAM SEQUENCE - PROJECT MANAGEMENT

Supply Chain Management Concentration (12 Credits)

The Supply Chain Management Concentration is designed to create new areas of learning, and future career development for participants. The courses will fill a fundamental need to understand how businesses operate. The supply chain management principles that allow organizations to serve customers with their products, services, and other supported businesses, are presented. Participants will gain valuable

insight into career opportunities that exist at most manufacturing, service, distribution, and e-commerce organizations. The Supply Chain Management Concentration will consist of case studies, global supply chain management news, and experiential learning. This concentration will bring participants closer to multiple and attractive opportunities in the business world, in both domestic and international organizations.

- MGT3110 Supply Chain Management
- MGT3210 Logistics and Distribution Management
- MGT4120 Supply Chain Risk and Financial Management
- MGT4210 Supply Chain Leadership and Resource Management

[SAMPLE PROGRAM SEQUENCE - SUPPLY CHAIN MANAGEMENT](#)

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 several industry associations
- Participation in a capstone project designed to put theory into practice
- Many Berkeley College programs include an internship, job-related assignment, or practicum for a valuable learning experience
- A seamless transition between Associate's and Bachelor's degrees

Degree Programs

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

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

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PROGRAM LEARNING OBJECTIVES

SAMPLE PROGRAM SEQUENCE

Course Requirements

MAJOR CORE COURSES

MKT2222 Fundamentals of Marketing Research

3 Credits

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 Credits

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 Credits

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 Credits

BUSINESS CORE COURSES

ACC1111 Financial Accounting I

3 Credits

Introduces the basic structure of accounting terminology and procedures of a business organization. Students learn about recording and reporting functions, adjusting entries and closing entries, the preparation of financial statements, accounting for merchandising operations, valuation of inventories, purpose and significant features of internal controls, and preparation of bank reconciliation.

CIS1115 Computer Applications

3 Credits

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel.

CIS2201 Advanced Spreadsheets

3 Credits

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

IBS2201 International Business

3 Credits

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.

MGT2220 Principles of Management

3 Credits

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.

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Provides an introduction to fundamental principles and practices in the marketing process, including a detailed study of each marketing mix tool (product, price, place, promotion), along with an introduction to marketing research, target marketing, SWOT construction and analysis, strategic marketing planning, and consumer behavior. This is the gateway course to the Marketing Communications Program.

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research

3 Credits

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 Credits

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 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

HUM2225 Introduction to Ethics

3 Credits

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 perspectives of various schools of thought and encourages students' own critical thinking on ethical and moral issues in dialogue with others.

MAT2215 Statistics I

3 Credits

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 First Year Experience

3 Credits

Explores the challenges students most frequently face in pursuing and achieving a college degree. Students will identify their own perceived challenges, share critical insights to meeting them, and implement their own plan of action to address and overcome such challenges.

SOC2231 Human Relations

3 Credits

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 Credits

Marketing Electives - 6 Credits

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60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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3 Credits

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 Credits

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 Credits

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: MKT2220, MKT2222, MKT2241, MKT2242, MKT3310

Marketing Electives*- 12 Credits

Business Electives - 9 Credits

BUSINESS CORE COURSES

ACC1111 Financial Accounting I

3 Credits

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ENG1105 Writing and Research

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Prerequisite: ENG1105

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Prerequisite: ENG2205

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Liberal Arts Electives - 9 Credits

Mathematics/Science Elective - 3 Credits

Science Elective - 3 Credits

Social Science Elective - 3 Credits

FREE ELECTIVES - 15 Credits

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.

Medical Assistant

Become an integral member of a medical team.

Berkeley College offers a Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredited Medical Assistant Certificate program. Enrolling in a CAAHEP accredited program will ensure you are on the right path to building a successful career as a Medical Assistant.

The College also offers an Associate in Applied Science Medical Assistant degree program, which is an extension of the career-track Certificate program. Unlike other Medical Assistant programs, graduates of Berkeley College's degree program also receive a Certificate in Medical Assistant.

Both the Certificate and Degree Medical Assistant programs are designed to prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession. This is accomplished by providing curriculum relating to patient care skills, general study, and administrative/business skills.

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, and other professional healthcare facilities. Graduates are prepared to meet both the clinical and administrative challenges of today's rapidly changing healthcare environment.

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 participate in 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
- Liberal arts and sciences courses that provide students with a foundation of skills and knowledge necessary to reason clearly and communicate effectively

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.

As reported on the 2022 Annual Report for the MAERB, the retention rate for students who began their Medical Assistant certificate program in 2020 was 77.19%, and the examination pass rate for all individuals who graduated from the Medical Assistant certificate program during the calendar year 2020 was 70 percent. Both of these rates far exceed the 60 percent threshold set forth by the MAERB.

Academic Programs

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

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

Not all programs are offered for completion at each campus or through Berkeley College Online®. Please review the academic program pages (https://berkeleycollege.edu/academics/index.html) for information on where each program is offered. Additionally, all students may be required to take some courses at another campus or online. The Internship courses are only offered online.

[PROGRAM LEARNING OBJECTIVES](#)

[SAMPLE PROGRAM SEQUENCE](#)

Course Requirements

MAJOR CORE COURSES

HEA1101 Foundations of Health Services

3 Credits

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 Credits

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 Credits

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

HEA2255 Electronic Health Records

3 Credits

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 Credits

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: MED1120

Prerequisites or Corequisites: HEA2200, SCI2100

MED1120 Medical Office Administration

3 Credits

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 Credits

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, SCI1100. MED1120 (Medical Assistant students only)

MED1140 Specimen Collection and Procedures

3 Credits

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: MED1120 (Medical Assistant students only)

Prerequisites or Corequisites: HEA2200, SCI2100

MED1160 Principles of Pharmacology and Human Diseases

3 Credits

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: MED1120

Prerequisites or Corequisites: HEA2200, SCI2100

MED2280 Medical Assistant Capstone and Practicum

6 Credits

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.

Prerequisites: MED1100, MED1120, MED1130, MED1140, MED1160, HEA2200, SCI2100

BUSINESS CORE COURSE

CIS1115 Computer Applications

3 Credits

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel.

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research

3 Credits

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 Credits

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 Credits

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 Credits

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

SOC2225 Introduction to Psychology

3 Credits

Explores the basic principles of psychology and their direct application to individuals' thoughts and behaviors and awareness of their own everyday existence. Topics explored include human development, personality, cognitive process, motivation, emotion, adjustment, perception, and psychological disorder and treatment.

Humanities Elective- 3 Credits

Social Science Elective- 3 Credits

FREE ELECTIVE- 3 Credits

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

Additional Program Information

This program requires completion of a practicum. Prior to participating in the practicum, students must satisfy all practicum clearance requirements, which may include, but are not limited to, a physical assessment by a licensed medical professional; meeting immunization requirements; undergoing a criminal background check at the request of clinical facilities; and drug screenings.

Students enrolled in the Medical Assistant program must meet the minimum passing grade requirements for certain courses.

For more information about the Medical Assitant program, grade requirements, and clinical requirements, see: Medical Assistant Supplement: https://berkeleycollege.edu/catalogs/medical-assistant-supplement-2022-2023/index.html

Program Costs

Information about program costs (including tuition, fees, books and supplies) is available at: https://berkeleycollege.edu/catalogs/undergraduate-2022-2023/admissions/undergraduate-degree-program-tuition-fees-2022-2023/index.html

Professional Licensure & Certification

Information about professional licensure and/or certification requirements for this program is available online at: https://berkeleycollege.edu/about/accreditation-regulatory/professional-licensure-and-certification/index.html

Medical Assistant Certificate Program

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PROGRAM LEARNING OBJECTIVES

SAMPLE PROGRAM SEQUENCE

Course Requirements

MAJOR CORE COURSES

HEA2200 Medical Terminology

3 Credits

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 Credits

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, SCI2100

MED1120 Medical Office Administration

3 Credits

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 Credits

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, SCI1100

MED1140 Specimen Collection and Procedures

3 Credits

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, SCI2100

MED1160 Principles of Pharmacology and Human Diseases

3 Credits

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, SCI2100

MED2280 Medical Assistant Capstone and Practicum

6 Credits

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, SCI2100, or departmental permission

SCI1100 Anatomy and Physiology I

3 Credits

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 Credits

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.

SOC2225 Introduction to Psychology

3 Credits

Explores the basic principles of psychology and their direct application to individuals' thoughts and behaviors and awareness of their own everyday existence. Topics explored include human development, personality, cognitive process, motivation, emotion, adjustment, perception, and psychological disorder and treatment.

33 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

Additional Program Information

This program requires completion of a practicum. Prior to participating in the practicum, students must satisfy all practicum clearance requirements, which may include, but are not limited to, a physical assessment by a licensed medical professional; meeting immunization requirements; undergoing a criminal background check at the request of clinical facilities; and drug screenings.

Students enrolled in the Medical Assistant program must meet the minimum passing grade requirements for certain courses.

For more information about the Medical Assistant program, grade requirements, and clinical requirements, see: Medical Assistant Supplement: https://berkeleycollege.edu/catalogs/medical-assistant-supplement-2022-2023/index.html

Program Costs

Information about program costs (including tuition, fees, books and supplies) is available at: https://berkeleycollege.edu/catalogs/undergraduate-2022-2023/admissions/undergraduate-degree-program-tuition-fees-2022-2023/index.html

Professional Licensure & Certification

Information about professional licensure and/or certification requirements for this program is available online at: https://berkeleycollege.edu/about/accreditation-regulatory/professional-licensure-and-certification/index.html

Medical Insurance, Billing, and Coding

Keeping a healthy bottom line for healthcare organizations.

Medical insurance, billing, and coding are critical components of the healthcare system. Without either field, the healthcare industry would be unable to efficiently transmit important data, and healthcare providers would find it difficult to be paid for their services. Berkeley College's degree program in Medical Insurance, Billing, and Coding prepares students to manage vast amounts of medical insurance and billing information. This program prepares 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) degree program are eligible to participate in field-specific certification examinations.

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
- Participating in an internship or job-related assignment for a valuable learning experience

Academic Programs

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

Health Services Administration - Medical Insurance, Billing, and Coding Associate in Applied Science Degree (A.A.S.)

Not all programs are offered for completion at each campus or through Berkeley College Online®. Please review the academic program pages ([https:// berkeleycollege.edu/academics/index.html](https://berkeleycollege.edu/academics/index.html)) for information on where each program is offered. Additionally, all students may be required to take some courses at another campus or online. The Internship courses are only offered online.

[PROGRAM LEARNING OBJECTIVES](#)

[SAMPLE PROGRAM SEQUENCE](#)

Course Requirements

MAJOR CORE COURSES

HEA1101 Foundations of Health Services

3 Credits

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 Credits

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 Credits

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 Credits

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 Electronic Health Records

3 Credits

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 Credits

Students work in a position related to their course of study while at the same time completing online course requirements – including focused online discussions and special online projects – that integrate the skills and knowledge learned throughout their program.

Prerequisites: MBC2211, HEA2255, SCI2100

Corequisite: MBC2260

MBC1105 Medical Coding

4 Credits

Introduces the purpose and use of the International Classification of Diseases 10th Revision Clinical Modification (ICD-10-CM), along with the principles of Current Procedure Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS). Topics include coding of diseases and procedures, an overview of coding systems, basic coding rules and conventions, procedural coding, the assignment of DRGs, and the relationship between coding to reimbursement.

Prerequisite: HEA2200

Prerequisite or Corequisite: SCI2100

MBC2201 Hospital Coding

3 Credits

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: MBC1105, HEA2200

Prerequisite or Corequisite: SCI2100

MBC2211 Medical Billing and Reimbursement Methods

3 Credits

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 or Corequisite: MBC1105, HEA1101

MBC2221 Clinical Documentation and Compliance

3 Credits

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

Prerequisites or Corequisites: MBC2201, SCI2100

MBC2260 Medical Insurance, Billing, and Coding Seminar

2 Credits

This course requires students to broaden their knowledge by synthesizing program content into the billing cycle to achieve high quality, patient satisfaction, and fiscally sound operations. It is designed to reinforce the knowledge and skills necessary to sit for industry specific certifications examinations such as the Certified Billing and Coding Specialist - CBCS (NHA), and Certified Professional Biller - CPB (AAPC).

Prerequisites: MBC2211, HEA2255, SCI2100

Prerequisites or Corequisites: HEA2203, HEA2293

MBC2281 Medical Insurance, Billing, and Coding Capstone

3 Credits

All coding knowledge learned throughout the Medical Insurance, Billing, and Coding associate degree program is reviewed. Emphasis is placed on the proper application of modifier use, diagnostic and procedural coding guidelines, and regulations. The course also reinforces the knowledge and skills needed to sit for a national certification examination.

Prerequisites: MBC2211, MBC2221, HEA2230, HEA2255

Corequisites: MBC2260, HEA2293

BUSINESS CORE COURSE

CIS1115 Computer Applications

3 Credits

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel.

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research

3 Credits

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 Credits

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 Credits

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.

SCI1115 Basic Pharmacology and Pathophysiology

3 Credits

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

SCI2100 Anatomy and Physiology II

3 Credits

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

SOC2225 Introduction to Psychology

3 Credits

Explores the basic principles of psychology and their direct application to individuals' thoughts and behaviors and awareness of their own everyday existence. Topics explored include human development, personality, cognitive process, motivation, emotion, adjustment, perception, and psychological disorder and treatment.

Social Science/Humanities Elective- 3 Credits

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

Additional Program Information

To qualify for graduation, students must pass all Medical Insurance, Billing, and Coding (MBC) courses and Medical Terminology with a minimum grade of C, pass Anatomy and Physiology I and II with a minimum grade of C+, and register for the Certified Professional Coder examination (CPC) through AAPC.

Professional Licensure & Certification

Information about professional licensure and/or certification requirements for this program is available online at: https://berkeleycollege.edu/about/accreditation-regulatory/professional-licensure-and-certification/index.html

Program Costs

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.

Information about program costs (including tuition, fees, books and supplies) is available at: https://berkeleycollege.edu/catalogs/undergraduate-2022-2023/admissions/undergraduate-degree-program-tuition-fees-2022-2023/index.html

Medical Insurance, Billing, and Coding Certificate Program (Effective Fall 2021 - Discontinued)

Not all programs are offered for completion at each campus or through Berkeley College Online®. Please review the academic program pages (https://berkeleycollege.edu/academics/index.html) for information on where each program is offered. Additionally, all students may be required to take some courses at another campus or online. The Internship courses are only offered online.

[PROGRAM LEARNING OBJECTIVES](#)

[SAMPLE PROGRAM SEQUENCE](#)

Course Requirements

MAJOR CORE COURSES

HEA1101 Foundations of Health Services

3 Credits

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 Credits

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 Credits

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

HEA2255 Electronic Health Records

3 Credits

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 Credits

Students work in a position related to their course of study while at the same time completing online course requirements – including focused online discussions and special online projects – that integrate the skills and knowledge learned throughout their program.

Prerequisites: MBC2211, HEA2255, SCI2100

Corequisite: MBC2260

MBC1105 Medical Coding

4 Credits

Introduces the purpose and use of the International Classification of Diseases 10th Revision Clinical Modification (ICD-10-CM), along with the principles of Current Procedure Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS). Topics include coding of diseases and procedures, an overview of coding systems, basic coding rules and conventions, procedural coding, the assignment of DRGs, and the relationship between coding to reimbursement.

Prerequisite: HEA2200

Prerequisite or Corequisite: SCI2100

MBC2211 Medical Billing and Reimbursement Methods

3 Credits

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 or Corequisite: MBC1105, HEA1101

MBC2260 Medical Insurance, Billing, and Coding Seminar

2 Credits

This course requires students to broaden their knowledge by synthesizing program content into the billing cycle to achieve high quality, patient satisfaction, and fiscally sound operations. It is designed to reinforce the knowledge and skills necessary to sit for industry specific certifications examinations such as the Certified Billing and Coding Specialist - CBCS (NHA), and Certified Professional Biller - CPB (AAPC).

Prerequisites: MBC2211, HEA2255, SCI2100

Prerequisites or Corequisites: HEA2203, HEA2293

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research

3 Credits

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.

SCI1100 Anatomy and Physiology I

3 Credits

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 Credits

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.

33 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

Additional Program Information

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 https://www.nhanow.com/certifications/billing-coding

To qualify for graduation, students must pass Medical Terminology with a minimum grade of C, Anatomy and Physiology I and Anatomy and Physiology II with a minimum grade of C+, as well as participate in the Certified Billing and Coding Specialist examination (CBCS) through the National Health career Association (NHA).

Professional Licensure & Certification

Information about professional licensure and/or certification requirements for this program is available online at: https://berkeleycollege.edu/about/accreditation-regulatory/professional-licensure-and-certification/index.html

Program Costs

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.

Information about program costs (including tuition, fees, books and supplies) is available at: https://berkeleycollege.edu/catalogs/undergraduate-2022-2023/admissions/undergraduate-degree-program-tuition-fees-2022-2023/index.html

National Security

A career field that's more important than ever

The need for qualified professionals with the knowledge and skills to address threats to safety spans both the public and private sectors. National security careers are now a part of every industry.

One of only a few programs of its kind in the area, the Berkeley College Bachelor's degree program in National Security can prepare you for a range of careers through a curriculum developed with input from a range of security experts based on the current and anticipated needs of various types of organizations. The program covers a broad understanding of homeland security, emergency management, technology, communications, intelligence, critical infrastructure, terrorism, and other important aspects of security.

All of the program's major courses can be completed in a seven-week format online and/or on-site at the Woodbridge, NJ campus.

Specialization

The National Security program offers **four concentrations** in specialized areas of study. Declaring a concentration can also help graduates stand out to potential employers. Students will not need to declare a concentration until registering for their third semester.

Intelligence

Intelligence is information gathered that involves threats to our nation, its people, property, or interests; development, proliferation, or use of weapons of mass destruction; and any other matter bearing on the U.S. national or homeland security. The intelligence community's primary mission is to collect and convey essential information that the policymaking, law enforcement, and military communities require to execute their appointed duties.

Critical Infrastructure

From hospitals to power plants, dams, water facilities, and transportation systems, critical infrastructure supports every aspect of our lives. The Department of Homeland Security has identified 16 critical infrastructure sectors whose assets, systems, and networks are so vital that incapacitation or destruction would debilitate the nation's security, economy, public health, and safety.

Public-Private Partnerships

Ensuring the security and resilience of the nation is a shared responsibility in the delivery of goods or services to the public. Public-Private Partnerships provide tremendous advantages for the nation to meet its national security needs and have been implemented to include a wide range of social services, public transportation, and environmental and waste-disposal services.

Information Security

Information Security refers to the processes and methodologies which are designed and implemented to protect electronic, and any other forms of confidential, private, and sensitive information or data from unauthorized access, use, misuse, disclosure, destruction, modification, or disruption. Information security and cybersecurity are often confused. Information Security is a crucial part of cybersecurity, but it refers exclusively to the processes designed for data security.

Learn from highly qualified experienced professionals

Professors in the National Security program are chosen for their relevant academic credentials as well as their professional experience. They have worked with such entities as the Federal Bureau of Investigation (FBI) Joint Terrorism Task Force, the West African Task Force, and the Olympics. They have trained with the FBI National Academy, the Federal Law Enforcement Training Center, the National Incident Command System, as well as, the Federal Emergency Management Association (FEMA), and the National Incident Management System, among other vital organizations.

Benefit from:

- Small classes with personal attention from instructors with professional experience with the in-demand skills required for this cutting-edge field
- A focus on applying knowledge gained from the program to real-world security issues
- An emphasis on critical thinking, problem-solving, and communication skills
- You may have the opportunity to participate in an internship or job-related assignment for a valuable learning experience
- Exceptional networking opportunities through faculty and alumni connections

Degree Program

- [B.S., National Security](#)

National Security - Bachelor of Science Degree (B.S.)

Not all programs are offered for completion at each campus or through Berkeley College Online®. Please review the academic program pages (https:// berkeleycollege.edu/academics/index.html) for information on where each program is offered. Additionally, all students may be required to take some courses at another campus or online.

PROGRAM LEARNING OBJECTIVES

SAMPLE PROGRAM SEQUENCE

SAMPLE PROGRAM SEQUENCE-CONCENTRATION IN INFORMATION SECURITY

SAMPLE PROGRAM SEQUENCE-CONCENTRATION IN PUBLIC-PRIVATE PARTNERSHIPS

SAMPLE PROGRAM SEQUENCE-CONCENTRATION IN CRITICAL INFRASTRUCTURE

SAMPLE PROGRAM SEQUENCE-CONCENTRATION IN INTELLIGENCE

Course Requirements

MAJOR CORE COURSES

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.

NTS1102 Introduction to National Security

3 Credit Hours

Introduces students to the National Security program. Students completing this course will know the nature of the national security organizations and their responsibilities, be aware of the major strategic issues confronting the nation, and know the current national strategy for responding to national security threats.

NTS1110 Communications Skills for National Security

3 Credit Hours

Addresses communication perspectives informing national security, strategic intelligence, and the intelligence process. Students will examine U.S. national security history, policy, the development of the intelligence community, and intelligence as processes of communication.

NTS2215 Introduction to Emergency Management

3 Credit Hours

Presents the basic principles of effective emergency management as they have developed over the past six decades, including the rapid evolution of the field in this century. Emergency Management related topics include critical infrastructure, public-private partnerships, and information security.

Prerequisite: NTS1102 or JUS1100

NTS2217 U.S. Ethics and Homeland Security

3 Credit Hours

Presents classical ethical theories and explores the ethical implications of war and terrorism in the 21st century. Students analyze controversial issues including torture, bombing of civilians, assassination and targeted killing, and humanitarian intervention. Civil liberties and the Patriot Act will be examined.

Prerequisite: NTS1102

NTS4403 National Security Law

3 Credit Hours

Introduces national security law. This course is intended for NTS majors. Topics include the nature of legal regulations governing national security organizations, the major statutory enactments and case decisions interpreting national security law, and the sources of legal authority for national security operations.

Prerequisite: NTS1102

NTS4410 Research Methods in National Security

3 Credit Hours

Teaches students to design and evaluate empirical research in all areas of national security. This course examines the philosophy of social science and several theoretical approaches used in national security. Students learn the details of social science research design, data collection, and data analysis.

Prerequisites: NTS1102

NTS4483 Internship

3 Credit Hours

Allows students to work in a position related to their course of study. Typical responsibilities include writing, researching, compiling data, and administrative projects. Students integrate skills and knowledge learned in their academic experiences and participate in focused online discussions and projects.

Prerequisite: Departmental permission

JUS2000 Career Development

3 Credit Hours

Introduces students to the fundamentals of career development and career planning. The course focuses on setting appropriate discipline specific career goals based on self-assessment exercises that align with skills and competencies. Students learn how to write a professional resume and cover letter, how to communicate effectively in multiple media formats and how to develop effective time management skills.

Note: JUS2000 is only offered as a 7-week course.

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: NTS1102

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: 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: NTS1102

National Security Studies Elective- 3 Credits

Major Concentration*- 12 Credits

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research

3 Credits

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 Credits

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

Prerequisite: ENG1105

ENG3316 The Confident Writer

3 Credits

Explores a wide variety of non-fiction writing genres, including personal profile, journalism, criticism, and more. Students build their reading, writing, and researching skills while also reinforcing the fundamental concepts and current developments associated with the areas of their respective majors.

Prerequisite: ENG2205

HUM2225 Introduction to Ethics

3 Credits

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 perspectives of various schools of thought and encourages students' own critical thinking on ethical and moral issues in dialogue with others.

MAT2211 College Algebra

3 Credits

Introduces students to solving problems by using geometric and algebraic approaches. 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

MAT2218 Probability, Statistics, and Applied Regression

3 Credits

Introduces a collection of quantitative methods used to analyze data and inform management decisions. The topics that will be covered include describing and summarizing data, sampling and estimation, hypothesis testing, single variable linear regression, and multivariable regression. This course focuses on honing the understanding of key course concepts, managerial judgment, and ability to apply these concepts to real business problems.

Prerequisite: CSK85 or placement-based score

SCI3303 Human Aggression and Violence

3 Credits

Investigates aggression and violence within broad biological and cultural contexts. It begins with an overview of the evolution and hormones of aggression and continues with topics including child abuse, bullying, domestic violence, gangs, sexual violence, hate crimes, murder and mass shootings.

SOC1123 First Year Experience

3 Credits

Explores the challenges students most frequently face in pursuing and achieving a college degree. Students will identify their own perceived challenges, share critical insights to meeting them, and implement their own plan of action to address and overcome such challenges.

SOC2210 Introduction to Sociology

3 Credits

Examines the social institutions such as culture, family, and education that shape and influence the behavior of the individual and groups with emphasis on examining contemporary social problems. Topics explored include: the study of human social life, theories and methods of sociology, and basic sociological concepts.

SOC2231 Human Relations

3 Credits

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 Credits

Humanities Elective- 3 Credits

Mathematics/Science Elective- 3 Credits

Liberal Arts Electives**- 21 Credits

FREE ELECTIVES- 9 Credits

Major Concentrations

Intelligence

NTS2216 U.S. Policy & National Security- 3 Credits
NTS3305 Domestic Terrorism & Violent Extremism- 3 Credits
NTS4404 Counterterrorism & Intelligence Analysis- 3 Credits
JUS4403 Cyber Crime- 3 Credits

Critical Infrastructure

NTS3307 Threat & Risk Assessment -3 Credits
JUS4405 Transportation Security-3 Credits
JUS4407 Global Security-3 Credits
NTS4401 Emergency Planning-3 Credits

Public-Private Partnerships

MGT2200 Principles of Management- 3 Credits
JUS4401   Corporate Security Management-3 Credits
JUS4402   Private Security Management-3 Credits
MGT4430 Leadership -3 Credits

Information Security

ITM2200 Introduction to Networking- 3 Credits
ITM3300 Fundamentals of Network Security- 3 Credits
ITM3302 Disaster Recovery-3 Credits
NTS4402 Digital Forensics-3 Credits

120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

*Nine credits of Major Concentrations courses 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.

Nursing

Berkeley College's School of Health Studies is committed to excellence in nursing education and offers an LPN to B.S.N. degree and Practical Nurse certificate programs. Both programs prepare students to enter this rewarding, in-demand healthcare field and to enhance their skills and expand their career opportunities.

The LPN to B.S.N. program is the only 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 participate in 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.

The Practical Nurse Certificate program combines a humanistic theory and lecture with clinical practice. Students learn to provide basic nursing care and perform administrative tasks. Graduates often begin careers in physicians' offices, clinics, nursing homes, assisted living facilities, rehabilitation centers, or home healthcare settings.

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 Licensure 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

Practical Nurse Certificate

Provide vital care to patients.

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 participate in the NCLEX-PN licensure examination. Passing this exam is required to become a Licensed Practical Nurse (LPN).

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

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

Not all programs are offered for completion at each campus or through Berkeley College Online®. Please review the academic program pages (https:// berkeleycollege.edu/academics/index.html) for information on where each program is offered. Additionally, all students may be required to take some courses at another campus or online. The Internship courses are only offered online.

PROGRAM LEARNING OBJECTIVES

SAMPLE PROGRAM SEQUENCE

Course Requirements

NUR1100 Foundations of Nursing

8 Credits

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 Credits

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: SCI1100, SCI1110

Prerequisite or Corequisite: NUR1100

NUR1305 Nursing Concepts I

5 Credits

Students learn the concepts underlying health and wellness of individuals and families and apply concepts to exemplars addressing nutrition and nursing considerations as it pertains to endocrine disorders, infection, urinary, sensory, neurological and cardiovascular disorders. Direct clinical practice provides opportunities for students to demonstrate successful application of these concepts in a patient care setting. Skill competencies will be validated in the clinical laboratory.

Prerequisites: NUR1100, CPR certification, and completion of all departmental physical forms including purchase of malpractice insurance.

Prerequisites or Corequisites: NUR1200, SCI2100, SCI2110

NUR1306 Nursing Concepts II

6 Credits

Students build upon concepts explored in Nursing Concepts I, including fluid and electrolytes, oxygenation, and acid-base balance. Students also learn about complex disease processes in the cardiovascular, gastrointestinal, neurological, muscular, genitourinary, and renal system. Students begin to explore immunological diseases such as HIV and concepts related to elimination, metabolism, tissue integrity, perfusion, mobility, and health promotion. Direct clinical practice provides opportunities for students to demonstrate successful application of these concepts in a patient care setting. Skill competencies will be validated in the clinical laboratory.

Prerequisites: NUR1305, CPR certification, and completion of all departmental physical forms including purchase of malpractice insurance.

NUR1401 Special Topics in Nursing I

3 Credits

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. Hands-on care and management of patients via the nursing process are conducted in the clinical setting.

Prerequisites: NUR1100, CPR certification, and completion of all departmental physical forms including purchase of malpractice insurance.

Prerequisites or Corequisites: NUR1200, SCI2100, SCI2110

NUR1402 Special Topics in Nursing II

3 Credits

This course builds on the concepts of previous nursing courses with emphasis on utilizing the nursing process in dealing with maternity, newborn, and child health. Hands-on care and management of patients via the nursing process are conducted in the clinical setting.

Prerequisites: NUR1305, NUR1401, CPR certification, and completion of all departmental physical forms including purchase of malpractice insurance.

NUR2105 Nursing Concepts III

5 Credits

Students build upon concepts explored in Nursing Concepts I and II and learn the concepts underlying health and wellness of individuals and families. Students will apply concepts to exemplars addressing care of patients with cancer, anemia, clotting disorders, respiratory problems, cardiovascular, and gastrointestinal disorders. Direct clinical practice provides opportunities for students to demonstrate successful application of these concepts in a patient care setting.

Prerequisites: NUR1306, SOC2225, CPR certification, and completion of all departmental physical forms including purchase of malpractice insurance.

NUR2200 Transition into Practice

6 Credits

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: NUR1306, NUR1402, CPR certification, and completion of all departmental physical forms including purchase of malpractice insurance.

Prerequisites or Corequisites: NUR2105

LIBERAL ARTS AND SCIENCES CORE COURSES

SCI1100 Anatomy and Physiology I

3 Credits

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

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.

Prerequisite or Corequisite: SCI1100

SCI2100 Anatomy and Physiology II

3 Credits

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

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

Prerequisite or Corequisite: SCI2100

SOC2225 Introduction to Psychology

3 Credits

Explores the basic principles of psychology and their direct application to individuals' thoughts and behaviors and awareness of their own everyday existence. Topics explored include human development, personality, cognitive process, motivation, emotion, adjustment, perception, and psychological disorder and treatment.

50 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

Additional Program Information

Students applying to the Practical Nurse program must provide authorization for a criminal background check prior to being accepted into the program. In instances where a student's criminal background check contains information related to past criminal activity, Berkeley College may not make an offer of Admission into the program or guarantee that it will find suitable clinical placement(s) since the decision to allow students to complete clinical rotations is at the sole discretion of the clinical affiliate. Prior to participating in the required clinical rotations, students must satisfy all clinical clearance requirements, which include, but are not limited to, a physical assessment by a licensed medical professional; meeting immunization requirements; purchasing their own malpractice insurance; a secondary criminal background check at the request of clinical facilities; and drug screenings.

Students enrolled in the Practical Nurse program must meet the minimum passing grade requirements for certain courses.

For more information about the Practical Nurse program, grade requirements, and clinical requirements, see: Practical Nurse Supplement: https://berkeleycollege.edu/catalogs/practical-nurse-supplement-2022-2023/index.html

Program Costs

Requirements required for clinical courses are extensive and may total several hundred dollars. The costs of these health requirements are borne by the student.

Information about program costs (including tuition, fees, books and supplies) is available at: https://berkeleycollege.edu/catalogs/undergraduate-2022-2023/admissions/undergraduate-degree-program-tuition-fees-2022-2023/index.html

Professional Licensure & Certification

Information about professional licensure and/or certification requirements for this program is available online at: https://berkeleycollege.edu/about/accreditation-regulatory/professional-licensure-and-certification/index.html

B.S.N., LPN to B.S.N.

The only LPN to B.S.N. program of its type in New Jersey!

(LPN License Required)

Berkeley College's LPN to B.S.N. program grants LPNs the opportunity to transition into the role of a baccalaureate-prepared Registered Nurse. Graduates are awarded a Bachelor of Science in Nursing (B.S.N.) degree and are eligible to participate in 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. Baccalaureate prepared nurses have more complex nursing care responsibilities in providing direct care. Graduates will be prepared as communicators, educators, leaders, and advocates. 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.

The LPN to B.S.N. Accelerated Pathway is designed for the experienced LPN who has worked a minimum of 2,080 clinical hours (one or more years) as a Licensed Practical Nurse within the last two years. The program moves at a fast pace – seven semesters of full-time study – with cutting-edge curriculum that prepares individuals for a career as a professional nurse.

It is strongly advised that students accepted into the Accelerated Pathway adjust their full-time work schedule in order to accommodate sufficient study time, lab time, as well as class and clinical hours. Success in this program may depend on it.

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 healthcare professionals who provide nursing care
- Administering medications and injections
- Assisting doctors during surgical and other medical procedures

Registered nurses work in a variety of settings including hospitals, physicians' offices, outpatient clinics, schools, home healthcare services, and nursing care facilities.

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 assignments
- A supportive faculty selected on the basis of academic excellence and relevant professional experience in the nursing field
- Eligibility to participate in the NCLEX-RN examination and to apply for graduate programs in nursing

LPN to B.S.N.
Bachelor of Science in Nursing (B.S.N.)

To be accepted into the LPN to B.S.N. program, students must have completed an accredited Practical Nurse program in the United States or the Army Practical Nurse Program (68W-M6).

Students accepted into the LPN to B.S.N. Accelerated Pathway will receive 30 credits for a) possessing an unrestricted active or inactive practical nurse license, and b) completing a minimum of 2,080 hours of work as an LPN within the last two years.

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[PROGRAM LEARNING OBJECTIVES](#)

[SAMPLE PROGRAM SEQUENCE - Accelerated Pathway](#)

Course Requirements

MAJOR CORE COURSES

NUR3310 Nursing Research for Evidence-Based Practice

3 Credits

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 Credits

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 Credits

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 Credits

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 Credits

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 Credits

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 Credits

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 Credits

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 Credits

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 Capstone

3 Credits

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 Credits

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

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.

Prerequisite or Corequisite: SCI1100

SCI2100 Anatomy and Physiology II

3 Credits

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

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

Prerequisite or Corequisite: SCI2100

SCI2228 Microbiology

3 Credits

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 Credits

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 Credits

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 Credits

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 Credits

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

Prerequisite: ENG1105

ENG3316 The Confident Writer

3 Credits

Explores a wide variety of non-fiction writing genres, including personal profile, journalism, criticism, and more. Students build their reading, writing, and researching skills while also reinforcing the fundamental concepts and current developments associated with the areas of their respective majors.

Prerequisite: ENG2205

HUM2225 Introduction to Ethics

3 Credits

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 perspectives of various schools of thought and encourages students' own critical thinking on ethical and moral issues in dialogue with others.

MAT2211 College Algebra

3 Credits

Introduces students to solving problems by using geometric and algebraic approaches. 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 Credits

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.

Prerequisite: CSK85 or placement-based score

SOC2225 Introduction to Psychology

3 Credits

Explores the basic principles of psychology and their direct application to individuals' thoughts and behaviors and awareness of their own everyday existence. Topics explored include human development, personality, cognitive process, motivation, emotion, adjustment, perception, and psychological disorder and treatment.

SOC2231 Human Relations

3 Credits

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 Credits

Examines the institution of marriage and the family throughout history and across cultures with an emphasis on the contemporary family. Topics such as the changing family, raising children, love, mate selection, sexuality, ageism, productive communication, divorce, breakups, traditions, gender roles, and domestic violence are

studied. Students also analyze and research the sources and identify factors of public issues in the family system including family-related social problems.

Humanities Electives*- 3 Credits

Free Electives- 12 Credits**

Credits Granted upon Acceptance into the LPN to B.S.N. Program

- Accelerated Pathway - 30 Credits

120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

*Three credits of Humanities Electives must be at the 3000/4000 level.

**Twelve credits of Free Electives must be at the 4000 or higher level.

Additional Program Information

Applicants must have an LPN license.

Students applying to the LPN to B.S.N. program must provide authorization for a criminal background check prior to being accepted into the program. In instances where a student's criminal background check contains information related to past criminal activity, Berkeley College may not make an offer of Admission into the program or guarantee that it will find suitable clinical placement(s) since the decision to allow students to complete clinical rotations is at the sole discretion of the clinical affiliate. The Accelerated Pathway requires clinical experience. Prior to participating in clinical rotations, students must satisfy all clinical clearance requirements, which include, but are not limited to, a physical assessment by a licensed medical professional; meeting immunization requirements; purchasing their own malpractice insurance; a secondary criminal background check at the request of clinical facilities; and drug screenings.

Students enrolled in the LPN to B.S.N. program must meet the minimum passing grade requirements for certain courses.

For more information about the LPN to B.S.N. program, grade requirements, and clinical requirements, see: LPN to B.S.N. Supplement: https://berkeleycollege.edu/catalogs/lpn-bsn-supplement-2022-2023/index.html

Program Costs

Requirements required for clinical courses are extensive and may total several hundred dollars. The costs of these health requirements are borne by the student.

Information about program costs (including tuition, fees, books and supplies) is available at: https://berkeleycollege.edu/catalogs/undergraduate-2022-2023/admissions/undergraduate-degree-program-tuition-fees-2022-2023/index.html

Professional Licensure & Certification

Information about professional licensure and/or certification requirements for this program is available online at: https://berkeleycollege.edu/about/accreditation-regulatory/professional-licensure-and-certification/index.html

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

Programmatic Accreditation and Certification

The Surgical Technology program offered at the Woodland Park campus 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). The program has been placed on Probationary Accreditation as of May 20, 2022.

Students who complete a CAAHEP-accredited Surgical Technology program are eligible to participate in the Certified Surgical Technologist (CST) exam, a national credentialing exam administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

Effective January 11, 2022 the Woodbridge campus is not approved by the ARC/STSA as a satellite location. Students who matriculated or completed the Surgical Technology program offered at the Woodbridge campus before January 11, 2022 will be graduates of a CAAHEP-accredited program and eligible to participate in the CST exam. Effective January 1, 2022 Berkeley College is not accepting new students in the Surgical Technology program offered at the Woodbridge campus.

Fifty-four percent of Berkeley College's Surgical Technology students who graduated from the CAAHEP accredited program between August 1, 2019, and July 31, 2020, passed the Certified Surgical Technologist (CST) exam on their first attempt. This pass rate is slightly below the national average of 64.4 percent for on-campus Web Based Testing (WBT), according to statistics from the National Board of Surgical Technology and Surgical Assisting.

Degree Program

- A.A.S., Surgical Technology

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

Not all programs are offered for completion at each campus or through Berkeley College Online®. Please review the academic program pages (https://berkeleycollege.edu/academics/index.html) for information on where each program is offered. Additionally, all students may be required to take some courses at another campus or online. The Internship courses are only offered online.

PROGRAM LEARNING OBJECTIVES

SAMPLE PROGRAM SEQUENCE

Course Requirements

MAJOR CORE COURSES

HEA2200 Medical Terminology

3 Credits

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 Credits

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 Credits

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 Credits

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 Credits

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 Credits

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 Credits

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, SCI2100, SCI2110, Basic Cardiac Life Support/Automated External Defibrillation Certification

Corequisite: SUR2120

SUR2290 Operating Room Clinical Practicum II

5 Credits

Continuation of clinical work experience in surgical procedures and operating room practices. Students also participate in focused discussions and special projects.

Prerequisites: SUR2280, SUR2251, Basic Cardiac Life Support/Automated External Defibrillation Certification

Corequisite: SUR2292

SUR2292 Surgical Technology Capstone

4 Credits

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: SUR2280

Corequisite: SUR2290

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research

3 Credits

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 Credits

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 Credits

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

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.

Prerequisite or Corequisite: SCI1100

SCI2100 Anatomy and Physiology II

3 Credits

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

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

Prerequisite or Corequisite: SCI2100

SCI2228 Microbiology

3 Credits

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 Credits

Explores the basic principles of psychology and their direct application to individuals' thoughts and behaviors and awareness of their own everyday existence. Topics explored include human development, personality, cognitive process, motivation, emotion, adjustment, perception, and psychological disorder and treatment.

Humanities Elective - 3 Credits

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

Additional Program Information

Students applying to the Surgical Technology associate's degree program must provide authorization for a criminal background check prior to being accepted into the program. This program requires clinical experience. Prior to participating in clinical rotations, students must satisfy all clinical clearance requirements, which include, but are not limited to, a physical assessment by a licensed medical professional; meeting immunization requirements; purchasing their own malpractice insurance; a secondary criminal background check at the request of clinical facilities; and drug screenings.

Students enrolled in the Surgical Technology associate's degree program must meet the minimum passing grade requirements for certain courses.

For more information about the Surgical Technology program, grade requirements, and clinical requirements, see:

Surgical Technology Supplement: https://berkeleycollege.edu/catalogs/surgical-technology-supplement-2022-2023/index.html.

Program Costs

Requirements required for clinical courses are extensive and may total several hundred dollars. The costs of these health requirements are borne by the student.

Information about program costs (including tuition, fees, books and supplies) is available at:https://berkeleycollege.edu/catalogs/undergraduate-2022-2023/admissions/undergraduate-degree-program-tuition-fees-2022-2023/index.html

Professional Licensure & Certification

Information about professional licensure and/or certification requirements for this program is available online at: https://berkeleycollege.edu/about/accreditation-regulatory/professional-licensure-and-certification/index.html

Four-Year Combined B.B.A./M.B.A. Option

Berkeley College makes it possible to earn both a B.B.A. and an M.B.A. in as few as four years.

High-performing students in certain Berkeley College B.B.A. programs have the option to complete a Baccalaureate degree and a Master's degree in Management in just four calendar years. This option offers many benefits, including the ability to:

- Graduate with an M.B.A. much sooner than through the traditional route
- Expand career opportunities and earning potential with an advanced degree
- Save significant tuition costs

This option is open to students in the following B.B.A. programs:

- Accounting (Note: **The M.B.A. Concentration in Accounting** is only offered by Berkeley College - New Jersey, at the Woodland Park campus and Online)
- Fashion Merchandising and Management
- Financial Services
- General Business
- Health Services Management
- International Business
- Business Administration - Management
- Marketing Communications

To complete in four years, students will attend full-time, three semesters per calendar year. Students must also complete all requirements for the M.B.A. in Management degree in just one calendar year, complete 1-2 M.B.A. core courses as undergraduate electives, and complete the remaining 30-33 M.B.A. credits in the three semesters of their fourth calendar year of study.

Berkeley College undergraduate B.B.A. students enrolled in the Four-year Combined B.B.A./M.B.A. Option may take graduate courses at Berkeley College. To be considered for the Four-year Combined B.B.A./M.B.A. Option, current Berkeley College undergraduates, transfer, and prospective students must meet the following admission criteria:

- A cumulative GPA of at least 3.50
- Full-time enrollment or intention to study full-time
- Successful completion, with a B or better, in the Business core courses

The student may take a maximum of two graduate courses (i.e., a maximum of six credits) during his/her undergraduate career.

Each graduate course will appear on the undergraduate transcript with a subject code, number, title, number of credits, and grade. The student may substitute these courses for any business or free elective available in the 8th (pivot) semester, the last one of

their undergraduate studies. As part of the undergraduate transcript, each course counts in the student's undergraduate semester and cumulative GPAs and a total number of credits attempted and earned.

If the student graduates with the undergraduate degree and matriculates into the Berkeley College graduate program, the student may also use those graduate courses to satisfy graduate degree requirements. Both graduate courses will appear on the graduate transcript as graded transfer credits.

[SAMPLE PROGRAM SEQUENCE - Four-year Combined B.B.A. in Accounting](#)

[SAMPLE PROGRAM SEQUENCE - Four-year Combined B.B.A. in Fashion Merchandising and Management](#)

[SAMPLE PROGRAM SEQUENCE - Four-year Combined B.B.A. in Financial Services](#)

[SAMPLE PROGRAM SEQUENCE - Four-year Combined B.B.A. in General Business](#)

[SAMPLE PROGRAM SEQUENCE - Four-year Combined B.B.A. in Health Services Management](#)

[SAMPLE PROGRAM SEQUENCE - Four-year Combined B.B.A. in International Business](#)

[SAMPLE PROGRAM SEQUENCE - Four-year Combined B.B.A. in Business Administration - Management](#)

[SAMPLE PROGRAM SEQUENCE - Four-year Combined B.B.A. in Marketing Communications](#)

Four-Year Combined BS/MBA Option

Berkeley College makes it possible to earn both a BS and an MBA in as few as four years.

High-performing students in certain Berkeley College BS Programs - in the School of Professional Studies and the Larry L. Luing School of Business - have the option to complete a Baccalaureate degree and a Master's degree in Management in just four calendar years. This option offers many benefits, including the ability to:

- Graduate with an MBA much sooner than through the traditional route
- Expand career opportunities and earning potential with an advanced degree
- Save significant tuition costs

This option is open to students in the following BS programs:

- Justice Studies-Criminal Justice
- National Security
- Business Data Science
- Information Technology Management

To complete in four years, students will attend full-time, three semesters per calendar year. Students must also complete all requirements for the MBA in Management degree in just one calendar year, complete 1-2 MBA core courses as undergraduate electives, and complete the remaining 30-33 MBA credits in the three semesters of their fourth calendar year of study.

Berkeley College undergraduate BS students enrolled in the Four-year Combined BS/MBA Option may take graduate courses at Berkeley College. To be considered for the Four-year Combined BS/MBA Option, current Berkeley College undergraduate, transfer, and prospective students must meet the following admission criteria:

- A cumulative GPA of at least 3.50
- Full-time enrollment or intention to study full-time
- Successful completion, with a B or better, in their undergraduate program's core courses

Students meeting these criteria will receive a letter of invitation to apply for this option once they have earned 90 undergraduate credits. In addition:

- Justice Studies-Criminal Justice and National Security students in the BS/MBA option will not be required to declare a concentration in their BS degree program
- The MBA core courses (3-6 credits) will count as undergraduate upper-level major electives and will be taken after a student has completed 90 credits
- Students in Justice Studies-Criminal Justice or National Security will also take two 3000/4000 upper-division electives

The student may take a maximum of two graduate courses (i.e., a maximum of six credits) during his/her undergraduate career.

Each graduate course will appear on the undergraduate transcript with a subject code, number, title, number of credits, and grade. The student may substitute these courses for any core or free elective available in the 8th (pivot) semester, the last one of their undergraduate studies. As part of the undergraduate transcript, each course counts in the student's undergraduate semester and cumulative GPAs and total number of credits attempted and earned.

If the student graduates with an undergraduate degree and matriculates into the Berkeley College graduate program, the student may also use these graduate credits to satisfy graduate degree requirements. These graduate courses will appear on the graduate transcript as graded transfer credits.

SAMPLE PROGRAM SEQUENCE - Four-Year Combined BS in Justice Studies-Criminal Justice

SAMPLE PROGRAM SEQUENCE - Four-Year Combined BS in National Security

SAMPLE PROGRAM SEQUENCE - Four-Year Combined BS Option Business Data Science with a Concentration in Artificial Intelligence

SAMPLE PROGRAM SEQUENCE - Four-Year Combined BS Option Business Data Science with a Concentration in Business Analytics

SAMPLE PROGRAM SEQUENCE - Four-Year Combined BS in Information Technology Management

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.

Mission Statement:

The Larry L. Luing School of Business at Berkeley College prepares students for dynamic business careers by providing contemporary curricula that focus on management, marketing, accounting, and technology and the development of knowledge and skills in analytical thinking, communication, and ethics.

- Accounting
- Business Data Science
- 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
- Four-Year Combined B.S./M.B.A. Option

Berkeley College has received specialized accreditation for its business programs through the International Accreditation Council for Business Education (IACBE) located at 11960 Quivira Road in Overland Park, 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

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.

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. School of Health Studies' degree and certificate programs are designed to meet the expanding industry needs, with a focus on direct patient care and healthcare administration. Our programs were developed with employer and industry input to prepare students for entry into and advancement through the growing healthcare 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](#)

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.

Division of General Education

The Division of General Education 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 general education 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 analysis and reasoning, knowledge and skills for participation in a diverse society, information literacy, and integration of learning.

Education at Berkeley College focuses on developing the personal and professional excellence of our students to empower them for success and lifelong learning. Berkeley students will learn about the issues that shape our world, thereby contributing to their success as informed, self-aware, and intellectually curious members of the global community.

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.

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.

- 3D Digital Visualization
- Four-Year Combined B.S./M.B.A. option
- Graphic Design
- Interior Design
- Justice Studies - Criminal Justice
- Legal Studies
- National Security

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.

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's degree-seeking students. The mission of the Honors Program is to provide a rigorous and unique educational experience that focuses on the consecutive completion of social justice-themed Honors seminars, engagement in community service, the development of critical writing and research, and the presentation of Honors student posters and papers at the annual Honors Symposium. Students are taught and mentored by Honors faculty, guest lecturers, CAS writing consultants and librarians. Honors seminars are held at select campuses in New York, New Jersey, or online. Each accepted Honors student is assigned to a particular location and learning community. Onsite learning communities meet approximately once a week. Students must register for Honors seminars through their academic advisor.

The Honors Program is open to domestic and international first-year students enrolled in an Associate or Bachelor's degree program and continuing/transfer students enrolled in a Bachelor's degree program. Incoming first-year domestic or international students seeking Associate or Bachelor's degrees who have either high school GPAs of at least 3.50, or with special approval from the Honors Program Director, are eligible to apply for the first-year Honors program. Full-time enrollment in an Associate or Bachelor's degree program within the School of Professional Studies or Larry L. Luing School of Business is required. (Students enrolled in a degree program within the School of Health Studies are not eligible to apply or participate in the Honors program).

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.

Associate's degree-seeking Honors students must consecutively complete HON1105 (fall), HON2205 (winter), and HON2210 (spring). Bachelor's degree-seeking Honors students must consecutively complete HON1105 (fall), HON2205 (winter), HON2210 (spring), HON3310 (fall), HON4400 (winter), and HON4410 (spring).

Honors students who meet the seminar, community service, research, and minimum GPA 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.

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 1 for international applicants seeking to join the first-year Honors Program the following fall. Potential applicants must contact their International Admissions Director.

The application deadline is July 1 for applicants seeking to join the Continuing/Transfer Honors Program the following fall. Potential applicants must contact the Honors Program Director.

The three-member Honors Faculty Admissions Committee will review each application and select the next cohort or 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 3.50 Berkeley College GPA to remain in the program, among other requirements. Credits earned in the Honors Program will contribute toward the fulfillment of students' general education or free elective requirements.

SAMPLE PROGRAM SEQUENCE

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.

The Jumpstart Program

Jumpstart is an optional program for students who have been accepted to Berkeley, but need to develop their skills for college readiness. The program, which is available every term, is designed to allow high school seniors and adult students to meet their college skills reading, writing, and math requirements, at no additional cost, in the term prior to their matriculation at Berkeley.

Students who need to meet their college skills requirements as part of their academic program and choose not to enroll in Jumpstart will be required to complete college skills classes or practicums at the regular tuition rate during their first academic year.

Course Descriptions

- [Larry L. Luing School of Business® Courses](#)
- [School of Health Studies Courses](#)
- [Division of General Education Courses](#)
- [School of Professional Studies Courses](#)

Larry L. Luing School of Business® Courses

- Accounting
- Business Administration
- Business Data Science
- Computer Information Systems
- Economics
- Fashion
- Finance
- Health Services Management
- Information Technology Management
- International Business
- Management
- Marketing Communications

ACC1111 Financial Accounting I

Introduces the basic structure of accounting terminology and procedures of a business organization. Students learn about recording and reporting functions, adjusting entries and closing entries, the preparation of financial statements, accounting for merchandising operations, valuation of inventories, purpose and significant features of internal controls, and preparation of bank reconciliation.

3 Credit Hours

ACC1112 Financial Accounting II

Course introduces accounting for receivables, plant assets, intangible assets, liabilities, stockholders' equity, and investments. Students learn how to prepare and interpret cash flow statements.

Prerequisite: ACC1111

3 Credit Hours

ACC1113 Managerial Accounting

Introduces the use of accounting information for management planning, control in budget preparation, and the evaluation of cost behavior.

Prerequisite: ACC1111 or ACC1112

3 Credit Hours

ACC2115 Accounting Information Systems

This course uses a transaction cycle approach to study sources of information, documentation, data flows, logical tasks, accounting records, and internal controls. Students will learn how technology advances the accounting process. Students use a major accounting software application to input data into books of original entry, maintain the general ledger, and generate financial statements. They also use a major spreadsheet application to generate and analyze reports. This course will also consider cyber security concerns.

Prerequisite: ACC1111, ACC1112, ACC1113, and CIS1115

3 Credit Hours

ACC2201 Intermediate Accounting I

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

3 Credit Hours

ACC2202 Intermediate Accounting II

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. Topics include investments in marketable securities, income taxes, leases, and statement of cash flows.

Prerequisite: ACC2201

3 Credit Hours

ACC2240 Cost Accounting

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: ACC1113

3 Credit Hours

ACC2252 Federal Taxation I

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. Students prepare tax returns and supporting schedules.
Prerequisite: ACC1112

3 Credit Hours

ACC3310 Advanced Accounting

Examines advanced theory and problem-solving for corporations and partnerships. Provides an analytical overview of the accounting problems associated with business combinations. Students learn how to prepare and interpret financial reports with respect to the resultant combined corporate entities. Focuses on the theory, concepts, and procedures of government and nonprofit accounting and financial reporting.

Prerequisite: ACC2202

3 Credit Hours

ACC3330 Government and Nonprofit Accounting

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

3 Credit Hours

ACC3352 Federal Taxation II

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: ACC2202 and ACC2252

3 Credit Hours

ACC4410 Auditing

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 and MAT2215

3 Credit Hours

ACC4115 Advanced Accounting Information Systems

3 Credits

This class explores the relationship between data analytics and the accounting profession. Students will perform analytics and leverage the results for decision-making. Key topics include business processes, risk and assurance, and technologies and data analytics.

Prerequisites: CIS2201, ACC2115, and ACC3310

ACC4425 Advanced Analysis of Financial Statements

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

3 Credit Hours

BUS1101 Career and Business Essentials

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.

3 Credit Hours

BUS2210 Business Intelligence and Analytics

The fast-growing field of business intelligence and analytics is introduced. Quantitative methods, analytical software, and data analysis are integrated to facilitate analysis and comprehension of contemporary business issues and problems. An emphasis is placed on critical thinking and quantitative reasoning skills.

3 Credit Hours

BUS2231 Business Law I

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.

3 Credit Hours

BUS2245 Business Ethics

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.

3 Credit Hours

BUS2250 Computer Applications in Business

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

3 Credit Hours

BUS2255 Entrepreneurship

 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.

3 Credit Hours

BUS2267 Management Information Systems

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

3 Credit Hours

BUS2270 Special Topics in Business

Involves readings and discussions organized around selected topics in Business. Themes will vary each semester.

3 Credit Hours

BUS2281 Project Management

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.

3 Credit Hours

BUS2293 Internship

Students work in a position related to their course of study while at the same time completing online course requirements – including focused online discussions and special online projects – that integrate the skills and knowledge learned through their degree program.
Prerequisite: Departmental permission

3 Credit Hours

BUS3331 Business Law II

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

3 Credit Hours

BUS4410 Business Research Methodology

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: MAT2215

3 Credit Hours

BUS4420 Data Mining for Business Analytics

This course provides an overview of the fundamental principles and techniques of data mining for business analytics. Case studies will be utilized to place data mining techniques into context and to develop data-analytic thinking. Emphasis will be placed

on real-world applications to illustrate that proper allocation of data mining is an art as well as a science. Analytics/data mining software will be utilized.
Prerequisites: BUS2210 and MAT2215, or MAT2218

3 Credit Hours

BUS4451 Business Strategy and Policy

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: FIN3302, IBS2201, MGT2220, MKT2220

3 Credit Hours

BUS4470 Special Topics in Business

Involves readings and discussions organized around selected topics in Business.
Prerequisite: Any 2000-level course in Business

3 Credit Hours

BUS4483 Internship

Students work in a position related to their course of study while at the same time completing online course requirements – including focused online discussions and special online projects – that integrate the skills and knowledge learned through their degree program.
Prerequisite: Departmental permission

3 Credit Hours

BDS1100 Storytelling with Data

3 Credits

Students are introduced to building and presenting compelling narratives and stories with data for multiple audiences through case studies, examples, and data visualization tool kits. The life cycle of a data science project is presented. Various strategies and techniques for building visual analytics and stories are utilized for the purposes of enhanced social impact and decision-making.

BDS2240 Programming for Computer Science and Data Science

3 Credits

Students are provided with the skills to use Python programming for computer science and data science projects. Fundamental programming skills are emphasized. Python is utilized to manipulate data in data science practice and applications.

Prerequisite: BDS1100

BDS2260 Machine Learning

3 Credits

The theory and applications of machine learning concepts and algorithms are introduced. Key topics in machine learning, including supervised and unsupervised learning algorithms, are covered. Additional topics include linear models for regression and classification, decision trees, support vector machines and kernel methods, ensemble methods, and dimension reduction. The machine learning algorithms are applied to solve problems with real data.

Prerequisite: BDS2240

BDS3360 SQL and Managing Data

3 Credits

Students develop proficiency in database design and acquire knowledge of SQL programming. NoSQL database systems optimized for big data analytics are covered. The focus is on demonstrating how relational databases, coupled with efficient programming, can help effectively manage data and deliver reliable results.

Prerequisite: BDS2240

BDS4410 Data Security and Privacy

3 Credits

Introduces the concepts, tools, trends, and technologies for data and application security. The focus is on examining data and information security methodologies for the control, protection, access, and the preservation of data integrity. Topics covered include secure databases and distributed systems, privacy, confidentiality, trust management, and cybersecurity.

Prerequisite: BDS3360

BDS4483 Data Science Internship

3 Credits

The internship experience is about exploring and understanding data science needs and practices within a real-world organizational context. The skills and knowledge acquired through academic experiences are integrated into the work and presented in reflective discussions and projects.

Prerequisite: Department permission

ARTIFICIAL INTELLIGENCE CONCENTRATION ELECTIVES

BDS2210 Artificial Intelligence

3 Credits

Basic concepts, techniques, and a variety of applications of artificial intelligence are introduced. The processes and limits of human decision-making and learning in combination with AI systems are presented. This course includes hands-on exercises. Teams of students create an AI based application for the final project.

ITM3330 Object-Oriented Programming

3 Credits

Provides an introduction to the principles of computer programming using a current programming language such as Visual Basic, NET, C++, or Java. The focus is on basic principles of object-oriented design.

BDS4440 Advanced Programming for Artificial Intelligence and Big Data

3 Credits

Provides advanced machine learning and Python programming skills for leading-edge computing technologies. These include artificial intelligence, big data and cloud case studies on natural language processing, IBM Watson cognitive computing, machine learning, deep learning, computer vision, Hadoop, Spark, and the internet of things.

Prerequisites: BDS2240 and BDS2260

BDS4450 Applied Deep Learning and Chatbots

3 Credits

Introduces the concepts and applications of deep learning and theories behind AI-powered Chatbots and the tools for building and implementing them.

Prerequisite: BDS2210

BUSINESS ANALYTICS CONCENTRATION ELECTIVES

BUS2210 Business Intelligence and Analytics

3 Credits

The fast-growing field of business intelligence and analytics is introduced. Quantitative methods, analytical software, and data analysis are integrated to facilitate analysis and comprehension of contemporary business issues and problems. An emphasis is placed on critical thinking and quantitative reasoning skills.

ITM2260 IT Project Management

3 Credits

The IT project management lifecycle, from inception to post-implementation review, is introduced. Topics include the basic concepts of IT project management, and the initiating, planning, controlling, executing, and closing of projects.

ITM3313 Cloud Computing

3 Credits

Introduces the underlying concepts of cloud models, virtualization, infrastructure, security, resource management, and business continuity. Emphasizes terminology and technologies in cloud environments and provides a general overview of the field of cloud computing in business and technology.

Prerequisite: ITM2210 or ITM2211 and BUS2210

BUS4420 Data Mining for Business Analytics

3 Credits

This course provides an overview of the fundamental principles and techniques of data mining for business analytics. Case studies will be utilized to place data mining techniques into context and to develop data-analytic thinking. Emphasis will be placed on real-world applications to illustrate that proper allocation of data mining is an art as well as a science. Analytics/data mining software will be utilized.

Prerequisites: BUS2210 and MAT2215, or MAT2218

BUS4430 CRM and Enterprise Systems

This course examines the software development life cycle and roles of enterprise systems. The topics covered include customer relationship management (CRM) systems, supply chain management (SCM) systems, enterprise resource planning (ERP) systems, and the process of automating an organization's relationships with its stakeholders. Students explore the role of CRM in transforming an organization and gain hands-on experience in using them.

Prerequisite: MKT3322

IBS4420 Global Fintech: AI, Blockchain and Financial Modeling

This course introduces students to the key concepts, applications, and implications of innovations in financial technology (FinTech) such as artificial intelligence, blockchain, and financial modeling in the context of global business and finance. Students will explore how technological advances in data and analytics are enabling financial sector innovations. A special emphasis is placed blockchain, financial modeling, and algorithmic trading and investment strategies.

Prerequisite: FIN3302

CIS1115 Computer Applications

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel.

3 Credit Hours

CIS2201 Advanced Spreadsheets

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

3 Credit Hours

CIS2204 Database Management Systems

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.

3 Credit Hours

CIS2212 Multimedia and Business Presentations

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

3 Credit Hours

CIS2233 Web Design I

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.

3 Credit Hours

CIS2234 Web Design II

Engages students in learning well-known coding and programming applications, such as HTML and Java Script, 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

3 Credit Hours

CIS2235 Web Design III

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

3 Credit Hours

CIS2241 Graphic Development

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.

3 Credit Hours

CIS2270 Special Topics in Technology

Explores selected topics in technology through readings and discussions.

1 to 3 Credit Hours

ECO2200 Principles of Economics

Introduces students to the core concepts and principles of microeconomics. Emphasis is on real-world applications from a personal, business, and governmental perspective. Topics include tradeoffs and opportunity costs, gains from specialization and trade, supply and demand, and the efficiency of markets.

3 Credit Hours

ECO2201 Applied Macroeconomics

Introduces students to the core concepts and principles of macroeconomics. Topics include the key measures of macroeconomic performance such as national income, inflation, and unemployment. Emphasis is on the links to the financial and monetary systems including an analysis of short-run economic fluctuations and the role of fiscal and monetary policy in influencing aggregate demand.

Prerequisites: ECO2200

3 Credit Hours

ECO4401 International Economics

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

3 Credit Hours

FAS1101 Introduction to the Fashion Business

Provides an overview of the fashion industry and its global reach, familiarizing students with fashion history and milestones, key business categories within fashion, including women's, men's, and children's ready-to-wear, plus consumer behaviors, marketing, product development and retail sales. Various related fashion careers and opportunities are explored. Current events in the industry are discussed and ethical issues in the industry examined.

3 Credit Hours

FAS2210 Fashion Forecasting

Provides an overview and analysis of current color, fiber, and fashion trends, as well as their impact upon sales forecasting. Students will research, analyze, and develop fashion forecasts related to specific seasons in the apparel industry.

Prerequisites: FAS1101

3 Credit Hours

FAS2224 Fashion Product Knowledge

Provides an overview of the buying, merchandising and marketing of all accessory classifications, including footwear, handbags, small leather, luggage, belts, hosiery, scarves, ties, handkerchiefs, headwear, hair accessories, wigs, gloves, umbrellas, eyewear, fine jewelry, costume jewelry and watches. This course also explores the world of home furnishings. Classifications include tableware, bedding, furniture and giftware with a focus on consumer behavior, needs, technology, marketing, and sales.

3 Credit Hours

FAS2230 Fashion Textiles for Apparel and Home

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.

3 Credit Hours

FAS2240 Visual Merchandising

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.

3 Credit Hours

FAS2245 Merchandise Planning and Buying

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-buy, and terms of sales.

3 Credit Hours

FAS2222 Product Development*

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

3 Credit Hours

*This course replaces FAS2261

FAS2270 Special Topics in Fashion

Involves readings and discussions organized around selected topics in fashion. Themes will vary each semester.

1 to 3 Credit Hours

FAS3325 Fashion and the Media

This course provides an overview of the influence of print, broadcast, and internet media on the fashion industry. Topics will include: the evolution and prognosis of the fashion magazine, the influence of television, film, and music on fashion, and the role of fashion blogging and social media on all parts of the fashion industry. As social media has influenced the fashion industry more than any other industry, this relationship will be fully examined with a close look into how fashion companies are integrating bloggers, influencers, and social media into their businesses.

3 Credit Hours

FAS3327 The Great Fashion Designers

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

3 Credit Hours

FAS3335 Omni-Channel Retail Management

This course provides an in-depth analysis of omni-channel retailing. Students learn to develop and manage a layered, digitally connected and coordinated shopping experience across channels, including brick and mortar, catalog, e-commerce, and mobile with a focus on a customer-centric experience. Students learn to identify effective interactive marketing strategies, including social media and search engine optimization.

Prerequisites: FAS2222*, MKT2220

3 Credit Hours

FAS3361 Fashion Public Relations and Events

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

3 Credit Hours

FAS3365 Interactive Fashion Communication

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, FAS2222*

3 Credit Hours

FAS4000 Sustainability in Fashion

This course introduces students to the concept of sustainability and its relationship with fashion. Students will examine the environmental impact of the textiles industry, issues concerning works' rights and the economics of a sustainable global fashion industry. In addition, the implications of "fast fashion" will be reviewed as students analyze how sustainability issues are being communicated to the public and how consumer attitudes can impact a fashion brand.

The course will include class discussions, research assignments and industry field trips.

Prerequisites: FAS1101, FAS2230

3 Credit Hours

FAS4110 Fashion Innovation & Digital Transformation

Innovation in digitization is transforming the fashion industry from design to distribution. This course examines how to remodel fashion's traditional systems and strategies through radical change and disruption. It explores the process of broadening digital transformation to accommodate new and longstanding challenges that have shifted the fashion industry's course towards a more digital and sustainable future. The fundamental works regarding innovation management, changes in consumer demands, and market behavior with digital solutions that revolutionize the process will be explored. Through research and case studies, students will identify the best strategies for organizational transformation, e-commerce, social media, social commerce, and Artificial Intelligence. Students will be able to assess and analyze these technologies and their related developments, address changing values with digital transformation, and act in a strategic and project-oriented manner to explore the industry's necessity to adapt.

3 Credits

FAS4470 Special Topics in Fashion

Involves readings and discussions organized around selected topics in fashion.

Prerequisite: Any 200-level course in Fashion

1 to 3 Credit Hours

FAS4475 Fashion Innovation Capstone

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, FAS2222*, FAS3335

3 Credit Hours

*This course replaces FAS2261

FIN2200 Introduction to Financial Services

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

3 Credit Hours

FIN2230 Personal Finance

Presents students with the principles of personal finance and provides students with the knowledge and skills considered important in achieving financial success. Topics include time value of money, budgeting and savings, managing credit, making major purchases, minimizing risk, and investment fundamentals.

3 Credit Hours

FIN3302 Corporate Finance

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, and MAT2215 or MAT2218

3 Credit Hours

FIN3310 Insurance Planning

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: FIN2230

3 Credit Hours

FIN3315 Investment Planning

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: FIN2230

3 Credit Hours

FIN3319 Money and Banking

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, FIN3302

3 Credit Hours

FIN4400 Tax Planning

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: FIN2230

3 Credit Hours

FIN4411 Retirement & Estate Planning

Provides an overview of effective planning and implementation of individual and business-sponsored retirement plans along with tools and techniques for estate planning and wealth transfer.
Prerequisite: FIN4400

3 Credit Hours

FIN4416 Advanced Corporate Finance

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: FIN3302

3 Credit Hours

FIN4420 Comprehensive Financial Planning

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: FIN2230, FIN3310, FIN3315, FIN4400, FIN4411

3 Credit Hours

FIN4421 Financial Statement Analysis

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.
Prerequisites: ACC1112, FIN3302

3 Credit Hours

FIN4425 Contemporary Issues in Financial Services

Explores contemporary issues in financial services. Students explore issues affecting the current economy and conduct individual research. Projects are designed to integrate topics covered throughout the financial services curriculum with emphasis on application to present day issues.

Prerequisites: FIN3315, FIN4400, FIN4416

3 Credit Hours

HSM1110 Role of the Community Health Worker

Provides the theoretical and practical knowledge necessary for Community Health Workers to use their experience, knowledge, and skills to improve evidence-based healthcare practices through education of community members, organizers, and legislators. Cultural, ethical and legal considerations will be examined. The course will survey community health standards of care, examine the role of the Community Health Worker, and provide a case analysis of community healthcare-based scenarios within the context of applicable legal and ethical standards. Students' knowledge of the healthcare delivery process will be increased to improve community health.

3 Credit Hours

HSM2110 Transcultural and Health Education Skills for the Community Health Worker

Provides the theoretical and practical knowledge necessary for Community Health Workers to use their knowledge, skills, and experience to educate members of the community, community organizers, and leaders about current evidence-based healthcare protocols in a culturally sensitive manner. Cultural and ethical standards of care, cultural humility, and implicit bias will be explored within the context of increasing skills in delivering patient education while maintaining patient confidentiality. Students' knowledge of and comfort level in planning and presenting healthcare information, familiarity with grassroots community activism, and assessment of learning outcomes for community members will be increased.

Prerequisite: HSM1110

3 Credit Hours

HSM2205 Managed Care and Health Insurance

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.

3 Credit Hours

HSM2215 Health Communications

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.

3 Credit Hours

HSM2220 Management of Healthcare Delivery Services

Introduces the theory and practice of management within healthcare organizations. Students will explore best practices for creating and maintaining an effective and efficient workplace environment, while considering the needs and perspectives of both the internal and external stakeholders common to healthcare organizations.

Prerequisites: HEA1101, MGT2220

3 Credit Hours

HSM2260 Customer Service Management in Health Services

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

3 Credit Hours

HSM3309 Health Services Finance

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: FIN3302, HEA1101

3 Credit Hours

HSM3320 Community Health and Medical Care

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

3 Credit Hours

HSM3350 Long-Term and Residential Care

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

3 Credit Hours

HSM4410 Research Methods for Health Services

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

3 Credit Hours

HSM4420 Introduction to Epidemiology

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.

3 Credit Hours

HSM4430 Behavioral Health

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.

3 Credit Hours

HSM4440 Health Policy and Politics

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: HSM2220

3 Credit Hours

HSM4470 Health Services Management Capstone

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, HSM2220, HSM3309

3 Credit Hours

ITM1100 Introduction to Information Technology

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.

3 Credit Hours

ITM2200 Introduction to Networking

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.

3 Credit Hours

ITM2210 Introduction to Database Management

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.

3 Credit Hours

ITM2211 Programming for Data Science

Programming for data science course is designed to provide students with the skills necessary to use Python programming for data analysis, and to introduce them to the growing friends of data science. This course is designed to give students fundamental programming skills, and show how to utilize python to manipulate data in ways commonly used in data science business practice and applications with a focus on use cases.

Prerequisite: CIS1115

3 Credit Hours

ITM2220 Introduction to Web Design and Graphics

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.

3 Credit Hours

ITM2230 Fundamentals of Object-Oriented Programming

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

3 Credit Hours

ITM2240 Information Systems Analysis and Design

Covers the analysis, planning, and development of information systems. This course explores the different phases and related activities of the systems-development life cycle, and how systems components should be implemented in solving defined business problems.

Prerequisites: ITM2210, ITM2220

3 Credit Hours

ITM2250 Information Technology and Law

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.

3 Credit Hours

ITM2260 IT Project Management

The IT project management lifecycle, from inception to post-implementation review, is introduced. Topics include the basic concepts of IT project management, and the initiating, planning, controlling, executing, and closing of projects.

3 Credit Hours

ITM3300 Fundamentals of Network Security Management

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.

3 Credit Hours

ITM3302 Disaster Recovery

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

3 Credit Hours

ITM3310 Principles of Database Management

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

3 Credit Hours

ITM3311 Distributed Database Systems and Design

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

3 Credit Hours

ITM3312 Database Programming

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

3 Credit Hours

ITM3313 Cloud Computing

Introduces the underlying concepts of cloud models, virtualization, infrastructure, security, resource management, and business continuity. Emphasizes terminology and technologies in cloud environments and provides a general overview of the field of cloud computing in business and technology.

Prerequisite: ITM2210 or ITM2211 and BUS2210

3 Credit Hours

ITM3320 Fundamentals of Website Management

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

3 Credit Hours

ITM3321 Web Graphic Development

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. This course also aims to make students familiar with ways and means of developing graphical and functional objects that are found on web pages in an array of situations on both: mobile and stationary devices.

3 Credit Hours

ITM3322 Web Development and Animation

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

3 Credit Hours

ITM3330 Object-Oriented Programming

Provides an introduction to the principles of computer programming using a current programming language such as Visual Basic, NET, C++, or Java. The focus is on basic principles of object-oriented design.

3 Credit Hours

ITM4400 Intrusion Detection and Management

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: ITM3300

3 Credit Hours

ITM4410 Database Information Security and Privacy

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

3 Credit Hours

ITM4421 Web Services and Enterprise Application Integration

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

3 Credit Hours

ITM4411 IT Auditing and Control

In order to effectively manage an organization's critical information technology assets and assure reasonable effectiveness of IT processes and controls, auditing these processes and controls of IT assets becomes a requisite. This course examines the key principles related to auditing information technology processes and related controls. Students will develop an understanding of sources of IT risks and performing an IT audit. Students will further gain hands-on experience in analyzing and assessing IT risks and controls through case studies, lectures, and discussions.

Prerequisite: ITM2240, Or, ITM2260

3 Credit Hours

ITM4498 Capstone Senior Project

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

3 Credit Hours

IBS2201 International Business

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.

3 Credit Hours

IBS2226 International Trade and Economic Analysis

Examines various international trade theories, policies, practices and current controversies regarding national trade policies. This course also explores international economic analysis and the influences of the World Trade Organization and international trade agreements on government and corporate trade practices
Prerequisites: IBS2201

3 Credit Hours

IBS2230 International Marketing

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

3 Credit Hours

IBS2240 International Management

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

3 Credit Hours

IBS3320 International Business Law

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

3 Credit Hours

IBS3341 International Banking and Finance

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, FIN3302

3 Credit Hours

IBS3342 Global Business Management

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

3 Credit Hours

IBS3344 Global Supply Chain Management and Logistics

Covers the organization, functions, and processes of a global purchasing department. This course examines various global sourcing and logistical management topics.

Prerequisites: IBS2201, MGT2220

3 Credit Hours

IBS3345 Comparative International Management

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

3 Credit Hours

IBS4410 Export and Import Policies and Practices

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.

3 Credit Hours

IBS4415 Emerging Markets

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.

3 Credit Hours

IBS4419 Multinational Corporate Management

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

3 Credit Hours

IBS4420 Global Fintech: AI, Blockchain and Financial Modeling

This course introduces students to the key concepts, applications, and implications of innovations in financial technology (FinTech) such as artificial intelligence, blockchain, and financial modeling in the context of global business and finance. Students will explore how technological advances in data and analytics are enabling financial sector innovations. A special emphasis is placed blockchain, financial modeling, and algorithmic trading and investment strategies.

Prerequisite: FIN3302

3 Credit Hours

IBS4440 International Strategic Management

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: IBS2226, IBS2240, IBS3341

3 Credit Hours

IBS4450 International Business Simulation

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: IBS2226, IBS2240, IBS3341

3 Credit Hours

IBS4470 Special Topics in International Business

Involves readings and discussions organized around selected topics in International Business.
Prerequisite: Any 2000-level course in International Business

3 Credit Hours

MGT2220 Principles of Management

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.

3 Credit Hours

MGT2245 Essentials of Human Resources Management

The course will cover the rapidly changing field of Human Resources within organizations. Students will learn to translate theory into practice within the following core topics: human resources strategy, workforce planning, training and development, performance management, employee relations and total reward compensation.

3 Credit Hours

MGT2250 Not-For-Profit Management

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

3 Credit Hours

MGT2252 Introduction to Sports Management

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

3 Credit Hours

MGT2253 Fundraising and Resource Development for Nonprofit Organizations

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.

3 Credit Hours

MGT2268 Sales and Customer Service Management

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

3 Credit Hours

MGT3010 Marketing for the Entrepreneur

This course focuses on marketing from an entrepreneurial perspective. It encompasses concepts, principles, practices, and tools which will lead to a broader understanding of marketing in general and for success in business. The learner will be exposed to both traditional and more contemporary approaches to marketing while formulating strategies and plans to win and keep customers.

3 Credit Hours

MGT3100 Project Management – An Introduction

Explore the foundations of modern project management practice, including the definitions of a project, organization of the project office, the project life cycle, and the project management processes. The principles of the project management processes are reviewed, including the stages of the project implementation processes. The importance of scope, time, cost, quality, human resources, communications, risk, procurement, and stakeholder management is presented. The ethics and social responsibility of the project management team is reviewed. A project charter, project plan and Gantt chart will be developed and the principles of identifying a project critical path will be presented.

3 Credit Hours

MGT3105 Human Side of Project Management

Explore the critical role of human interaction and dynamics in the project environment. Topics include staffing and management, communications channels, and project organizational structure and impacts on project effectiveness. The role of the project manager, the importance of leadership, planning and assigning work, customer relationship management, stakeholders, negotiations, and conflict resolution are also presented. Students will write a resources staffing and management plan, and will participate in a mock conflict management exercise.

3 Credit Hours

MGT3110 Supply Chain Management

This course provides an overview of the fundamentals of supply chain management. Process and product design, sourcing of materials, production and manufacturing principles, materials requirement planning, forecasting, inventory management, logistics and managing of operations, quality control, project management, capacity planning and lean management are presented.

3 Credit Hours

MGT3210 Logistics and Distribution Management

The concept of logistics and the role it plays in the supply chain management process is covered. Insight into the following areas of logistics is provided: domestic and global logistics, distribution planning, transportation modes, forecasting and inventory management, coordination of supply chain resources, warehouse management, reverse logistics in business success and the role of technology in successful logistics management.

3 Credit Hours

MGT3230 Destination Management

This course has been developed at the request of our partner school, Fresenius University, for their tourism students attending the Berkeley College Study Abroad program. Additionally, future goals of the Larry L. Luing School of Business® include the development of concentrations in tourism, as well as a potential baccalaureate program in tourism. This course will form the basis of these initiatives. Once this course is approved, it will be offered in both the Study Abroad program and as an elective course to incoming Berkeley College students.

3 Credit Hours

MGT3235 Human Resources Management in Tourism

This course has been developed at the request of our partner school, Fresenius University, for their tourism students attending the Berkeley College Study Abroad program. Additionally, future goals of the Larry L. Luing School of Business include the development of concentrations in tourism, as well as a potential baccalaureate program in tourism. This course will form the basis of these initiatives. Once this course is approved, it will be offered in both the Study Abroad program and as an elective course to incoming Berkeley College students.

3 Credit Hours

MGT3240 Employee Labor Relations and Law

This course will explore the complexity of the laws applicable to each phase of the employment life cycle. Students will learn how to identify human resources matters that have the potential to result in claims and/or costly litigation. The emergence of new United States labor laws resulting from the global pandemic and other developments as they occur will be presented. Court cases and presentations will be used to enhance student learning of the course content.

3 Credit Hours

MGT3245 Total Rewards

This course will introduce students to the many components of value that an employee expects in the employment relationship. The theoretical and practical implications of implementing a total rewards model will be examined and the rationale behind offering various benefit programs to employees will be explored. A case studies approach will be used to facilitate the learning.

Prerequisite: MGT2245

3 Credit Hours

MGT3250 The Acquisition and Development of Human Capital

This course integrates the concepts and techniques required for creating effective talent acquisition and development programs. Current and aspiring human resources practitioners will learn how to conduct a needs analysis that aligns all aspects of talent management with the strategic goals of an organization. Topics for discussion include current trends in staffing and development, recruitment models, diversity and inclusion, training design, delivery methods and evaluation, employee on-boarding,

performance management, and succession planning. As the workplace continues to change, approaches to managing talent evolves. Students will explore and critique current changes and make recommendations for how to best maximize the use of human capital during these changing times.

3 Credit Hours

MGT3318 Environmental Management

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

3 Credit Hours

MGT3332 Operations Management

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

3 Credit Hours

MGT3345 Managing with Information Systems

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

3 Credit Hours

MGT3346 Developing Managerial Competence

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

3 Credit Hours

MGT3347 Staffing

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: MGT2245

3 Credit Hours

MGT3348 Employee and Labor Relations

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: MGT2245

3 Credit Hours

MGT3349 Compensation and Benefits

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: MGT2245

3 Credit Hours

MGT3350 Small Business Management

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

3 Credit Hours

MGT3351 Small Business Start-Up

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: FIN3302, MGT2220, MKT2220

3 Credit Hours

MGT3352 Managing the Family Business

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: FIN3302, MGT2220, MKT2220

3 Credit Hours

MGT3353 Financing the Entrepreneurial Venture

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: FIN3302, MGT2220, MKT2220

3 Credit Hours

MGT3355 Training and Development

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

3 Credit Hours

MGT4110 Advanced Project Management

Discover the methods and techniques of managing large and complex projects using advanced analytical methodologies and tools including project management software, cost accounting and budgeting, financial analysis, and time/cost performance indices. Explore the importance of communications plans, strategic management and operational management of projects, programs, and project portfolios. Work with project management software, emerging project management packages, and project baselines. Predict the impact of changes and delays on the project schedule and conduct analysis of critical path and bottlenecks. Develop a complex project management plan and calculate cost and schedule indices problems. Review the Project Management Body of Knowledge principles and methods.

Prerequisites: MGT3100 and MGT3105

3 Credit Hours

MGT4115 Project Risk Management

Explore the impact of risks in medium to very large scale projects. Examine principles of risk, quantifying probability and possible magnitude of risk and impact in projects, and the development of contingency and risk mitigation strategies. Review internal and external sources of risk, communicate consequences of risk to project stakeholders, and assess the impact risk on schedules and cost for multiple risk scenarios. Conduct risk workshops and plan and implement response plans.

Prerequisites: MGT3100 and MGT3105

3 Credit Hours

MGT4120 Supply Chain Risk and Financial Management

Supply chain disruptions, risk management as a key driver of organization success, global supply chain risk, enterprise risk management, and financial assets in the supply chain are examined. Regional challenges in relation to a multitude of factors including economic, political, and legal are presented. The basics of contract management, fraud in organizations, and hedging strategies for risk management will be analyzed. A case studies approach is utilized.

Prerequisite: MGT3110 and MGT3210

3 Credit Hours

MGT4210 Supply Chain Leadership and Resource Management

The challenges of supply chain leadership and resource management are examined. Supply chain strategy and a review of supply chain management practices are

presented. The analysis of best practices in industries including retail, hospitality, and healthcare, provide lessons learned in crisis management of supply chains.
  Opportunities in supply chain innovation and technology are explored, as well as opportunities in global operations management, international management, and business challenges. Comprehensive plans for supply chain success will be created.

Prerequisite: MGT3110 and MGT3210

3 Credit Hours

MGT4240 Strategic Human Resources and the Future of Work

Students will learn how to successfully navigate the changing human resources environment as strategic business partners. The course will examine what it means to manage human resources through a strategic lens. The importance of managing for the future of work and the challenges human resources professionals are likely to encounter will be explored. Topics for discussion include data analytics, employee privacy, artificial intelligence, continuation of the virtual workplace, new workplace safety concerns, and robotics. A case studies approach will be used.

3 Credit Hours

MGT4420 Managing for Change

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

3 Credit Hours

MGT4425 Management Simulation

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: FIN3302, MGT2220, MKT2220

3 Credit Hours

MGT4430 Leadership

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

Marketing Communications Courses

MKT2220 Principles of Marketing

Provides an introduction to fundamental principles and practices in the marketing process, including a detailed study of each marketing mix tool (product, price, place, promotion), along with an introduction to marketing research, target marketing, SWOT construction and analysis, strategic marketing planning, and consumer behavior. This is the gateway course to the Marketing Communications Program.

3 Credit Hours

MKT2222 Fundamentals of Marketing Research

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

3 Credit Hours

MKT2223 Digital and Social Media Strategy

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

3 Credit Hours

MKT2235 Business to Business Marketing

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

3 Credit Hours

MKT2241 Consumer Behavior

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

3 Credit Hours

MKT2242 Branding

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

3 Credit Hours

MKT2245 Professional Selling and Sales Management

Provides students with an understanding of the principles and techniques necessary to sell any of the three main types of products: goods, services, or ideas. Students develop sales presentations and use role playing to present their selling approaches in class.
Prerequisite: MKT2220

3 Credit Hours

MKT2247 Advertising Management

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

3 Credit Hours

MKT3310 Services Marketing

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

3 Credit Hours

MKT3315 Sports and Events Marketing

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

3 Credit Hours

MKT3322 Digital Marketing: Strategy & Tactics

Provides an in-depth study of online marketing strategies and tactics. Students will learn advanced concepts and tools of digital marketing and apply these new skills to make business decisions. Emphasis is on website optimization, display advertising, Search Engine Marketing, Search Engine Optimization, Social Media Marketing and Mobile Marketing.
Prerequisite: MKT2220

3 Credit Hours

MKT3335 Marketing Channels

Students study the concept, development, and management of marketing channels along with the perspective of the physical movement, distribution, and management of goods and services from production (manufacturing) to final users (consumer). Students will also examine and explore the emerging topic of electronic marketing channels, their structure, development, and trends.

Prerequisite: MKT2220

3 Credit Hours

MKT3351 Public Relations

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

3 Credit Hours

MKT4410 New Product Development

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

3 Credit Hours

MKT4446 Media Strategy and Metrics

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: MKT2220

3 Credit Hours

MKT4447 Marketing Metrics and Analytics

Marketing requires an understanding of data. Many successful business organizations use data to reliably make good decisions. This class will give you tools to make these decisions. It will also offer the theoretical understanding of data necessary for you to perform vital marketing functions and help make data-driven marketing decisions.

Prerequisite: MKT2220

3 Credit Hours

MKT4460 Quantitative Research Design and Analysis

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

3 Credit Hours

MKT4461 Qualitative Research Design and Analysis

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

3 Credit Hours

MKT4465 Strategic Marketing Capstone

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: MKT2220, MKT2222, MKT2241, MKT2242, MKT3310

3 Credit Hours

School of Health Studies Courses

- [Health Services Administration](#)
- [Medical Assistant](#)
- [Medical Billing and Coding](#)
- [Patient Care](#)
- [Nursing](#)
- [Surgical Processing](#)
- [Surgical Technology](#)

HEA1101 Foundations of Health Services

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.

3 Credit Hours

HEA1105 Basic Infection Control

Students are introduced to infection prevention and control practices, the chain of infection, standard and transmission-based precautions, barriers and use of personal protective equipment (PPE), and strategies for preventing the spread of infectious disease to clients and workers in the healthcare setting.

3 Credit Hours

HEA2200 Medical Terminology

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.

3 Credit Hours

HEA2203 Ethical and Legal Aspects of Health Services

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

3 Credit Hours

HEA2230 Health Information Management

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

3 Credit Hours

HEA2255 Electronic Health Records

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

3 Credit Hours

HEA2293 Internship

Students work in a position related to their course of study while at the same time completing online course requirements – including focused online discussions and special online projects – that integrate the skills and knowledge learned throughout their program.
Prerequisites: MBC2211, HEA2255, SCI2100

Corequisite: MBC2260

3 Credit Hours

HEA2310 Patient Care Communication

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.

3 Credit Hours

MED1100 Clinical and Surgical Office Procedures

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: MED1120

Prerequisites or Corequisites: HEA2200, SCI2100

3 Credit Hours

MED1120 Medical Office Administration

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.

3 Credit Hours

MED1130 Medical Emergencies and Electrocardiography

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, SCI1100. MED1120 (Medical Assistant students only)

3 Credit Hours

MED1140 Specimen Collection and Procedures

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: MED1120 (Medical Assistant students only)

Prerequisites or Corequisites: HEA2200, SCI2100

3 Credit Hours

MED1160 Principles of Pharmacology and Human Diseases

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: MED1120

Prerequisites or Corequisites: HEA2200, SCI2100

3 Credit Hours

MED2280 Medical Assistant Capstone and Practicum

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.

Prerequisites: MED1100, MED1120, MED1130, MED1140, MED1160, HEA2200, SCI2100

6 Credit Hours

MBC1105 Medical Coding

Introduces the purpose and use of the International Classification of Diseases 10th Revision Clinical Modification (ICD-10-CM), along with the principles of Current Procedure Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS). Topics include coding of diseases and procedures, an overview of coding systems, basic coding rules and conventions, procedural coding, the assignment of DRGs, and the relationship between coding to reimbursement.

Prerequisite: HEA2200

Prerequisite or Corequisite: SCI2100

4 Credit Hours

MBC2201 Hospital Coding

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: MBC1105, HEA2200

Prerequisite or Corequisite: SCI2100

3 Credit Hours

MBC2211 Medical Billing and Reimbursement Methods

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 or Corequisite: MBC1105, HEA1101

3 Credit Hours

MBC2221 Clinical Documentation and Compliance

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

Prerequisites or Corequisites: MBC2201, SCI2100

3 Credit Hours

MBC2260 Medical Insurance, Billing, and Coding Seminar

This course requires students to broaden their knowledge by synthesizing program content into the billing cycle to achieve high quality, patient satisfaction, and fiscally sound operations. It is designed to reinforce the knowledge and skills necessary to sit

for industry specific certifications examinations such as the Certified Billing and Coding Specialist - CBCS (NHA), and Certified Professional Biller - CPB (AAPC).

Prerequisites: MBC2211, HEA2255, SCI2100

Prerequisites or Corequisites: HEA2203, HEA2293

2 Credit Hours

MBC2281 Medical Insurance, Billing, and Coding Capstone

All coding knowledge learned throughout the Medical Insurance, Billing, and Coding associate degree program is reviewed. Emphasis is placed on the proper application of modifier use, diagnostic and procedural coding guidelines, and regulations. The course also reinforces the knowledge and skills needed to sit for a national certification examination.

Prerequisites: MBC2211, MBC2221, HEA2230, HEA2255

Prerequisites or Corequisites: MBC2260, HEA2293

3 Credit Hours

NUR1100 Foundations of Nursing

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.

8 Credit Hours

NUR1200 Pharmacology

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.

Prerequisites: SCI1100, SCI1110

Prerequisite or Corequisite: NUR1100

3 Credit Hours

NUR1305 Nursing Concepts I

Students learn the concepts underlying health and wellness of individuals and families and apply concepts to exemplars addressing nutrition and nursing considerations as it pertains to endocrine disorders, infection, urinary, sensory, neurological and cardiovascular disorders. Direct clinical practice provides opportunities for students to demonstrate successful application of these concepts in a patient care setting. Skill competencies will be validated in the clinical laboratory.

Prerequisites: NUR1100, CPR certification, and completion of all departmental physical forms including purchase of and malpractice insurance.

Prerequisites or Corequisites: NUR1200, SCI2100, SCI2110

5 Credits

NUR1306 Nursing Concepts II

Students build upon concepts explored in Nursing Concepts I, including fluid and electrolytes, oxygenation, and acid-base balance. Students also learn about complex disease processes in the cardiovascular, gastrointestinal, neurological, muscular, genitourinary, and renal system. Students begin to explore immunological diseases such as HIV and concepts related to elimination, metabolism, tissue integrity, perfusion, mobility, and health promotion. Direct clinical practice provides opportunities for students to demonstrate successful application of these concepts in a patient care setting. Skill competencies will be validated in the clinical laboratory.

Prerequisites: NUR1305, CPR certification, and completion of all departmental physical forms including purchase of and malpractice insurance.

6 Credits

NUR1401 Special Topics in Nursing I

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. Hands-on care and management of patients via the nursing process are conducted in the clinical setting.

Prerequisites: NUR1100, CPR certification, and completion of all departmental physical forms including purchase of malpractice insurance.

Prerequisites or Corequisites: NUR1200, SCI2100, SCI2110

3 Credits

NUR1402 Special Topics in Nursing II

This course builds on the concepts of previous nursing courses with emphasis on utilizing the nursing process in dealing with maternity, newborn, and child health. Hands-on care and management of patients via the nursing process are conducted in the clinical setting.

Prerequisites: NUR1305, NUR1401, CPR certification, and completion of all departmental physical forms including purchase of malpractice insurance.

3 Credits

NUR2105 Nursing Concepts III

Students build upon concepts explored in Nursing Concepts I and II and learn the concepts underlying health and wellness of individuals and families. Students will apply concepts to exemplars addressing care of patients with cancer, anemia, clotting disorders, respiratory problems, cardiovascular, and gastrointestinal disorders. Direct clinical practice provides opportunities for students to demonstrate successful application of these concepts in a patient care setting.

Prerequisites: NUR1306, SOC2225, CPR certification, and completion of all departmental physical forms including purchase of malpractice insurance.

5 Credits

NUR2200 Transition into Practice

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: NUR1306, NUR1402, CPR certification, and completion of all departmental physical forms including purchase of malpractice insurance

Prerequisites or Corequisites: NUR2105

6 Credit Hours

NUR3100 Introduction to Professional Nursing

This course addresses the role of a Registered Nurse. The focus is on integrating multidimensional care, skills of inquiry and analysis, and a broadened focus on individuals, families, and populations to inform clinical reasoning in changing health care environments. This course is an introduction for the Licensed Practical Nurse to the role of a Baccalaureate prepared nurse.

Prerequisites: MAT2215, SCI2100, SCI2110, SCI2228, ENG3316

Prerequisite or Corequisite: SCI3310

1 Credit Hour

NUR3105 Healthcare Policy and Informatics

This course introduces the students to the concepts behind clinical information systems used to improve healthcare delivery and clinical decision support. Significant healthcare policies that influenced healthcare informatics are included. The course prepares the students to utilize informatics and healthcare technologies in the management of individuals across the lifespan to improve patient outcomes.

Prerequisite or Corequisite: NUR3100

3 Credit Hours

NUR3110 Clinical Nursing

The focus of this course is the practical application and understanding of basic skills for Registered Nurses through evidence-based practice. Emphasis is on the holistic approach, implementing therapeutic, culturally sensitive care to maintain and attain optimum health in a variety of clinical settings.

Prerequisites: MAT2215, SCI2100, SCI2110, SCI2228, ENG3316

Prerequisite or Corequisite: SCI3310

6 Credit Hours

NUR3310 Nursing Research for Evidence-Based Practice

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

3 Credit Hours

NUR3315 Basic Health Assessment

The concepts underlying assessment of a well individual are presented. Emphasis is placed on interviewing skills, health histories, and the physical and psychosocial findings in a well person. Communication and assessment skills are developed. Students obtain health histories, perform physical and psychosocial assessments, establish a health record and formulate initial nursing plans using the nursing process.

Prerequisites: SCI2100, SCI2110

2 Credit Hours

NUR3320 Transition to Professional Nursing

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

3 Credit Hours

NUR3330 Health Assessment Across the Lifespan

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

3 Credit Hours

NUR3360 Advanced Mental Health Nursing

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

3 Credit Hours

NUR4410 Advanced Maternal-Child Nursing

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

3 Credit Hours

NUR4420 Nursing Leadership and Management

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

3 Credit Hours

NUR4430 Community Health Nursing

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

3 Credit Hours

NUR4440 Advanced Nursing Pharmacology

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

3 Credit Hours

NUR4450 Advanced Adult Health Nursing

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

3 Credit Hours

NUR4460 Professional Nursing Capstone

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

3 Credit Hours

PCT1010 Foundations of Patient Care

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.

6 Credit Hours

PCT1320 Advanced Patient Care

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

3 Credit Hours

PCT2320 Patient Care Practicum

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

3 Credit Hours

PCT2700 Patient Care Capstone

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

3 Credit Hours

SPT1110 Fundamentals of Surgical Processing

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.

4 Credit Hours

SPT2100 Surgical Instrumentation

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

4 Credit Hours

SPT2120 Endoscopic Reprocessing

Students learn the methods and importance of proper reprocessing of endoscopes and accessories and the role Central Service Departments play in ensuring that equipment is cleaned and reprocessed according to established guidelines. Government regulations and standards, infection prevention and control, decontamination, cleaning, disinfection, microbiology, body systems and related surgical procedures, and medical terms and abbreviations used in endoscopy are discussed.

3 Credit Hours

SPT2150 Surgical Processing Clinical Practicum

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.

Prerequisites: SPT2100, SPT2120

Corequisite: SPT2151

8 Credit Hours

SPT2151 Surgical Processing Clinical Seminar

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

2 Credit Hours

SUR1100 Fundamentals of Surgical Technology

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.

6 Credit Hours

SUR2112 Surgical Techniques

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

6 Credit Hours

SUR2120 Surgical Specialty Intervention Procedures

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

3 Credit Hours

SUR2251 Pharmacology and Anesthesiology

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

2 Credit Hours

SUR2280 Operating Room Clinical Practicum I

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, SCI2100, SCI2110, Basic Cardiac Life Support/Automated External Defibrillation Certification

Corequisite: SUR2120

5 Credit Hours

SUR2290 Operating Room Clinical Practicum II

Continuation of clinical work experience in surgical procedures and operating room practices. Students also participate in focused discussions and special projects.

Prerequisites: SUR2280, SUR2251,Basic Cardiac Life Support/Automated External Defibrillation Certification
Corequisite: SUR2292

5 Credit Hours

SUR2292 Surgical Technology Capstone

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: SUR2280

Corequisite: SUR2290

4 Credit Hours

Division of General Education

- English
- Honors Program
- Humanities
- Mathematics
- Sciences
- Social Sciences
- College Skills Courses

ENG1105 Writing and Research

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.

3 Credit Hours

ENG2205 Writing Through Literature

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

Prerequisite: ENG1105

3 Credit Hours

ENG2211 American Voices

Introduces the study of American literature focusing on the evolution and transformation of American voices. The analysis of literature is used to develop an understanding of American cultures, national identities, and ethnicities. Selections include short stories, novels, drama, and poetry.

Prerequisite: ENG2205

3 Credit Hours

ENG2215 Public Speaking

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 or Corequisite: ENG2205

3 Credit Hours

ENG2216 World Literature

Provides insight into the human experience through reading and discussing a selection of essays, stories, poetry, and drama. Students identify, consider, and discuss universally relevant themes and develop the skills of analysis and comparison.

Prerequisite: ENG2205

3 Credit Hours

ENG2265 Business Communication

Explores practical communication strategies and techniques needed for success in a continuously evolving work environment.

Prerequisite: ENG2205

3 Credit Hours

ENG2270 Special Topics in English

Involves readings and discussions, at an introductory level, organized around selected topics in English. Topics vary each semester.

3 Credit Hours

ENG3300 The Art of Poetry

Introduces students to poetry and the infinite beauty of the written word. By reading and analyzing various types of poems, students learn to appreciate poetry as an art form that explores our commonality and overcomes racial, ethnic, and social differences.

Prerequisite: ENG2205

3 Credit Hours

ENG3313 Creative Writing

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

3 Credit Hours

ENG3316 The Confident Writer

Explores a wide variety of non-fiction writing genres, including personal profile, journalism, criticism, and more. Students build their reading, writing, and researching skills while also reinforcing the fundamental concepts and current developments associated with the areas of their respective majors.

Prerequisite: ENG2205

3 Credit Hours

ENG3332 Journeys in Fiction

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. By means of analyzing and interpreting a variety of works, students enhance their creative, interpretative, and critical thinking skills.

Prerequisite: ENG2205

3 Credit Hours

ENG4400 Scientific and Technical Communications

Introduces students to the techniques of objective reporting on scientific and technical material. Topics covered include research techniques, information design, principles of technical exposition, effective use of graphics, study of language uses, preparation and presentation of oral reports, writing samples and principles of various technical reports including manuals, proposals, and abstracts.

Prerequisites: ENG2215, ENG3316

3 Credit Hours

ENG4470 Special Topics in English

Involves readings and discussions, at an advanced level, organized around selected topics in English. Topics vary each semester.

Prerequisite: Any 2000-level course in English

3 Credit Hours

HON1105 Honors Writing and Research

This first-semester honors seminar is designed to prepare first-year honors students for academic and professional writing beyond the traditional writing and research course. Honors students build writing skills through authentic readings and a multi-drafting process approach to writing essays including, but not limited to, narrative, argumentative, cause-and-effect, and research-based academic reports.

3 Credit Hours

HON2205 Honors Writing Through Literature

This second-semester honors seminar builds upon Honors Writing and Research. First-year honors students further develop their writing and reading skills through critical engagement and interpretation of literary texts from a variety of genres.

Prerequisite: HON1105

3 Credit Hours

HON2210 Pre-Honors Seminar

This third-semester honors seminar requires first-year honors students to identify and discuss an original perspective on a self-selected social justice issue. Honors students are required to write, develop, and present a final persuasive essay at the Honors Scholars Research Symposium.

Prerequisite: HON2205

3 Credit Hours

HON3310 Honors Seminar

This honors seminar is a study of moral controversies in medicine. Medical Humanities is the application of the humanities (the study of religion, art, literature, and philosophy) to the practice of medicine. This course explores issues pertaining to social justice from the history of violations of informed consent to the forms of inequality often found in clinical contexts.

3 Credit Hours

HON4400 Advanced Honors Research

This advanced honors seminar requires honors students to identify an appropriate research topic, create an annotated bibliography, write a focused thesis statement, and working outline using credible, academic, peer-reviewed resources.

Prerequisite: HON3310

3 Credit Hours

HON4410 Directed Honors Research

This final advanced honors seminar requires Honors students to write, develop, and present an in-depth and contemporary APA-style formatted research paper at the Honors Scholars Research Symposium. This course builds upon the previous academic

writing and information literacy skills acquired from the first-year Honors seminars and Advanced Honors Seminar.

Prerequisite: HON4400

3 Credit Hours

HUM2101 Introduction to Spanish I

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.

3 Credit Hours

HUM2103 Introduction to French I

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.

3 Credit Hours

HUM2200 Arts in Contemporary Society

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.

3 Credit Hours

HUM2205 The Art of Film

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.

3 Credit Hours

HUM2212 The Art of Creativity

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.

3 Credit Hours

HUM2220 Introduction to Philosophy

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 arguments for and against the existence of God, the self, causality, the mind, right and wrong, mortality, and the general meaning of existence.

3 Credit Hours

HUM2225 Introduction to Ethics

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 perspectives of various schools of thought and encourages students' own critical thinking on ethical and moral issues in dialogue with others.

3 Credit Hours

HUM2228 Mysteries and Scandals in Modern America

Explores mysterious and scandalous events that reflect political, social cultural, and economic developments in modern America. Topics include the Scopes Monkey Trial; lynchings and the Tulsa riots; the civil war monuments controversy; prohibition of alcohol and marijuana; Bay of Pigs invasion; Roswell aliens; the Lewinsky scandal; birtherism; January 6th insurrection; and others.

3 Credit Hours

HUM2245 Medicine and Social Justice

Explores the human experience of health and illness together with the values and beliefs behind healing practices. In a global social justice context, the course considers how disease and treatment differ from place to place. Topics include patient advocacy, disabilities rights, end-of-life care, reproductive autonomy, genetic counseling, health law, healthcare policy, alternative medicine, and human healthcare rights.

3 Credit Hours

HUM2270 Special Topics in the Humanities

Involves readings and discussions, at an introductory level, organized around selected topics in the humanities. Topics vary each semester.

1 to 3 Credit Hours

HUM3312 World Religions

Presents the origins, central figures, major teachings, concepts, beliefs, and practices of the major religions of the world such as the indigenous religions, Hinduism, Jainism, Buddhism, Confucianism, Daoism, Judaism, Christianity, Islam, Sikhism, and contemporary religious movements.

3 Credit Hours

HUM3200 Fakery, Facts and Truth

Explores the nature of truth, deciphering facts from fiction, and various techniques for good argumentation and persuasive communication. Students will develop a critical and questioning mind by examining conspiracy theories and common manipulative tactics and methods of political propaganda used to sell fallacious misinformation to the unsuspecting.

3 Credit Hours

HUM3325 Feminist Thought and Perspectives

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.

3 Credit Hours

HUM3330 Art of the Americas

Explores pre-colonial times through the present 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 Meso-American art, including work by indigenous groups.

3 Credit Hours

HUM3355 Social Justice Issues

Focuses on western philosophies for justice in a society. Students explore debates from the courts of ancient Athens to the streets of contemporary America. Students will question how a society is arranged, opportunities for change, the distribution of wealth/power, and how morality is assessed.

Prerequisite: HUM2225

3 Credit Hours

HUM3360 Law and the Humanities

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, liberty, and authority.

Prerequisite: ENG2205

3 Credit Hours

HUM4000 Ethics of Sports

Students will explore a variety of moral and social issues across amateur, scholastic, Olympic and professional athletics. The course examines the nature of sportsmanship, and the social, religious, and political use of sports. It studies ethical questions in sports related to gender and transgender equity, assistive technologies, performance-enhancing drugs, athletic scandals, and the ethical and legal responsibilities of sport leagues and player associations.

Prerequisite: HUM2225

3 Credit Hours

HUM4470 Special Topics in the Humanities

Involves readings and discussions, at an advanced level, organized around selected topics in the humanities. Topics vary each semester.

Prerequisite: Any 2000-level course in the Humanities

1 to 3 Credit Hours

Mathematics Courses

MAT2211 College Algebra

Introduces students to solving problems by using geometric and algebraic approaches. 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

3 Credit Hours

MAT2212 Quantitative Methods

Introduces students to the personal use of mathematics to explore arithmetic-based and algebra-based business applications including linear functions, quadratic functions, and systems of linear equations.

Prerequisite: CSK85 or placement-based score

3 Credit Hours

MAT2215 Statistics I

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.

Prerequisite: CSK85 or placement-based score

3 Credit Hours

MAT2216 Statistics II

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

3 Credit Hours

MAT2218 Probability, Statistics, and Applied Regression

Introduces a collection of quantitative methods used to analyze data and inform management decisions. The topics that will be covered include describing and summarizing data, sampling and estimation, hypothesis testing, single variable linear regression, and multivariable regression. This course focuses on honing the understanding of key course concepts, managerial judgment, and ability to apply these concepts to real business problems.

Prerequisite: CSK85 or placement-based score

3 Credit Hours

MAT2270 Special Topics in Mathematics

Involves readings and discussions, at an introductory level, organized around selected topics in mathematics. Topics vary each semester.

1 to 3 Credit Hours

MAT3301 Discrete Mathematics

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

3 Credit Hours

MAT4440 Applied Calculus

Introduces the role of calculus in management, life, and social sciences. The course explores the application of multiple concepts and techniques, including limits, differentiation, integration, and the interrelation of these concepts.

Prerequisite: MAT2211

3 Credit Hours

MAT4470 Special Topics in Mathematics

Involves readings and discussions, at an advanced level, organized around selected topics in mathematics. Topics vary each semester.

Prerequisite: Any 2000-level course in Mathematics

1 to 3 Credit Hours

SCI1100 Anatomy and Physiology I

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.

3 Credit Hours

SCI1115 Basic Pharmacology and Pathophysiology

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: SCI1100

3 Credit Hours

SCI1110 Anatomy and Physiology Laboratory I

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.

Prerequisite or Corequisite: SCI1100

1 Credit Hour

SCI1120 Human Biology

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.

3 Credit Hours

SCI2100 Anatomy and Physiology II

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

3 Credit Hours

SCI2110 Anatomy and Physiology Laboratory II

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

Prerequisite or Corequisite: SCI2100

1 Credit Hour

SCI2215 Life Sciences

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.

6 Credit Hours

SCI2216 Discovering Science

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.

3 Credit Hours

SCI2217 Mind and Body

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.

3 Credit Hours

SCI2220 Human Sexuality

Introduces the biological, cultural, psychological, and developmental aspects of human sexuality. Topics include the anatomy and physiology of reproduction, sexual development and behavior, sexually transmitted infections, gender identity and sexual orientation, and sexual violence.

3 Credit Hours

SCI2228 Microbiology

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.

3 Credit Hours

SCI2230 Forensic Science

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.

3 Credit Hours

SCI2233 The Evolution of Life

Provides an introduction to the basic processes of human life and evolution.

3 Credit Hours

SCI2235 Health and Fitness

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. The focus will be on attaining the necessary knowledge and skills to be an informed healthcare consumer.

3 Credit Hours

SCI2270 Special Topics in Science

Involves readings and discussions, at an introductory level, organized around selected topics in science. Topics vary each semester.

1 to 3 Credit Hours

SCI3000 Chemistry for Healthcare Professionals

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

4 Credit Hours

SCI3301 The Science of Addiction and Obsession

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.

3 Credit Hours

SCI3303 Human Aggression and Violence

Investigates aggression and violence within broad biological and cultural contexts. It begins with an overview of the evolution and hormones of aggression and continues with topics including child abuse, bullying, domestic violence, gangs, sexual violence, hate crimes, murder, terrorism, and mass shootings.

3 Credit Hours

SCI3310 Nutrition for Healthcare Professionals

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.

3 Credit Hours

SCI4405 Bioethics

Explores bioethics, the study of the ethical controversies involved in the practice of medicine and biological research. Topics include euthanasia, abortion, doctor/patient confidentiality, human and animal experimentation, genetic engineering, stem cell research, cloning, and access to healthcare.

3 Credit Hours

SCI4410 Eco-Friendly Living

Incorporates the interconnected concepts of ecology, economy and ethics to understand real, practical, sustainable solutions. Students will learn how their personal and professional decisions affect the planet as well as their own food security, health, finances and lives.

3 Credit Hours

SCI4470 Special Topics in Science

Involves readings and discussions, at an advanced level, organized around selected topics in science. Topics vary each semester.

Prerequisite: Any 200-level course in Science

1 to 3 Credit Hours

SOC1123 First Year Experience

Explores the challenges students most frequently face in pursuing and achieving a college degree. Students will identify their own perceived challenges, share critical insights to meeting them, and implement their own plan of action to address and overcome such challenges.

3 Credit Hours

SOC2205 World Cultures

Introduces cultural anthropology. In order to better understand humanity, the course examines norms, values, and practices of a variety of cultures.

3 Credit Hours

SOC2210 Introduction to Sociology

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.

3 Credit Hours

SOC2215 Introduction to Political Science

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.

3 Credit Hours

SOC2218 Police and Society

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.

3 Credit Hours

SOC2220 Criminology

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.

3 Credit Hours

SOC2225 Introduction to Psychology

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.

3 Credit Hours

SOC2230 Victimology

Focuses on criminal victimization of women, men, children, the elderly, minorities, immigrants, and LGBTQ populations. The nature of the victimization process, the relationship between victims and offenders and the victims, and the criminal justice system will be explored. Various practical applications and policies will also be covered.

3 Credit Hours

SOC2231 Human Relations

Explores 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.

3 Credit Hours

SOC2270 Special Topics in the Social Sciences

Involves readings and discussions, at an introductory level, organized around selected topics in the social sciences. Topics will vary each semester.

1 to 3 Credit Hours

SOC3110 Create an Equitable Workforce

Explores power constructs in everyday interactions in the workplace through the lens of race, gender and other categories of identity with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include recognizing conscious and unconscious biases and micro-aggressions, managing conflict related to various biases and successfully working on diverse teams.

3 Credit Hours

SOC3305 Marriage and Family

Explores the traditional and changing family as a social institution with multicultural and cross-cultural differences. Family roles and patterns are examined with emphasis on the forms they assume in different cultures and subcultures, including ethnic and class variations.

3 Credit Hours

SOC3310 Intercultural Communication

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.

3 Credit Hours

SOC3318 Drugs and Drug Policy

Examines the intersection of drugs, crime, and the criminal justice system in the U.S. Society from a historical and contemporary perspective. This course also reviews and analyzes local, state, national, and international drug control policies. Topics will include the war on drugs, draconian drug laws, decriminalization and legalization of cannabis, the opioid crisis, prevention, treatment, and more.

3 Credit Hours

SOC3320 Gender, Race, and Class

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.

3 Credit Hours

SOC3332 Understanding Social Behavior

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.

3 Credit Hours

SOC3350 Psychology of Design

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.

3 Credit Hours

SOC3360 Law and Society

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.

3 Credit Hours

SOC4100 Sociology of Leisure Travel

Explores the role of travel and leisure behaviors in the lives of different individuals, social-groups, and cultures. Using a psycho-social lens, students will critically examine and evaluate topics such as: functions of leisure and travel activities, leisure and travel perceptions and priorities, and patterns of leisure and travel behaviors. How business policy and decisions are influenced by travel and leisure trends will also be examined.

3 Credit Hours

SOC4110 Manage Organizational Bias

Examines discrimination in the United States including current legal protections for all protected classes. Explores how positive, inclusive relationships can be developed

at both societal and organizational levels. Through exploring bias and inequality constructs, diversity, equity, and inclusion strategies will be developed and applied using interactive scenarios.

3 Credit Hours

SOC4410 Lifespan Human Development

Explores major concepts and theories of human development from a lifespan perspective and considers their application to the real world. Students will examine several domains of development, including physical, cognitive, social, and personality, and will consider contemporary research to inform our understanding of human development as a lifelong process, which unfolds over time in a social, cultural and historical context.

3 Credit Hours

SOC4415 Global Conflict

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.

3 Credit Hours

SOC4422 Forensic Psychology

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.

3 Credit Hours

SOC4425 Abnormal Psychology

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.

3 Credit Hours

SOC4470 Special Topics in the Social Sciences

Involves readings and discussions, at an advanced level, organized around selected topics in the social sciences. Topics vary each semester.

Prerequisite: Any 2000-level course in the Social Sciences

1 to 3 Credit Hours

CSK70 Applications of Learning Theory

Students will learn how to apply specific learning methods to their own course work. Emphasis will be placed on effective reading, writing and research techniques as well as key learning strategies, including time management, note taking, and test taking and preparation. CSK70 may be offered in lieu of CSK75 and CSK77.

3 Credit Hours

CSK70J Applications of Learning Theory

Students will learn how to apply specific learning methods to their own course work. Emphasis will be placed on effective reading, writing and research techniques as well as key learning strategies, including time management, note taking, and test taking and preparation. Students who successfully complete CSK70J will be exempt from CSK70, CSK75 and CSK77.

3 Credit Hours

CSK75 Foundations of Critical Reading

Provides students with the foundation needed for academic reading, critical thinking, and writing reflective responses. This course focuses on the reading process. Students develop reading skills that will benefit them in both their programs of study and in workplace settings.

3 Credit Hours

CSK75J Foundations of Critical Reading

Provides students with the foundation needed for academic reading, critical thinking, and writing reflective responses. This course focuses on the reading process. Students develop reading skills that will benefit them in both their programs of study and in workplace settings. Students who successfully complete this Jumpstart course will be exempt from CSK75.

3 Credit Hours

CSK77 Foundations of Critical Writing

Provides students with the foundation needed for academic, reflective and professional writing for their programs of study. This course covers the writing process, syntax and mechanics, essay development, and basic research. Students explore writing styles such as argument/persuasion, illustration/example/description, comparison/contrast, and narration.

3 Credit Hours

CSK77J Foundations of Critical Writing

Provides students with the foundation needed for academic, reflective and professional writing for their programs of study. This course covers the writing process, syntax and mechanics, essay development, and basic research. Students explore writing styles such as argument/persuasion, illustration/example/description, comparison/contrast,

and narration. Students who successfully complete this Jumpstart course will be exempt from CSK77.

3 Credit Hours

CSK85 Transitional Mathematics

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.

3 Credit Hours

CSK85J Transitional Mathematics

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. Students who successfully complete this Jumpstart course will be exempt from CSK85.

3 Credit Hours

School of Professional Studies Courses

- 3D Digital Visualization
- Interior Design
- Graphic Design
- Justice Studies - Criminal Justice
- Legal Studies
- National Security

GRD1100 Graphic Design Principles I

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.

GRD1101 Photoshop and Digital Graphics I

In Photoshop and Digital Graphics I, students explore the role of designing visual graphics. With the introduction of Adobe Photoshop, digital concepts, processes, and creativity, the course focus is to create original graphics for promotion and marketing materials.

3 Credit Hours

GRD1102 Illustrator and Digital Graphics II

A continuation from Photoshop and Digital Graphic I. In this course, students will explore Photoshop and image manipulation techniques. We will introduce Adobe Illustrator for the use of print, and web services, original graphics for artboards, and marketing materials.

Prerequisite: GRD1101

3 Credit Hours

GRD1105 Painting I

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.

3 Credit Hours

GRD1120 3D Design and Modeling

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.

3 Credit Hours

GRD1170 Drawing I

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.

3 Credit Hours

GRD1190 Typography 1

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

3 Credit Hours

GRD2200 Graphic Design Principles II

Integrates the skills acquired in Graphic Design Principles I. Incorporates typography and graphics to create effective communication design from concept through completion. The course utilizes industry standard software.

Prerequisites: GRD1100

3 Credit Hours

GRD2210 Graphic Design in Visual Culture

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.

3 Credit Hours

GRD2226 Professional Development Seminar

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.

3 Credit Hours

GRD2230 Digital Photography and Creative Media

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.

3 Credit Hours

GRD2233 Web Design I

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.

3 Credit Hours

GRD2234 Web Design II

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

3 Credit Hours

GRD2235 Web Design III

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

3 Credit Hours

GRD2240 Digital Publishing

Integrating type and images in digital page layouts and multiple-page projects. The emphasis will be on the application of industry standard software for both print and digital output.

Prerequisite: GRD1190

3 Credit Hours

GRD2290 Typography II

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

3 Credit Hours

GRD3320 Graphic Design Principles III and Game Development

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

3 Credit Hours

GRD3330 Digital Filmmaking

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

3 Credit Hours

GRD3360 Packaging Design I

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

3 Credit Hours

GRD3395 Branding and Information Design

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

3 Credit Hours

GRD4400 Animation Foundations

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

3 Credit Hours

GRD4410 Publication Design

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: GRD2240

3 Credit Hours

GRD4415 UI/UX Design

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

3 Credit Hours

GRD4420 Game Design

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

3 Credit Hours

GRD4460 Capstone Project

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

3 Credit Hours

GRD4470 Special Topics in Graphic Design

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

3 Credit Hours

GRD4481 Portfolio

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

3 Credit Hours

GRD4483 Internship

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

3 Credit Hours

INT1100 Architectural Visualization

Provides a foundation in the graphic language used to represent interior spaces by using drafting techniques. Introduces AutoCAD as a drafting tool. Topics include floor plans, reflected ceiling plans, elevations, sections, perspectives, standard symbols, scale, and line weight.

3 Credit Hours

INT1110 Sketching and Color Composition

Introduces the development of basic freehand sketches. This course emphasizes quick sketch techniques and rapid 3D visualization. Students learn a variety of drawing media, rendering techniques and color theory and fundamentals for visually communicating design concepts.

3 Credit Hours

INT1120 Studio I: Conceptual Design

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.

3 Credit Hours

INT1150 CAD I

Students learn to use advanced CAD skills to create and edit plans, elevations, and section views of designs for use in design studies and presentations. Students also learn 3D modeling, presentation techniques, drawing organization, and other techniques used in professional practice.

Prerequisite: INT1100

3 Credit Hours

INT1160 Studio II: Space Planning

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

3 Credit Hours

INT1170 History of Architecture and Interior Design I

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. The

analysis takes into consideration how the architects and designers are influenced from the social, political, economic and religious aspects of the historical periods.

3 Credit Hours

INT2200 CAD II

Instructs students in the use of Advanced 3D modeling and rendering tools 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

3 Credit Hours

INT2220 Studio III: Residential I

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

3 Credit Hours

INT2230 Materials, Textiles, and Finishes

This course emphasizes on the basic materials and goods specified by the interior designer. Explores the manufacturing process and properties of materials and finishes; to guide us in the appropriate selection, specification, application, and installation, to enhance the beauty and functionality of the interior environment.

Prerequisite: INT1100 and INT1110

3 Credit Hours

INT2240 History of Architecture and Interior Design II

Provides a survey of the history of architecture and interior design from the 19th century to the present. Covers the evolution of modernism throughout Europe and the United States. 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. The analysis takes into consideration how the architects and designers are influenced from the social, political, economic and religious aspects of the historical periods.

Prerequisite: INT1170

3 Credit Hours

INT2250 Studio IV: Commercial I

Introduces the fundamentals involved in the design of commercial spaces. This course addresses the complexities involved not only in designing for the client but also the public. Creative design solutions are developed through research, case studies, and programming requirements. Practical, aesthetic, social principal, function, safety, and barrier-free design are addressed.

Prerequisite: INT2220

3 Credit Hours

INT2260 Architectural Construction and Methods I

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: INT1150

3 Credit Hours

INT2290 Lighting

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: INT2230

3 Credit Hours

INT2293 Internship

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

3 Credit Hours

INT3310 Building Codes and Regulations

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

3 Credit Hours

INT3330 Studio V: Residential II

Develops advanced residential concepts, incorporating space planning and design solutions in response to client diversity and cultural backgrounds. The latest materials and technology are introduced and incorporated in the detailed design of major residential service areas.

Prerequisite: INT2250

3 Credit Hours

INT3340 Sustainable Design

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

3 Credit Hours

INT3350 Architectural Construction and Methods II

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

3 Credit Hours

INT3360 Studio VI: Commercial II

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: INT3330

3 Credit Hours

INT3370 CAD III: Working Drawings

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

3 Credit Hours

INT3380 Furniture Design

Covers basic principles and techniques of designing furniture implementing creativity, functionality, materials, and construction documents. Focuses on the understanding of the design processes, as well as manufacturing techniques of furniture making and human factors for responsible design. Through a series of design projects the student will learn to use sketching and technical drawing skills, model making, and 3D prototyping.

Prerequisites: INT3350

3 Credit Hours

INT4400 Studio VII: Special Topics

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

3 Credit Hours

INT4410 Career Management

Explores job requirements, avenues for career development opportunities, and strategies for successful career management. This course covers resume writing, interviewing, professional organizations and the importance of professionalism in the Interior Design industry. Students prepare documents needed to pursue job opportunities in interior design including a professional design portfolio.

Prerequisite: INT3330

3 Credit Hours

INT4420 Capstone: Research and Program

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
Co-requisite: INT4400

3 Credit Hours

INT4430 Professional Practice

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. All elements of establishing a business from business plan to execution of required legal documents for formation of a business are explored.

Prerequisite: INT3360

3 Credit Hours

INT4460 Studio VIII: Capstone Project

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

3 Credit Hours

INT4483 Internship

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

3 Credit Hours

JUS1100 Introduction to Justice Studies

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.

3 Credit Hours

JUS1110 Communication Skills for Criminal Justice Professionals

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.

3 Credit Hours

JUS2000 Career Development

3 Credits

Introduces students to the fundamentals of career development and career planning. The course focuses on setting appropriate discipline specific career goals based on self-assessment exercises that align with skills and competencies. Students learn how to write a professional resume and cover letter, how to communicate effectively in multiple media formats and how to develop effective time management skills.

Note: JUS2000 is only offered as a 7-week course.

JUS2201 Criminal Procedure

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

3 Credit Hours

JUS2205 Criminal Law

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

3 Credit Hours

JUS2210 Community Relations and the Police

Introduces the history of community relations and the police. This course explores public relations programs and strategies.

Prerequisite: JUS1100

3 Credit Hours

JUS2220 Justice and the Media

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

3 Credit Hours

JUS2225 Criminal Investigations

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

3 Credit Hours

JUS2235 Juvenile Justice

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

3 Credit Hours

JUS2240 Justice and the Judiciary

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

3 Credit Hours

JUS2260 Contemporary Issues in Justice Studies

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

3 Credit Hours

JUS2270 Special Topics in Justice Studies

Changes depending on the instructor's selected topic.

Prerequisite: JUS1100

1 to 3 Credit Hours

JUS2293 Internship

Students work in a position related to their course of study while at the same time completing online course requirements – including focused online discussions and special online projects – that integrate the skills and knowledge learned through their degree program.

Prerequisite: Departmental permission

3 Credit Hours

JUS3301 Police Administration and Management

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

3 Credit Hours

JUS3302 Homeland Security

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

3 Credit Hours

JUS3307 Corrections, Probation, and Parole

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

3 Credit Hours

JUS3314 Introduction to Intelligence

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

3 Credit Hours

JUS3315 Terrorism

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

3 Credit Hours

JUS4401 Corporate Security Management

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

3 Credit Hours

JUS4402 Private Security Management

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

3 Credit Hours

JUS4403 Cyber Crime

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

3 Credit Hours

JUS4404 White Collar Crime

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

3 Credit Hours

JUS4405 Transportation Security

Analyzes the security challenges created by economic dependence on public transportation. This course emphasizes the impact of compromised public transportation systems.

Prerequisite: JUS1100

3 Credit Hours

JUS4406 Research Methods in Criminal Justice

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

3 Credit Hours

JUS4407 Global Security

Introduces various international security concepts such as international terrorism, multi-national military conflict, economic growth and expansion, and the global environment.

Prerequisite: JUS1100

3 Credit Hours

JUS4470 Special Topics in Criminal Justice

Changes depending on the instructor's selected topic.

Prerequisite: JUS1100

1 to 3 Credit Hours

JUS4483 Internship

Students work in a position related to their course of study while at the same time completing online course requirements – including focused online discussions and special online projects - that integrate the skills and knowledge learned through their degree program.

Prerequisite: Departmental permission

3 Credit Hours

LAW1100 Introduction to Law

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.

3 Credit Hours

LAW1105 Introduction to Compliance

Introduces a synopsis of federal prosecutions in business organizations. Students will examine the nexus between foreign corrupt practices and effective compliance programs, and will develop an awareness of business ethics.

3 Credit Hours

LAW1110 Contract Law

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.

3 Credit Hours

LAW2000 Career Development

Introduces students to the fundamentals of career development and career planning. The course focuses on setting appropriate discipline specific career goals based on self-assessment exercises that align with skills and competencies. Students learn how to write a professional resume and cover letter, how to communicate effectively in multiple media formats and how to develop effective time management skills.

3 Credit Hours

Note: LAW2000 is only offered as a 7-week course.

LAW2105 Principles of Legal Nurse Consulting

Provides the theoretical and practical knowledge necessary for registered nurses to use their experience to assist in resolving medical-legal issues and claims. In addition to examining ethical considerations, the course will survey standards of care, role of expert witnesses, liability issues, case screening of medical malpractice claims, billing fraud, life care planning, trial preparation, access and analysis of medical records, and issues in medical malpractice.

3 Credit Hours

LAW2200 Professional Responsibilities and Legal Ethics

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.

Prerequisite: LAW1100

3 Credit Hours

LAW2210 Legal Research and Writing

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

3 Credit Hours

LAW2215 Torts

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

3 Credit Hours

LAW2225 Real Property Law

Explores fundamental topics related to the petition, ownership, and transfer of real property interests. 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

3 Credit Hours

LAW2230 Civil Litigation

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

3 Credit Hours

LAW2235 Immigration Law

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 resident; and the deportation and removal process.

Prerequisite: JUS1100 or LAW1100

3 Credit Hours

LAW2240 Family Law

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

3 Credit Hours

LAW2250 Wills, Trusts, and Estates

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

3 Credit Hours

LAW2260 Law Firm Communications and Technology

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

3 Credit Hours

LAW2270 Special Topics in Legal Studies

Involves readings and discussions around selected topics in legal studies. Topics will vary each semester.

Prerequisite: LAW1100

1 to 3 Credit Hours

LAW2293 Internship

Students work in a position related to their course of study while at the same time completing online course requirements – including focused online discussions and special online projects – that integrate the skills and knowledge learned through their degree program.
Prerequisite: Departmental permission

3 Credit Hours

LAW3310 Alternative Dispute Resolution

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

3 Credit Hours

LAW3320 Constitutional Law

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 or JUS1100

3 Credit Hours

LAW 3325 Intellectual Property Law

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

3 Credit Hours

LAW3330 Employment Law

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

3 Credit Hours

LAW3335 Business Organization and Corporations

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

3 Credit Hours

LAW3340 Law Firm Management and Administration

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

3 Credit Hours

LAW4430 Advanced Legal Research, Writing, and Advocacy

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

3 Credit Hours

LAW4470 Special Topics in Legal Studies

Involves readings and discussions around selected topics in legal studies. Topics will vary each semester.

Prerequisite: LAW1100

1 to 3 Credit Hours

LAW4483 Internship

Students work in a position related to their course of study while at the same time completing online course requirements – including focused online discussions and special online projects - that integrate the skills and knowledge learned through their degree program.
Prerequisite: Departmental permission and LAW2000

3 Credit Hours

NTS1102 Introduction to National Security

3 Credit Hours

Introduces students to the National Security program. Students completing this course will know the nature of the national security organizations and their responsibilities, be aware of the major strategic issues confronting the nation, and know the current national strategy for responding to national security threats.

NTS1110 Communications Skills for National Security

3 Credit Hours

Addresses communication perspectives informing national security, strategic intelligence, and the intelligence process. Students will examine U.S. national security history, policy, the development of the intelligence community, and intelligence as processes of communication.

NTS2215 Introduction to Emergency Management

3 Credit Hours

Presents the basic principles of effective emergency management as they have developed over the past six decades, including the rapid evolution of the field in this century. Emergency Management related topics include critical infrastructure, public private partnerships, and information security.

Prerequisite: NTS1102 or JUS1100

NTS2216 U.S. Policy and National Security

3 Credit Hours

Probes the development and operation of U.S. military and national security policy from George Washington to the present, with major emphasis on the 20th century and post-World War II. Post World War 2, the Cold war, and the War on Terror.

Prerequisite: NTS1102

NTS2217 U.S. Ethics and Homeland Security

3 Credit Hours

Presents classical ethical theories and explores the ethical implications of war and terrorism in the 21st century. Students analyze controversial issues including torture, bombing of civilians, assassination and targeted killing, and humanitarian intervention. Civil liberties and the Patriot Act will be examined.

Prerequisite: NTS1102

NTS2250 Computer Applications and Technology in National Security

3 Credit Hours

Provides a conceptual overview of the role of computer applications and technology in National Security. Topics include technological stakeholders, technology development,

the risk of technological proliferation, security and privacy issues in Cloud Computing, robotics, best practices, and available computer applications.

Prerequisite: NTS1102

NTS3305 U.S. Domestic Terrorism and Violent Extremism

3 Credit Hours

Examines bigotry and hate and how they manifest in criminal behavior. Various groups who have been labeled as supporting or engaging in domestic terrorism are studied. Focus is placed on federal/state statutory laws and the dynamics of police, court, and corrections-based responses to hate crimes and domestic terrorism.

Prerequisite: JUS3315

NTS3306 Cryptography and Data Security

3 Credit Hours

Surveys cryptographic concepts and logarithms and their application to data security. Techniques studied will include private key cryptosystems, public key cryptosystems, and hash functions. Commonly used algorithms will also be studied; these might include DES, 3DES, AES, IDEA, RSA, Diffie-Hellman, MD5, SHA, and DSS.

Prerequisite: NTS2250

NTS3307 Threat and Risk Assessment

3 Credit Hours

Prepares the skills necessary for managers and leaders to conduct a comprehensive, capabilities-based threat and risk assessment for terrorism/all-hazards incidents under the National Response Framework (NRF), National Preparedness Guidelines, and Homeland Security Presidential Directives.

Prerequisite: NTS1102

NTS3308 Security Systems and Auditing

3 Credit Hours

Examines the strategies for deploying and auditing secure security systems. Security professionals primarily study security systems and design as well as networks from the point of view of examining the effectiveness of their technical, practical physical and procedural controls to minimize risks. Risk analysis and the implementation of best practice control objectives will be studied

NTS4400 Weapons of Mass Destruction

3 Credit Hours

Explores the threats that weapons of mass destruction pose to the U.S. and its interests, along with the strategies to meet those threats. This course examines the technical aspects, history, and contemporary threat of each weapon category: chemical, biological, radiological, and nuclear.

Prerequisites: NTS1102 or JUS3315

NTS4401 Emergency Planning

3 Credit Hours

Provides the skills to develop a comprehensive plan for risk analysis, threat assessment, staffing an emergency operations center, coordinating with support agencies, and creating a continuing testing program. Case studies teach students how to plan for natural disasters and terrorism at the federal, state, local levels and within the construct of public private partnerships.

Prerequisite: NTS2215

NTS4402 Digital Forensics

3 Credit Hours

Focuses on identifying, preserving, and extracting electronic evidence. Students learn to examine and recover data from operating systems, core forensic procedures for any operating or file system, technical issues in acquiring computer evidence, and forensically sound examinations to preserve evidence for legal proceedings.

Prerequisite: NTS3308

NTS4403 National Security Law

3 Credit Hours

Introduces national security law. This course is intended for NTS majors. Topics include the nature of legal regulations governing national security organizations, the major statutory enactments and case decisions interpreting national security law, and the sources of legal authority for national security operations.

Prerequisite: NTS1102

NTS4404 Counterterrorism and Intelligence Analysis

3 Credit Hours

Studies and analyzes counterterrorism, including the evolution of counterterrorism, and the specifics of the typology and anatomy of terrorist operations. This course provides an overview of the intelligence community, collection, analysis, requirements, dissemination, and information security.

Prerequisite: JUS3315

NTS4410 Research Methods in National Security

3 Credit Hours

Teaches students to design and evaluate empirical research in all areas of national security. This course examines the philosophy of social science and several theoretical approaches used in national security. Students learn the details of social science research design, data collection, and data analysis.

Prerequisites: NTS1102 or MAT2215

NTS4483 Internship

3 Credit Hours

Allows students to work in a position related to their course of study. Typical responsibilities include writing, researching, compiling data, and administrative projects. Students integrate skills and knowledge learned in their academic experiences and participate in focused online discussions and projects.

Prerequisite: Departmental permission

VIZ1100 Architectural Visualization

3 Credits

Provides a foundation in the graphic language used to represent interior spaces by using drafting techniques and the proper use of drafting materials and tools. Introduces AutoCAD as a drafting tool. Topics include floor plans, reflected ceiling plans, elevations, sections, perspectives, standard symbols, scale and line weight.

VIZ1101 Photoshop and Digital Graphics I

3 Credits

In Photoshop and Digital Graphics I, students explore the role of designing visual graphics. With the introduction of Adobe Photoshop, digital concepts, processes, and creativity, the course focus is to create original graphics for promotion and marketing materials.

VIZ1102 Illustrator and Digital Graphics II

3 Credits

A continuation from Photoshop and Digital Graphic I. In this course, students will explore Photoshop and image manipulation techniques. We will introduce Adobe Illustrator for the use of print, and web services, original graphics for artboards, and marketing materials.

Prerequisite: VIZ1101

VIZ1110 Sketching and Color Composition

3 Credits

Introduces the development of basic freehand sketches. This course emphasizes quick sketch techniques and rapid 3-d visualization. Students learn a variety of drawing media, rendering techniques and color theory and fundamentals for visually communicating design concepts.

VIZ1111 Graphic Design Principles I

3 Credits

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.

VIZ1120 Conceptual Design

3 Credits

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.

VIZ1121 3D Design and Modeling

3 Credits

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.

Prerequisite: VIZ1110

VIZ1150 CAD I

3 Credits

Students learn to use advanced CAD skills to create and edit plans, elevations, and section views of designs for use in design studies and presentations. Students also learn 3D modeling, presentation styles, drawing organization, and other techniques used in professional practice.

Prerequisite: VIZ1100

VIZ2200 CAD II

3 Credits

Instructs students in the use of Advanced 3D modeling and rendering tools 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: VIZ1150

VIZ2201 Graphic Design Principles II

3 Credits

Integrates the skills acquired in Graphic Design Principles I. Incorporates typography and graphics to create effective communication design from concept through completion. The course utilizes industry standard software.

Prerequisite: VIZ1111

VIZ2260 Architectural Construction and Methods I

3 Credits

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: VIZ1150

VIZ2290 Lighting

3 Credits

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: VIZ1150

VIZ3320 Graphic Design Principles III and Game Development

3 Credits

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: VIZ2201

VIZ3350 Architectural Construction and Methods II

3 Credits

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: VIZ2260

VIZ3360 Packaging Design I

3 Credits

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: VIZ2201

VIZ3370 CAD III: Working Drawings

3 Credits

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: VIZ3350

VIZ3380 Furniture Design

3 Credits

Covers basic principles and techniques of designing furniture implementing creativity, functionality, materials, and construction documents. Focuses on the understanding of the design processes, as well as manufacturing techniques of furniture making and human factors for responsible design. Through a series of design projects the student will learn to use sketching and technical drawing skills, model making, and 3D prototyping.

Prerequisite: VIZ3350

VIZ4470 Special Topics

3 Credits

This course is a prerequisite to the capstone project which provides instruction in individual design program development. Students research, develop and analyze data specific to their selected area of study. The approved program developed in this course will be used as the basis of design for continuation of the project in VIZ4460 Capstone project.

Prerequisite: VIZ3320

VIZ4401 Animation Foundations

3 Credits

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: VIZ3320

VIZ4410 Career Management

3 Credits

Explores job requirements, avenues for career development opportunities, and strategies for successful career management. This course covers resume writing, interviewing, professional organizations and the importance of professionalism in the Interior Design industry. Students prepare documents needed to pursue job opportunities in interior design including a professional design portfolio.

Prerequisite: VIZ3370

VIZ4420 Game Design

3 Credits

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: VIZ2201

VIZ4460 Capstone Project

3 Credits

Continues the research and design of the design project based upon the project type approved in VIZ4470 Special Topics. Students apply all the skills and knowledge developed throughout their course of study in 3D Digital Visualization with the help of a faculty mentor. This course is taken in a student's senior year.

Prerequisite: VIZ4470

VIZ4483 Internship

3 Credits

Provides a field-based internship experience where students acquire career/professional skills within the design industry 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

Prerequisite: Department permission

New York State Education Department (NYSED) - HEGIS Codes

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.
2105	National Security	B.S.

Employment, Retention, and Graduation Rates

Employment Rates

83.4 percent of New Jersey degree graduates, 77.4 percent of New York degree graduates, 100 percent of Master's degree graduates and 75.4 percent of New Jersey certificate graduates who graduated during the academic year ending August 31, 2021 were employed in positions related to their programs of study by February 3, 2022.

Overall, 94.9 percent of New Jersey degree graduates, 93.4 percent of New York degree graduates, 100 percent of Master's degree graduates and 93.4 percent of New Jersey certificate graduates who graduated during the academic year ending in August 31, 2021 were employed in some full-time, part-time, contract, and/or per diem position by February 3, 2022.

Rates are measured 180 days following the end of each academic term. The 2020-2021 academic year included three academic semesters (fall, winter, and spring). These rates include students who graduated at any point in the academic year (end of fall semester + 180 days; end winter semester + 180 days; etc.). For example, students who graduated at the end of the spring semester (August 7, 2021) and were employed within 180 days following the end of that semester (February 3, 2022) are included. However, graduates who did not obtain employment until after the 180-day period following the end of the spring semester (February 3, 2022) 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 180 days 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, 2020 to July 31, 2021, the "positive placement" rate was 47.22 percent. ARC/STSA defines a "positive placement" to include graduates who are employed either full or part time as a Surgical Technologist employed in a related field, 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. Job placement information reflects graduates who were in direct contact with the College's Career Services Department.

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 phlebotomist, EKG technician, or other administrative positions within a physician's office or healthcare facility. The "positive placement" rate for students who graduated during the 2019 calendar year was 77.45 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. Job placement information reflects graduates who were in direct contact with the College's Career Services Department.

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, 2020 and ending August 31, 2021, 35.17 percent of graduates found employment as Licensed Practical Nurses within twelve months after graduation. Job placement information reflects graduates who were in direct contact with the College's Career Services Department.

LPN to B.S.N.: Berkeley College collects and annually reports on employment rates for LPN to B.S.N. degree program graduates as required by the New Jersey Board of

Nursing. For the reporting period beginning September 1, 2020, and ending August 31, 2021, 20 percent of graduates found employment as Registered Professional Nurses within twelve months after graduation. Job placement information reflects graduates who were in direct contact with the College's Career Services Department.

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 between September 1, 2020 and August 31, 2021 have reported pursuing the following: (i) Master, Public Administration; (ii) Master, Integrated Medicine; (iii) Master, Criminal Justice (iv) Juris Doctor (v) Master of Cyber Security (vi) Master in Business Administration (vii) Master of Arts, Historical and Sustainable Architecture (viii) Master Religious Studies; (ix) Master of Arts, Forensic Psychology.

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 2020 and continued their enrollment in fall 2021 was 50 percent for New Jersey students and 48 percent for New York students. The retention rate for first-time, part-time freshman Bachelor's degree-seeking students who enrolled in fall 2020 and continued their enrollment in fall 2021 was 75 percent for New Jersey students and 45 percent for New York students.

Among FTFT freshman Associate's degree-seeking students enrolled in fall 2020, 44 percent of the New Jersey students and 53 percent of the New York students continued their enrollment in fall 2021. Among FTFT freshman certificate-seeking students enrolled in fall 2020, 56 percent of New Jersey students either graduated or continued their enrollment in fall 2021.

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 2015 and successfully completed their programs within 150 percent of "normal time" was 45 percent for New Jersey students and 33 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 2015 and successfully completed their programs by August 31, 2021, was 37 percent for New Jersey students and 31 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 for FTFT Associate's freshman degree-seeking students who entered in fall 2018 and successfully completed their programs by August 31, 2021, was 36 percent for New York students.

Among FTFT freshman associate's degree-seeking students who entered in fall 2018, 42 percent of New Jersey students successfully completed their programs by August 31, 2021. Among FTFT freshman certificate-seeking students who entered in fall 2018, 43 percent of New Jersey students successfully completed their programs at Berkeley College and graduated by August 31, 2021.

For information about graduation rates broken down by gender, ethnicity, and Pell grant recipients, go to https://berkeleycollege.edu/pdf/disagg-rates-2022.pdf.

Academic Policies and Procedures

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- [Identity Verification of Students Taking Online Courses](#)
- [Recording Classroom Lectures and Discussion](#)
- [Satisfactory Academic Progress (SAP)](#)
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Academic Calendar

ACADEMIC YEAR 2022-2023

FALL SEMESTER 2022

Tuesday, September 6, 2022 – Classes Begin – 15-week and 7-week session I
Monday, October 10, 2022 – Columbus Day – No Classes
Saturday, October 22, 2022 – Classes End – 7-week session I
Monday, October 31, 2022 – Classes Begin – 7-week session II
Thursday, November 24, 2022 – Sunday, November 27, 2022 – No Classes
Saturday, December 17, 2022 – Classes End – 15-week and 7-week session II
Sunday, December 18, 2022 – Sunday, January 1, 2023 – Recess

WINTER SEMESTER 2023

Monday, January 2, 2023 – New Year's Day Observed – No Classes
Tuesday, January 3, 2023 – Classes Begin – 15-week and 7-week session I
Monday, January 16, 2023 – Martin Luther King Day – No Classes
Saturday, February 18, 2023 – Classes End – 7-week session I
Monday, February 20, 2023 – Presidents' Day – No classes
Monday, February 27, 2023 – Classes Begin – 7-week session II
Saturday, April 15, 2023 – Classes End – 15-week and 7-week session II
Sunday, April 16, 2023 – Sunday, April 23, 2023 – Recess

SPRING SEMESTER 2023

Monday, April 24, 2023 – Classes Begin – 15-week and 7-week session I
Monday, May 29, 2023 – Memorial Day – No classes
Saturday, June 10, 2023 – Classes End – 7-week session I
Friday, June 16, 2023 – Juneteenth Observed – No Classes
Monday, June 19, 2023 – Classes Begin – 7-week session II
Tuesday, July 4, 2023 – Independence Day – No classes
Saturday, August 5, 2023 – Classes End – 15-week and 7-week session II
Sunday, August 6, 2023 – Monday, September 4, 2023 – Recess

ACADEMIC YEAR 2023-2024

FALL SEMESTER 2023

Monday, September 4, 2023 – Labor Day – No Classes
Tuesday, September 5, 2023 – Classes Begin – 15-week and 7-week session I
Monday, October 9, 2023 - Columbus Day – No Classes
Saturday, October 21, 2023 – Classes End – 7-week session I

Monday, October 30, 2023 – Classes Begin – 7-week session II
Thursday, November 23, 2022 - Sunday, November 26, 2022 – No Classes
Saturday, December 16, 2023 – Classes End – 15-week and 7-week session II
Sunday, December 17, 2023 - Sunday, December 31, 2023 – Recess

WINTER SEMESTER 2024

Monday, January 1, 2024 – New Year's Day Observed - No Classes
Tuesday, January 2, 2024 – Classes Begin – 15-week and 7-week session I
Monday, January 15, 2024 – Martin Luther King Day – No Classes
Saturday, February 17, 2024 – Classes End – 7-week session I
Monday, February 19, 2024 – Presidents' Day - No Classes
Monday, February 26, 2024 – Classes Begin - 7-week session II
Saturday, April 13, 2024 – Classes End – 15-week and 7-week session II
Sunday, April 14, 2024 - Sunday, April 21, 2024 – Recess

SPRING SEMESTER 2024

Monday, April 22, 2024 – Classes Begin – 15-week and 7-week session I
Monday, May 27, 2024 – Memorial Day – No Classes
Saturday, June 8, 2024 – Classes End – 7-week session I
Monday, June 17, 2024 – Classes Begin – 7-week session II
Friday, June 21, 2024 – Juneteenth Observed – No Classes
Thursday, July 4, 2024 – Independence Day – No classes
Saturday, August 3, 2024 – Classes End - 15-week and 7-week session II
Sunday, August 4, 2024 - Sunday, September 1, 2024 – Recess

Academic Records

Grade Reports: Grade reports may be accessed online through Student Self-Service.

President's List: Full-time matriculated students who achieve a grade point average of 4.00 with a minimum of 12 academic credits (excludes credits for College Skills courses) qualify for the President's List. Part-time matriculated students who complete a minimum of six to 11 academic credits per term in two or more consecutive terms and achieve a cumulative grade point average of 4.00 qualify for the President's List.

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 (excludes credits for College Skills courses) qualify for the Dean's List. Part-time matriculated students who complete a minimum of six to 11 academic credits per term in two or more consecutive terms and achieve a cumulative grade point average of 3.50 qualify for the Dean's List.

Transcript Requests: Official or unofficial transcripts may be requested online through the [Office of the Registrar](#).

Official Transcripts will be stamped: "Issued to Student in Sealed Envelope." If the envelope is opened, the transcript is no longer official. Effective on or about May 27, 2022, students, former students, and alumni who enrolled at a New York campus or enrolled in an online New York education program may obtain an official transcript even if such students, former students, or alumni have an outstanding financial obligation to the College. Official transcripts will not be issued for all other students, former students, and alumni with an outstanding financial obligation to the College. Various delivery options are available.

Unofficial Transcripts must be requested in the "Special Instructions" under the Delivery Options field. Effective on or about May 27, 2022, students, former students, and alumni who enrolled at a New York campus or enrolled in an online New York education program may obtain an unofficial transcript even if such students, former students, or alumni have an outstanding financial obligation to the College. All other students, former students, and alumni with outstanding financial obligations may request unofficial transcripts while making arrangements with Student Accounts to resolve their balance.

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.

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 Healthcare Supplements for program-specific class and clinical rotation hours.

Accommodating a Disability

Notice of Non-Discrimination - Americans with Disabilities Act (ADA)

In accordance with federal law, Berkeley College does not discriminate on the basis of disability in its programs and activities.

For questions regarding the implementation of Accessibility Services offered at Berkeley College, please contact Katherine Wu, Director of Accessibility Services, at 646-502-8237 or Katherine-Wu@BerkeleyCollege.edu.

Individual requests for accommodations may be referred to the College ADA/Section 504 Coordinators:

NJ and Online students
Sandra Coppola
973-826-5598
Sandra-Coppola@BerkeleyCollege.edu

NY students
Vincent Mas
914-377-5545
Vincent-Mas@BerkeleyCollege.edu

In addition, each individual campus has an Accessibility Services representative via the Personal Counseling Office. These Personal Counselors work with the ADA/Section 504 Coordinators for the purpose of reasonably accommodating students with disabilities. A student seeking accommodations must schedule an appointment with either the above-stated ADA/Section 504 Coordinators, or a campus Personal Counselor, in order to submit an Application for Accessibility Services and Accommodations and to confirm requested accommodations. Contact information for the College Personal Counselors can be found on the College Health and Wellness website.

In accordance with its Accessibility Services Accommodations Policy for Students, Berkeley College strives to reasonably accommodate the needs of students with disabilities. For information regarding how to request a reasonable accommodation of a disability, please go to ADA Student Policy and to the College Accessibility Services page.

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.

College Learning Objectives

Education at Berkeley College focuses on developing the personal and professional excellence of our students to empower them for success and lifelong learning. Every major degree program at Berkeley provides practical knowledge and relevant skills for a chosen career path, supported, and enhanced by the vibrant offerings of a broad liberal arts curriculum under the Division of General Education. Programs and curricula are designed to foster critical thinking, problem-solving, communication, information literacy, respectful participation in a diverse society, connections between academic disciplines, and a specialized professional knowledge. Berkeley students will learn about the issues that shape our world, thereby contributing to their success as informed, self-aware, and intellectually curious members of the global community.

Developing these essential skills in students is a responsibility shared by the entire college community, requiring time and careful planning to achieve. Most learning objectives will be introduced in the required courses in the Division of General Education.

The Berkeley College Learning Objectives are:

Reading and Written Communication: Students will demonstrate competency in reading and writing.

Oral Communication: Students will demonstrate effective oral communication skills that incorporate emotional intelligence, empathy, and civility.

Critical Analysis and Reasoning: Students will apply critical thinking and the knowledge gained in their degree programs for better decision-making informed by:

- Ethical Reasoning
- Quantitative Reasoning
- Scientific Reasoning

Knowledge and Skills for Participation in a Diverse Society: Students will respect multiple perspectives and cultural contexts when making decisions independently or as part of a team.

Information Literacy: Students will be able to locate, evaluate, and ethically utilize reliable information, empowering them as informed and responsible citizens.

Integration of Learning: Students will develop the ability to make connections between different academic studies and specialized professional skills leading to more informed, creative, and productive decisions in life and career.

Copyright Policy

Original "works of expression," such as writings, graphics, photographs, and music, may be protected from unauthorized use by the federal copyright laws. Copyright laws govern whether — and to what extent — one is permitted to copy, upload, download, transmit, or distribute such works, or to create new works derived from them without first receiving permission from the holder of the copyright (often the author or publisher of the original). The copyright laws are complex. Under some circumstances, copying information from websites, downloading music or video from or uploading it to a peer-to-peer application, or even mere photocopying, faxing, or cutting and pasting substantial portions of copyrighted materials may constitute infringement. The Berkeley College community is expressly prohibited from using the Berkeley College network or computing resources to access peer-to-peer sites that permit unauthorized copying of copyrighted music, photographs, video, or other legally protected materials. Such activities will be treated as violations of the Student Electronic Information Policy. Certain limited copying of published materials without permission may be allowed under the "Fair Use" doctrine.

Berkeley students and associates are required to comply with the copyright laws. Failure to do so may be grounds for disciplinary action, up to and including dismissal, and may subject the infringer to significant legal consequences. Penalties for copyright infringement may include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17 United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at copyright.gov.

For more detailed policy information, please click here.

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. **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 [The Council for Adult and Experiential Learning (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 Healthcare Supplements for additional information regarding credit for prior learning.

For information about transfer credits, see the [Transfer Credit Policy](#).

eText and Supplies Opt-Out Policy

In compliance with federal regulations, when books - including eTexts - and/or supplies are included in the price of College tuition, students may choose, under certain circumstances, to opt out of the otherwise mandatory book/eText fees (and/or supply fees, if applicable). This Policy relates to eTexts and classes using eText titles.*

Students may opt out of eText fees (and supply charges, if applicable) if all of the following conditions are met:

- Identical materials are legally available outside of the Berkeley College eText Program; be aware that some materials are created or customized for Berkeley College eText titles only, and are not available in any other format. See https://berkeleystore.berkeleycollege.edu/site_student_resources_page2.asp for a current list of such materials.
- The student has not already accessed the Berkeley College eTexts title(s) or used the subject supplies.
- The student submits his/her request to opt out via the Berkeley College eText Opt-Out eForm https://transforms.berkeleycollege.edu/iFiller/iFiller.jsp?fref=56f5c78c-2512-4854-b2c9-a38823caebe6 by the end of week one of the start of the term and agrees (within the eForm) to his/her understanding of the potential consequences as set forth in the eForm and Policy. The student shall also agree (within the eForm) to release Berkeley College from any claim or consequence arising in connection with his/her choice to opt out.
- The student's Instructor and Academic Advisor will be made aware of the student's choice to opt out of the Berkeley College eText program and that the student has agreed to accept responsibility for the potential consequences.

Should a student choose to opt-out of the otherwise mandatory College eText and/or supply fees for any given class, the eText and/or supply fees for that class (es) shall be credited to the student's account within approximately three (3) business days after submission of the Opt-Out eForm.

For more detailed information and to see the complete eText and Supplies Opt-Out Policy, please click here.

*To see the College Policy that relates to print textbook/supplies opt-outs, please go here: https://berkeleycollege.edu/catalogs/undergraduate-2021-2022/admissions/undergraduate-degree-program-tuition-fees-2021-2022/index.html#booksandsupplies

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
FA	None	–	Course Failure
P	None	–	Stopped Attending
I	None	–	Passing
W	None	–	Incomplete
WP	None	–	Withdrawal/ Nonparticipation
WF		–	Withdrawal/ Passing
			Withdrawal/ Failing

*Note: Students enrolled in College Skills courses must receive a grade of C or better in each College Skills course in order to complete their programs and graduate from the College.

Change of Major: All courses remain on the transcript and continue to be included in the cumulative GPA when students change their majors.

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. To compute the cumulative GPA, the grade point

equivalents for all courses taken in all terms are added. That total is then divided by the total number of credits attempted in all terms. The result is the cumulative GPA.

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.

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.

FA Grade

Federal law requires students who have been awarded any type of Federal Student Aid (FSA) to fulfill their academic requirements. If a student fails to earn a passing grade in at least one course, an assessment must be made to determine whether the student earned the non-passing grades while participating in courses, or, whether the student stopped participating in courses, but did not officially withdraw. If a student stopped participating in courses after the final date for withdrawal, which is week 4 for 7-week courses and week 12 for 15-week courses, a grade of "FA" - Course Failure Stopped Attending - will be assigned. The FA grade is assigned by the faculty to any student who meets both of the following conditions:

- They failed the class, and
- They have not actively attended and/or participated since the last [enrollment verification](.).

An "FA" grade notation affects a student's grade point average as any other F grade and will appear in the transcript as an "F" grade. No other grades, such as an "I," may be assigned under these circumstances.

The College operates one 15-week term and two 7-week sub-terms. During the second, fourth, seventh, and eleventh week of each term, by no later than the posting deadline, faculty members must submit an enrollment verification form for each class

they are teaching. Enrollment verification occurs during the second and fourth weeks of 7-week courses. Forms are to be submitted online through Canvas.

Faculty will complete enrollment verification by assessing each student's participation in academically related activities. For enrollment verification purposes, "participation" is defined as completing course work and/or initiating any contact of an academic nature with faculty. Examples of participation include, but are not limited to, responding to discussion board posts, emailing/calling faculty regarding the course or course work, completing assessments, or other reasonable means where the student demonstrates engagement or the intent to engage in the course.

Incomplete Grades:

1. An Incomplete ("I") is a temporary grade which may be assigned to a student who, for reasons beyond their control, cannot finish the assigned course work by the end of the term as defined in the course syllabus.
2. The following conditions apply to this grade:
   - The faculty member will clearly define the assignments or the academic product(s) to be delivered by the student and the due dates. The due date cannot be later than the last day of the subsequent semester in which the course was taken.
   - The student initiates the request for the grade before the end of the term.
3. Students must initiate the process using the Incomplete Grade Request eForm and obtain the approval of their instructor. This form will specify what work remains, how it is to be completed, and the deadline. It will remain in the student's record, with finalized copies to the student, instructor and the appropriate Department Chair or Division Director.
4. Once a faculty member has agreed to this process, the Office of the Registrar will assign an "I" before the grade deadline.
5. The deadline for initiating the process is 24 hours before the final exam for that course, absent any exigent circumstances that would prevent a student from making the request. However, students are encouraged to engage in dialogue with their instructor as soon as they are aware that circumstances may delay completion of course work.
6. The faculty will determine a deadline for completion of the course work; however, this cannot be later than the last day of the subsequent semester in which the course was taken. The student should be encouraged to complete work as soon as reasonably possible.
7. A student, upon consultation with their faculty member, may appeal to extend the deadline for the "I," however, this extension may not be longer than the final day of the subsequent term in which the course was taken.
8. Failure to meet the agreed upon deadline will result in an "F" grade being recorded on the students' academic record. Absent exigent circumstances, this action is not subject to appeal.
9. When the work is turned in to the satisfaction of the faculty member, a Change of Grade form should be submitted with the appropriate final grade.

Repeating Courses:

An undergraduate student who has achieved a grade of D or below; or a graduate student who has received C- or below; a grade that does not satisfy the requirement of the major, or a grade of W may repeat the course at the current tuition rate. Students in the School of Health Studies have varying accreditation and course requirements. Students in those majors should consult with their program handbooks and Academic Advisor to determine which courses may be repeated.

1. The student is expected to repeat the course at Berkeley College. If a student wishes to repeat a course at a different institution, the student must obtain written permission from the Chair/Director of the department/division in which the course is offered at Berkeley College.
   - The student must provide rationale for why the course cannot be repeated at Berkeley College.
   - Repeated courses taken at other colleges fall under the current regulations for courses taken at other colleges.
   - Courses taken elsewhere must be evaluated under the current transfer credit policy. A student must earn a grade of "C," or higher and only the credits will be accepted into the Berkeley College program requirements.
2. Eligible courses may be repeated once (2nd attempt) in consultation with an Academic Advisor.
3. A student wishing to take a course for a third time, regardless of whether the repeated grade is passing or failing, must obtain written permission from the Dean of the School/Division in which the course is offered. The student will also document an Academic Plan with their Advisor that includes support from The Center for Academic Success, and a statement which details their plans for success.
   - Except in extreme circumstances, a course may not be attempted more than three (3) times.
   - Students who do not pass a required course after three (3) attempts will be subject to a change of major, or Academic Dismissal from the College.
4. The repeated course and the new grade for the course will be entered on the student's permanent record. The cumulative GPA reflects only the most recent grade for the repeated course, even if it is lower than the original grade. The attempted credit hours will reflect each attempt at the course.
5. The repeated course must be the same as the original course. Substitution for courses will only be allowed if the course is no longer offered at Berkeley College or will not be offered again in a timely manner for the student to complete the repeat.
6. The repeat of a course must be completed before graduation.
7. If a grade of "W" was received for a course, re-registration for the same course is not considered a repeat of the course.
8. The repeat of a course may affect financial aid awards and completion of major requirements. The student should consult with Financial Aid for advice related to these issues.

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 (except for courses in the School of Health Studies) are welcome as non-matriculated students.

Early Transition to Bachelor's Degree: Students pursuing an Associate's degree may begin pursuit of the appropriate Bachelor's degree in their *final* term of study in the A.A.S. program. The student must meet the following requirements:

1. Be in good academic standing
2. Have 6-9 credits remaining in their Associate's program
3. Have the approval of the appropriate Department Chair to begin courses in the Bachelor's program of study.
4. Register for courses required in the requested Bachelor's program of study. Free electives or courses which do not apply to the Bachelor's degree program *may not* be chosen.

All students should consult with an Academic Advisor when registering for courses to ensure a) requirements for the Associate's degree are completed within the final term and b) the appropriate credits are registered in the Bachelor's program.

NOTE: There *are* financial aid implications with the transition program. Students should contact the Financial Aid Department to understand their options when registered for courses under this policy.

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 their college readiness. When a need is identified, students may be required to complete College Skills courses or practicums designed to support their successful transition to college life.

Students enrolled in College Skills courses must receive a grade of C or better in each College Skills 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, financial aid disbursements are made based on this status, and these courses' grades count towards a student's grade point average calculation and satisfactory academic progress. 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/Participation: 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 weekly assignments. 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 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 policies and procedures in each course syllabus. 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 whose absence is required by law (such as military students called to active duty) will be given a reasonable opportunity to complete all coursework (including, but not limited to, offering alternative assignments and extended deadlines).

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.

Course Grade Appeal:

Policy, Scope and Intent

The assessment of the quality of a student's academic performance is one of the major responsibilities of college faculty members. This assessment is solely and properly their responsibility. It is essential for the standards of the academic programs at Berkeley College and the integrity of the degrees conferred by this institution that the professional judgments of faculty members not be subjected to pressures or other interference from any source.

It is presumed that the grade assigned by a faculty member is correct. Thus, the burden of proof that it is not correct or was improperly awarded rests on the student who files the appeal.

This appeals process provides an opportunity for the student to initiate a review of a perceived injustice in the final determination of a course grade. Appeal is available only

for review of alleged arbitrary or capricious grading. "Arbitrary or capricious grading", as used herein, is limited to one or more of the following:

- The instructor failed to notify students in a clear and timely manner as to the basis for grade determination;
- The assignment of a final grade deviates substantially from the instructor's previously announced standards;
- The grade is assigned on some basis other than the student's performance in the course;
- There is demonstrable evidence of discrimination or prejudice in the final grade assignment;
- There was a demonstrable error in calculating the grade.

A grade appeal is not appropriate when a student simply disagrees with the faculty member's judgment about the quality of the student's work. Appeals are for grades received in a course, not for those received for individual assignments (though individual assignments may nonetheless be the basis of disputing the course grade). Appeals are for course grades after the end of the term. Appeals are not accepted in anticipation of course grades or because of final scheduling. A student who is uncertain about whether or not a grade should be appealed or needs additional information about the grade appeal process should contact their Academic Advisor.

A course grade must be based on evidence of the student's academic performance. The student must have access to the evidence; the instructor must explain and interpret the evidence to the student. A single evaluative standard must be applied to all students in a course section. It is also expected that grades be determined in accordance with written guidelines provided by the instructor.

The Appeals Process

Professor

- The first appeal is made to the professor of the course. This must be submitted by the end of the Add/Drop period of the following term. The student should gather all evidence of academic work, the course syllabus, and well-thought out reasoning why this grade was incorrect. The student will then submit all information through the Grade Appeal eform. If the professor agrees that the grade assigned for the course is incorrect, he or she will approve the grade appeal request and submit a Change of Grade form to the Registrar within five class days.
- In the event that the faculty member is not available, either because he or she is on leave, sabbatical, or no longer employed by the College, the student may appeal to the Department Chair/Division Director by the end of the Add/Drop period of the following term. If the faculty member is no longer employed by the College, then the Chair/Director will serve as the instructor of record.
- If concerns remain after appeal with the faculty member, the student may elect for the Department Chair/Division Director to review.

Second Appeal: Department Chair/Division Director

- The formal appeal is submitted within two weeks of the faculty member's decision. This appeal is submitted with the Chair/Director of the department/division that offers the course. The student will complete and submit the Grade Appeal Form, available online.
- The Chair/Director will consult, separately, with the student and with the faculty member. The Chair/Director will make a written decision to support the faculty member or a recommendation to the faculty member in support of the student's position within one week of meeting with both parties. If Chair/Director agrees that the grade assigned for the course is incorrect, he or she will approve the grade appeal request and submit a Change of Grade form to the Registrar within five class days.
- If concerns remain after meeting with the Chair/Director and the faculty member, the student may submit a final appeal with the Dean of the School/Division.

Final Appeal: Dean of the School/Division

- The student must submit the final appeal within one week of receiving the Chair's/Director's decision. The appropriate Dean is the school/division in which the course was taught, not necessarily the student's major Dean.
- The Dean, in consultation with the Chair/Director, the faculty member, and the student, will make a final written decision to support the faculty member or a recommendation to the faculty member in support of the student's position on the grade appeal within five class days. If the Dean agrees that the grade assigned for the course is incorrect, he or she will approve the grade appeal request and submit a Change of Grade form to the Registrar.

Timing

- All parties involved in the appeals process must adhere to the timeline delineated in this policy.
- While this policy is designed to resolve any disputes in as short a time as possible, there may be a time when a student wishes to have the process completed prior to the start of the following term. The process can be accelerated in this case, provided that the student initiates the appeal as soon as possible.
- In extreme circumstances, the Dean may extend the timeline, at his/her discretion.

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 on the Berkeley College website by means of an emergency alert banner spanning across the top of the site 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 on-site students. On-site students will be contacted by their instructors regarding the week's online requirements.

Schedules for delayed openings due to inclement weather are posted on the website and sent out via the BerkAlert System.

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 I or session II by the start of the term. New students taking session II without taking session I may register for session II 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 II 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.

Voluntary Withdrawal and Academic Leave of Absence

Voluntary Withdrawal

A voluntary withdrawal is the status of a student who has chosen of his/her own accord to separate from the College. A student who voluntarily withdraws from the College must notify the Academic Advisement Department.

Academic Leave of Absence

An Academic Leave of Absence is a temporary hiatus from all course work for an approved period of time, granted upon written request.

Full-time degree seeking undergraduate students who have been registered during the semester immediately prior to the beginning of the proposed semester(s) of absence are eligible to apply for an approved Academic Leave of Absence (LOA). Approved students remain as active, non-enrolled students in college systems. International students who wish to obtain an LOA must obtain additional advisement from the Office of International Students. New students who wish to defer enrolling in their first semester are not eligible for a LOA and instead must arrange through the Office of Undergraduate Admissions to defer the semester they begin their studies.

Leave of Absence Policy

Students may apply for an LOA through the end of the add/drop period of any given semester to apply to that semester. After the end of add/drop, students may apply for an LOA only for the subsequent term. They may, however, withdraw from courses at the College.

Students granted an LOA retain their admitted student status and retain the catalog of their term of entry as well as email and library access.

Students on LOA are not considered enrolled students and are not eligible for:

- Financial aid disbursement during the semester while on LOA. Students on an LOA are reported to lenders as not enrolled and need to contact lenders for information on possible deferment or repayment options.
- Enrollment verifications from the Registrar will read "Not Enrolled" for that term, which may prevent certain insurance benefits.
- The tuition freeze policy shall apply only to one term of leave. Students who do not return from an approved LOA will be charged the current tuition rate upon re-entry.

Students who do not return from an approved LOA must apply for re-admission to the College.

Students must fill out an Undergraduate Leave of Absence form and file with the appropriate office.

Withdrawing from College: Any student who wishes to officially withdraw from the College should contact the student's Academic Advisor immediately and complete the College withdrawal eForm. Failure to notify the College of a student's withdrawal on a timely basis may have significant financial consequences. If you are thinking about withdrawing we recommend that you seek guidance from your Academic Advisor and a Financial Aid Advisor before doing so. As we are not an attendance taking institution, federal guidelines require us to use the 50% point of the semester in order to determine the amount of financial aid that you can keep and the amount we have to return. This is known as an R2T4. For official withdrawals, we would use your last date of attendance to determine the number of days you were in school for the semester. That divided by the number of days in the semester is the percentage used in order to determine the amount of financial aid you can keep and the amount we have to return. Students who stop attending without providing notice to the college are considering to be unofficial withdrawals.

Seven-Week Sessions - "Intent to Return": A student registered for both sessions I and II who chooses to withdraw from session I, but intends to return for session II 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 18 semester credits. 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.

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.

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 Healthcare 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.

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.

Identity Verification of Students Taking Online Courses

Berkeley College Online® uses Proctorio student authentication services. A student's identity is verified by this service, at no cost to the student, when a student takes a proctored exam. Certain online courses require students to take proctored exams. The information collected will be used to verify a student's identity and to ensure academic integrity by using secure connections. Student responses to authentication questions will be handled in accordance with the Berkeley College Privacy Policy. For more detailed information about proctored exams in online courses, see Proctored Exams.

Recording a Classroom Lecture and Discussion

Students are not permitted to record classroom lectures or discussions without written authorization from the designated Americans with Disabilities Act (ADA)/Section 504 Coordinator. Violation of the policy may result in disciplinary action, which could include the suspension or dismissal of the student from the College. The designated ADA/Section 504 Coordinator may authorize recording of classroom lectures or discussions only, and to the extent reasonably necessary, to effect a reasonable accommodation to a student's documented disability. Once a recording accommodation has been granted to a student, both the student and the ADA/504 Coordinator shall execute an Audio Recording Accommodation Agreement. For information regarding how to request a reasonable accommodation of a disability, please see the [Accessibility Services Accommodations Policy for Students](#).

For questions regarding the implementation of Accessibility Services offered at Berkeley College, please contact Katherine Wu, Director of Accessibility Services, at 646-502-8237 or Katherine-Wu@BerkeleyCollege.edu.

Individual requests for accommodations may be referred to the College ADA/Section 504 Coordinators:

NJ and Online students
Sandra Coppola
973-826-5598
Sandra-Coppola@BerkeleyCollege.edu

NY students
Vincent Mas
914-377-5545
Vincent-Mas@BerkeleyCollege.edu

In addition, each individual campus has an Accessibility Services representative via the Personal Counseling Office. These Personal Counselors work with the ADA/Section 504 Coordinators for the purpose of reasonably accommodating students with disabilities. A student seeking accommodations must schedule an appointment with either the above-stated ADA/Section 504 Coordinators, or a campus Personal Counselor, in order to submit an Application for Accessibility Services and Accommodations and to confirm requested accommodations. Contact information for the College Personal Counselors can be found on the College [Health and Wellness website](#).

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:

Table 1. Qualitative Standards Degree Programs

Credits Attempted	Required GPA
0-15	1.5
16-30	1.75
31 or more	2

Table 2. Qualitative Standards continued

Program	Required GPA
LPN to B.S.N Program	2.75
Practical Nurse Program	2.5
Certificate Programs	2

For this purpose, credits attempted are all those completed that receive a letter grade (including an F, WP, and College Skills credits).

Students in the LPN to B.S.N. program must maintain a 2.75 GPA while enrolled in the program. Students enrolled in the Practical Nurse program must maintain a 2.5 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:

Table 3. 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 test credits as "credits attempted" in applying the 150 percent metric. For students who have changed programs, returning under a new catalog, 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 mathematically possible to comply with the 150 percent rule before program completion and do not submit an appeal as outlined below 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:

Table 4. Progress assessments for Degree Programs

Credits Attempted	Necessary
0-30	50
31-45	65
46 or more	67

Table 5. Progress assessments for Certificate Programs

Credits Attempted	Necessary
0-15	50
16 or more	67

For this purpose, attempted credits include 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 be considered for an Academic Plan. The plan would be customized for their needs. Failure to submit an appeal, when required, will result in the loss of financial aid and potential withdrawal from the College.

Academic plans, to which students must agree, are designed to allow students to comply with SAP requirements within a period of time so that they can graduate without losing their financial aid eligibility. Students on academic plans may continue to be enrolled and maintain their eligibility for financial aid programs as long as they continue to 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.

Provisional Appeals

Academic Advisors review a students' progress throughout the term. Students on Warning or Probation status who are not succeeding in their studies as of the final term Census are encouraged to submit provisional appeals before the end of the term.

Denial of an Appeal

If a failing student's appeal is denied, the student will be notified and academically 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

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 College Skills Coursework

Even though they are not applied toward the number of credits required to complete a program of study, College Skills 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.

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.

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

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 Healthcare 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 Articulation Agreements. 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's 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 toward 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.

Reverse Transfer: Students who have transferred to Berkeley College from a community college without graduating may be eligible to earn an Associate's degree from their former community college.

In order to participate in the **Reverse Transfer** process:

- The student must have met the residency requirement and minimum grade point average at their community college prior to enrollment at Berkeley College.
- The student must have applied and be admitted to Berkeley College.
- Following enrollment at Berkeley College, the student must have earned a total of 66 semester credit hours between the community college and Berkeley College.
- Effective on or about May 27, 2022, Berkeley College will release an official transcript in connection with the Reverse Transfer process for students who are enrolled at a New York campus or enrolled in an online New York education program even if such students have a financial obligation to the College. All other students must be current with their financial obligations at Berkeley College.
- The student must have met all the graduation requirements of the community college (including, but not limited to, any financial obligations to the extent

applicable). It is up to the community college to determine which courses taken at Berkeley College can be used and if a student is eligible to earn an associate degree from the community college.

Steps to follow:

1. The student reviews the requirements and policies of Reverse Transfer at the community college previously attended.
2. The student requests an official Berkeley College transcript through the National Student Clearinghouse https://berkeleycollege.edu/student-life/student-support/registrar/index.html (transcript processing fees will apply). Transcript processing fees will apply. (NOTE: Effective on or about May 27, 2022, Berkeley College will release an official transcript in connection with the Reverse Transfer process for students who are enrolled at a New York campus or enrolled in an online New York education program even if such students have a financial obligation to the College. All other students must be current with their financial obligations at Berkeley College.)
3. The student completes the community college's Reverse Transfer form (if applicable) and submits to reversetransfer@berkeleycollege.edu via their Berkeley College email so that the form can be attached to their transcripts. NOTE: The student must indicate in their email that the attached form must be submitted with their transcripts that were requested and include the transcript order number.
4. The student will be sent an email confirming that their transcript has been sent to the community college.

All Other Appeals: Enrolled applicants not subject to the New Jersey Comprehensive Statewide Transfer Agreement may appeal a transfer credit evaluation or course equivalency by submitting a written request via email to Registrar@BerkeleyCollege.edu. Those in pursuit of an associate's degree may do so during their first term at Berkeley College while those pursuing their bachelor's degree may do so during their first two terms at Berkeley College. All appeals are reviewed and decided within five business days of receipt. All decisions are final and students are notified via email.

Enrollment Verification

The College operates one 15-week term and two 7-week sessions. During the second, fourth, seventh, and eleventh week of each 15-week term, by no later than the posting deadline, faculty members must submit an enrollment verification form for each class they are teaching. Enrollment verification occurs during the second and fourth weeks of 7-week courses. Forms are to be submitted online through Canvas.

Faculty will complete enrollment verification by assessing each student's participation in academically related activities. For enrollment verification purposes, "participation" is defined as completing course work and/or initiating any contact of an academic nature with faculty. Examples of participation include, but are not limited to, responding to discussion board posts, emailing/calling faculty regarding the course or course work, completing assessments, or other reasonable means where the student demonstrates engagement or the intent to engage in the course.

Admissions

- Admissions
- Immunization Requirement
- Undergraduate Degree Program Tuition and Fees 2022/2023
- Certificate Program Tuition and Fees 2022/2023
- Dual Enrollment

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 is a basic requirement 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 available on site or virtually and 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 800-446-5400 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:

- Certification of high school graduation or the equivalent
- An application for admission, and a non-refundable $50 application fee
- In evaluating candidates, the Committee on Admissions takes into consideration your individual interests, your motivation to succeed in a chosen profession, and prior academic achievement. Basic requirements for admission include graduation from an accredited high school or equivalent and an entrance exam or SAT/ACT scores
- A personal interview is strongly recommended
- Official high school transcript(s)/e-transcript(s) need to be emailed to Transcripts@BerkeleyCollege.edu
- Applicants to the School of Health Studies and the Business Data Science program have additional requirements
- Applicants are encouraged to contact the Director of Admissions at the campus of their choice to schedule an appointment with an Admissions Associate to discuss educational objectives and career plans and to receive an on-campus tour

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:

- Certification of high school graduation or the equivalent
- An application for admission, and a non-refundable $50 application fee
- In evaluating candidates, the Committee on Admissions takes into consideration your individual interests, your motivation to succeed in a chosen profession, and prior academic achievement. Basic requirements for admission include graduation from an accredited high school or equivalent and an entrance exam or SAT/ACT scores
- A personal interview is strongly recommended
- Official high school transcript(s)/e-transcript(s) need to be emailed to Transcripts@BerkeleyCollege.edu
- Applicants to the School of Health Studies and the Business Data Science program have additional requirements
- Applicants are encouraged to contact the Director of Admissions at the campus of their choice to schedule an appointment with an Admissions Associate to discuss educational objectives and career plans and to receive an on-campus tour

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, and a non-refundable $50 application fee
- In evaluating candidates, the Committee on Admissions takes into consideration your individual interests, your motivation to succeed in a chosen profession, and prior academic achievement. Basic requirements for admission include graduation from an accredited high school or equivalent and an entrance exam or SAT/ACT scores.
- 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 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 ebenefits website, located at https://www.ebenefits.va.gov/ebenefits/homepage. 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 https://berkeley-veterans-request.azurewebsites.net/pages/default.aspx. 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://mycaa.militaryonesource.mil/mycaa/.

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/); official secondary or post-secondary transcripts with proof of graduation accompanied by certified English translations; Proof of English proficiency (TOEFL, IELTS, or an approved ESL program); and, certification of finances.

Conditional Admission: A student who wishes to enter one of Berkeley College's degree programs and does not have the required proof of English proficiency can apply for conditional admission. Students can attend ESL (English as a Second Language) classes at the New York City campus through Rennert International.

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: In addition to meeting all of the admission requirements of the College as outlined above, students wishing to enter one of the programs offered within the School of Health Studies that contains an off-site clinical requirement must be at least 18 years of age prior to enrolling in clinical courses.

Practical Nurse applicants are required to take and successfully pass the HESI Admissions Exam (A2) for acceptance into the program. The exam consists of Mathematics, and English. The cost of the exam is $53. The exam may only be taken twice for acceptance.

LPN to B.S.N. program applicants must have completed an accredited Practical Nurse program in the United States, or the Army Practical Nurse Program (68W-M6).

The requirements for admission into Berkeley College's LPN to B.S.N. program are as follows:

LPN to B.S.N. Accelerated Pathway is designed for applicants who have clinical work experience. Applicants must: a) possess an unrestricted active or inactive practical nurse license, b) have completed a minimum of 2,080 hours of work as an LPN within

the last two years, and c) submit letters of recommendation. Applicants also are required to pass the HESI A2 exam, which consists of Science, Mathematics, and English. Students may purchase a study guide for $44 or borrow one for free. The cost of the exam is $46. The exam may only be taken twice for acceptance.

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 Healthcare Supplements for program-specific immunization requirements.

In addition, applicants to the Health Sciences, LPN to B.S.N., Patient Care Technician, Practical Nurse, Surgical Processing Technician, and Surgical Technology programs must provide authorization for a criminal background check prior to being accepted into the program. In instances where a student's criminal background check contains information related to past criminal activity, Berkeley College may not make an offer of Admission into the program or guarantee that it will find suitable clinical placement(s) since the decision to allow students to complete clinical rotations is at the sole discretion of the clinical affiliate.

Prior to participating in clinical rotations, students must provide their consent for a repeat background check, submit a physical assessment by a licensed physician, advanced practice registered nurse, or physician assistant, and provide all immunization records as outlined in the Program-specific Healthcare Supplements.

Applicants to the Medical Assistant program are obligated to meet the requirements of their assigned practicum site. Some sites require students to pass a criminal background check and a drug screening. Therefore, all students enrolled in the Medical Assistant programs must be prepared to pass a criminal background check and a drug screen prior to participating in the practicum course.

All healthcare program applicants must meet technical standard requirements as outlined in the program specific Healthcare Supplements.

Readmissions: Berkeley College has established a Readmissions process 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 and/or the Dean of the School of Health Studies.
- The Department may be contacted via email at Readmissions@BerkeleyCollege.edu.

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.

Click for the [Immunization Policy](#).

Students who fail to satisfy the College's immunization requirements will not be permitted to register for classes.

Undergraduate Degree Program Tuition and Fees 2022/2023

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 a degree program for two semesters, beginning with their first semester at the College. Eligible students' full-time tuition rates stay the same as long as the they remain continuously enrolled in a degree program 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. Click for the complete Tuition Freeze Policy.

UNDERGRADUATE DEGREE PROGRAM TUITION PER SEMESTER
Tuition and fees are applicable for the **2022/2023** academic year. Effective date 9/1/2022.

Full-Time Tuition (12-18 credits) per semester[A]	$13,450
Per Academic Year	$26,900
Part-Time Tuition (1-11 credits) per semester[A]	$890 per credit*
Semester Administrative Fee (12 or more credits)	$400
Semester Administrative Fee (11 or fewer credits)	$200
Semester Technology Fee (12 or more credits)	$450
Semester Technology Fee (11 or fewer credits)	$225
Application Fee	$50 (non-refundable)
Late Registration Fee	$50 per instance
Graduation Fee	$100
Tuition Deposit	$300
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 as of September 2017 applications.

(A)Effective September 1, 2019, the maximum number of credits included in full-time tuition increased from 15 to 18.

SEVEN-WEEK SESSIONS

Seven-week session students are charged no differently than semester students. Students registered for full-time (12-18) credits for the semester can be in 15-week classes, or a combination of 15-week classes and seven week sessions, or seven week sessions only. If registered for 12 credits or more, students will be charged the full-time rate of $13,450. If students are registered for less than 12 credits, then the tuition will be $890 per credit. All charges will be applied to the student's account at the start of the term, and will be adjusted if the student fails to attend session II. Students attending Session II only will be charged at the start of that session.

Click for information on Certificate Program Tuition and Fees.

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 four 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 cash, check, MasterCard, Visa, American Express, Discover, 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. Subsequent term bill information is available to students online through Student Self-Service 10 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's tuition (excluding fees which are non-refundable) will be issued as follows:

SEMESTERS

Notification date during
- First and second weeks   90%
- Third and fourth weeks   50%
- Fifth through seventh weeks   25%
- Weeks eight to fifteen   0%

SEVEN-WEEK SESSIONS

Notification date during
- First week   90%
- Second week   50%
- Third week   25%
- Fourth through seventh weeks   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 I and session II and withdraws from all courses in session II after starting session II;
- A student is enrolled in seven-week courses in session I and/or II 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 I only or session II only and withdraws from all courses;
- A student is enrolled in seven-week courses in both sessions I and II and withdraws from all courses in session II before starting session II;
- A student is enrolled in seven-week courses in both session I and II and withdraws from all courses in session I; however, if the student returns and attends session II, 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.

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 percent 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 percent 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.

For students that are service members and/or active duty whom are utilizing Tuition Assistance, the Department of Defense's Refund Policy supersedes the published Berkeley College Refund Policy (Tuition and BERKELEY Financial Aid). **There are no changes to the Return to Title IV Calculation.**

This policy if for dropping of classes and total withdrawals from the college.

Week of term when Notification is made	Refund schedule for 15-week courses	TA-Active Duty	Refund schedule for Seven-week courses	TA-Active Duty
1	90%	90%	90%	90%
2	90%	90%	50%	50%
3	50%	50%	25%	50%
4	50%	50%	0%	25%
5	25%	50%	0%	25%
6	25%	25%	0%	0%
7	25%	25%	0%	0%
8	0%	25%		
9	0%	25%		
10	0%	0%		
11	0%	0%		
12	0%	0%		
13	0%	0%		
14	0%	0%		
15	0%	0%		

The Office of Military and Veteran Affairs completes billing for the students utilizing Tuition Assistance at the conclusion of the semester and after official grades have been posted. If a student withdraws from an individual course or the semester as a whole, the billing will be submitted based on the above policy.

BOOKS AND SUPPLIES

Charges for eTexts and print textbooks (and to a lesser extent supplies) are included in the tuition charge for most courses at Berkeley College. In compliance with federal regulations, students may choose, under certain circumstances, to opt out of the otherwise mandatory eText/book fees (and supply fees, if applicable) included in the price of tuition.

Most programs of study at Berkeley College utilize eTexts. Students may opt out of the otherwise mandatory eText fees (and supply fees, if applicable), if all of the following conditions are met:

- Identical materials are legally available outside of the Berkeley College eText Program; be aware that some materials are created or customized for Berkeley College eText titles only, and are not available in any other format. See https://berkeleystore.berkeleycollege.edu/site_student_resources_page2.asp for a current list of such materials.
- The student has not already accessed the Berkeley College eTexts title(s) or used the subject supplies.
- The student submits his/her request to opt out via the Berkeley College eText Opt-Out eForm by the end of week 1 of the start of the term and agrees (within the eForm) to his/her understanding of the potential consequences as spelled out in the eForm and in eText Opt Out Policy. The student shall also agree (within the eForm) to release Berkeley College from any claim or consequence arising in connection with his/her choice to opt out.
- The student's Instructor and Academic Advisor will be made aware of the student's choice to opt out of the Berkeley College eText program (and supplies, if applicable) and that the student has agreed to accept responsibility for the potential consequences.

Should a student choose to opt-out of the otherwise mandatory College eText (and/or supply) fees for any given class, the eText (and/or supply) fees for that class (es) shall be credited to the student's account within approximately three (3) business days after submission of the Opt-Out eForm.

Click for more detailed information and the complete eText and Supplies Opt Out Policy.

A few programs at Berkeley College still use print textbooks. Students in programs where print textbooks are used have the right to obtain them (as well as supplies) from other sources, so long as they meet the requirements for the course. In order to receive a credit for textbooks and/or supplies that are purchased from another source, a student must request a waiver from the Department Chair by the end of week 1 of the start of the term. The Department Chair will determine the appropriateness of the items. If approved, the Department Chair will forward that information to the Berkeley Store to verify that the items distributed by the College have been returned, and the waiver will

be forwarded to the Student Accounts Department so that a credit can be applied to the student's account within approximately three (3) business days.

Purchase and pricing information for print textbooks and supplies is available from the Berkeley College Store at BerkeleyStore.BerkeleyCollege.edu.

A.A.S., Health Sciences - Patient Care Technician Specialization Additional 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 $40.00 provides $1,000,000 per occurrence and $3,000,000 in the aggregate. Additional charges may be incurred for scrubs, a lab coat, drug screen, physical, flu vaccine, immunizations, shoes, and a watch totaling approximately $775.00. 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 this program is $815.00.

A.A.S., Health Sciences - Surgical Processing Technician Specialization Additional Costs

Students in the A.A.S., Health Sciences – Surgical Processing Technician program may have additional charges for scrubs, shoes, drug screen, physical, flu vaccine, and immunizations totaling approximately $733.00. 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.

A.A.S., Medical Assistant Additional Costs

Students in the A.A.S., Medical Assistant program may incur additional charges for scrubs, a lab coat, drug screen, physical, flu vaccine, immunizations, and shoes which totals approximately $755.00. Students with health insurance will pay less for the physical and immunizations which will lower these additional charges based on their insurance policy.

A.A.S., Surgical Technology Additional Costs

Students in the A.A.S., Surgical Technology program are required to purchase their own malpractice insurance. An estimated fee of $40.00 provides $1,000,000 per occurrence and $3,000,000 in the aggregate. Students in this program may incur additional charges for a drug screen, physical, flu vaccine, immunizations, shoes, and scrubs totaling approximately $733.00. 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 $773.00.

B.S.N., LPN to B.S.N. Additional Costs

Students in the LPN to B.S.N. program are required to purchase their own malpractice insurance. An estimated fee of $40.00 provides $1,000,000 per occurrence and $3,000,000 in the aggregate. Additional charges may be incurred for scrubs, shoes, drug screen, physical, flu vaccine, immunizations, stethoscope, pen light, and a watch totaling approximately $776.50. Students with health insurance will pay less for the physical, flu vaccination and immunizations which will lower these additional charges based on their insurance policy. Upon graduation, students are eligible to sit for the

NCLEX-RN licensure exam which will cost $400.00. The total additional cost for the program is approximately $1,216.50.

B.F.A., Graphic Design Additional Costs

Students enrolled in the course GRD1130 will need to purchase supplies such as a Flash Drive, Presentation Materials and Sketch Book totaling approximately $25.00. Students enrolled in the courses GRD1105 and GRD1170 will need to purchase supplies such as Material Board, Acrylic Primary Colors, Paper, Sketch Book, Rulers, Cutting Boards, Exacto Knife, Glue Sticks, Pencils, Watercolors, Brushes, Scissors and Push Pins totaling approximately $100.00. All students taking Graphic Design are recommended to obtain Adobe Creative Cloud. The cost is approximately $20.00 per month and requires a full 12-month subscription ($240.00). The total additional cost for the program is approximately $365.00. The Department Chairperson or Instructors will provide detailed information describing the required supplies.

A.A.S., Interior Design Additional Costs

The on-site program also requires students to obtain specific supplies, the cost of which totals approximately $200.00. This extra cost is required to obtain specific supplies such as architect scale, vinyl eraser, 45 degree 10-inch triangle, 30-60 degree 12-inch triangle, circle template, lead holder, lead pointer, fine line black marker, 18" tracing paper roll, 2h and Hb leads, sketchbook black-bound 8.5x11",1/2" drafting tape, package of color pencils, and a package of color markers, Construction I class materials.

The online program also requires students to obtain specific supplies, the cost of which totals approximately $425.00. This extra cost is required to obtain specific supplies such as architect scale, vinyl eraser, 45 degree 12-inch triangle, 30-inch triangle, circle template, lead holder, lead pointer, fine line black marker, 18" tracing paper roll, 2h and Hb leads, sketchbook black-bound 8.5x11",1/2" drafting tape, a package of color pencils, and a package of color markers. Sketch Up Pro, Adobe Photoshop, Rhino and Vray software, Construction I class materials.

The Instructors teaching the course will provide detailed information describing the required supplies.

B.F.A., Interior Design Additional Costs

The on-site program also requires students to obtain specific supplies, the cost of which totals approximately $300.00. This extra cost is required to obtain specific supplies such as Architect Scale, Vinyl Eraser, 45 degree 10-inch triangle, 30-60 degree-12 inch triangle, circle template, lead holder, lead pointer, fine line black marker, 18" tracing paper roll, 2h and Hb leads, sketchbook black-bound 8.5x11" ,1/2" drafting tape, a package of color pencils, and a package of color markers. Construction I & II class materials, Furniture design class materials.

The online program also requires students to obtain specific supplies, the cost of which totals approximately $515.00. This extra cost is required to obtain specific supplies such as Architect Scale, Vinyl Eraser, 45 degree-10-inch triangle, 30-60 degree-12-inch triangle, circle template, lead holder, lead pointer, fine line black marker, 18" tracing paper roll, 2h and Hb leads, sketchbook black-bound 8.5x11" ,1/2" drafting tape, a package of color pencils, and a package of color markers. Sketch Up Pro, Adobe

Photoshop, Rhino and Vray software, Construction I & II class materials, Furniture design class materials.

The Instructors teaching the course will provide detailed information describing the required supplies.

A.A.S., Fashion Merchandising and Management Additional Costs

When taking the course FAS2230 students will be required to purchase fashion swatch kit which totals approximately $89.00.

B.B.A., Fashion Merchandising and Management Additional Costs

When taking the course FAS2230 students will be required to purchase fashion swatch kit which totals approximately $89.00.

A.A.S., Financial Services Additional Costs

This program requires students to obtain a financial calculator, the cost of which totals approximately $35.00. Detailed, itemized information describing the required calculator will be provided by the Department Chairperson or Instructor.

B.B.A., Financial Services Additional Costs

This program requires students to obtain a financial calculator, the cost of which totals approximately $35.00. Detailed, itemized information describing the required calculator will be provided by the Department Chairperson or Instructor.

B.S., Information Technology Management Additional Costs

Students taking courses ITM3321 and ITM 3322 online are required to obtain Adobe Creative Cloud. The cost is approximately $20.00 per month for eight months ($160.00 total). Detailed, itemized information describing the required software will be provided by the Department Chairperson or Instructor.

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). 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.

Although Berkeley College does not offer a student health insurance plan, the College strongly recommends all students obtain coverage. Many clinical facilities utilized by the School of Health Studies require students to provide proof of health insurance coverage prior to participating in clinical rotations. Students enrolled in the LPN to B.S.N., Practical Nurse, Patient Care Technician, Surgical Technology, and Surgical Processing Technician programs who are unable to meet this requirement may find it difficult to complete the required clinical rotation(s) and/or progress in the program.

Certificate Program Tuition and Fees 2022/2023

2022/2023 TUITION*

Tuition and fees are applicable for **2022/2023**. Effective date 9/1/2022.

Medical Assistant	$23,200
Medical Insurance, Billing, and Coding	$21,200
Patient Care Technician	$19,900
Practical Nurse	$37,000
Surgical Processing Technician	$23,200

The semester tuition charged to a student's account is based on the full program cost shown above divided by the number of semesters in the program for which they are registered. Students registered for five credits or less in a semester are charged at a per-credit rate, which is the program cost divided by the total number of credits in the program. Semester fees are charged each term and are in addition to the cost of the program.

Failed courses will lead to a repeat charge assessed on a per-credit basis.

*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.

SEMESTER PROGRAM FEES (NON-REFUNDABLE)

Technology	$450 per semester
• 12 or more credits	$225 per semester
• 11 or fewer credits	
Administrative	$400 per semester
• 12 or more credits	$200 per semester
• 11 or fewer credits	
Late registration	$50 per instance
Application Fee	$50 (non-refundable)
Tuition Deposit	$300
International Application Processing Fee**	$100

**Effective as of September 2017 applications.

CERTIFICATE TUITION REFUND POLICY

If a student officially withdraws or is dismissed from the College during a semester, credit for that semester's tuition (excluding fees which are non-refundable) will be issued as follows:

SEMESTERS

Notification date during

• First and second weeks	90%
• Third and fourth weeks	50%
• Fifth through seventh weeks	25%

• Weeks eight to fifteen	0%

SEVEN-WEEK SESSIONS

Notification date during

• First week	90%
• Second week	50%
• Third week	25%
• Fourth through seventh weeks	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.

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 percent 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 percent 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.

For students that are service members and/or active duty whom are utilizing Tuition Assistance, the Department of Defense's Refund Policy supersedes the published Berkeley College Refund Policy (Tuition and BERKELEY Financial Aid). **There are no changes to the Return to Title IV Calculation.**

This policy if for dropping of classes and total withdrawals from the college.

Week of term when Notification is made	Refund schedule for 15-week courses	TA-Active Duty	Refund schedule for Seven-week courses	TA-Active Duty
1	90%	90%	90%	90%
2	90%	90%	50%	50%
3	50%	50%	25%	50%
4	50%	50%	0%	25%
5	25%	50%	0%	25%
6	25%	25%	0%	0%
7	25%	25%	0%	0%
8	0%	25%		
9	0%	25%		
10	0%	0%		
11	0%	0%		
12	0%	0%		
13	0%	0%		
14	0%	0%		
15	0%	0%		

The Office of Military and Veteran Affairs completes billing for the students utilizing Tuition Assistance at the conclusion of the semester and after official grades have been posted. If a student withdraws from an individual course or the semester as a whole, the billing will be submitted based on the above policy.

GENERAL INFORMATION APPLICABLE TO ALL PROGRAMS

BOOKS AND SUPPLIES

Charges for eTexts and print textbooks (and to a lesser extent supplies) are included in the tuition charge for most courses at Berkeley College. In compliance with federal regulations, students may choose, under certain circumstances, to opt out of the otherwise mandatory eText/book fees (and supply fees, if applicable) included in the price of tuition.

Most programs of study at Berkeley College utilize eTexts. Students may opt out of the otherwise mandatory eText fees (and supply fees, if applicable), if all of the following conditions are met:

- Identical materials are legally available outside of the Berkeley College eText Program; be aware that some materials are created or customized for Berkeley College eText titles only, and are not available in any other format. See https://berkeleystore.berkeleycollege.edu/site_student_resources_page2.asp for a current list of such materials.
- The student has not already accessed the Berkeley College eTexts title(s) or used the subject supplies.
- The student submits his/her request to opt out via the Berkeley College eText Opt-Out eForm by the end of week 1 of the start of the term and agrees (within the eForm) to his/her understanding of the potential consequences as spelled out in the eForm and in eText Opt Out Policy. The student shall also agree (within the eForm) to release Berkeley College from any claim or consequence arising in connection with his/her choice to opt out.
- The student's Instructor and Academic Advisor will be made aware of the student's choice to opt out of the Berkeley College eText program (and supplies, if applicable) and that the student has agreed to accept responsibility for the potential consequences.

Should a student choose to opt-out of the otherwise mandatory College eText (and/or supply) fees for any given class, the eText (and/or supply) fees for that class (es) shall be credited to the student's account within approximately three (3) business days after submission of the Opt-Out eForm.

Click for more detailed information and the complete eText and Supplies Opt Out Policy.

A few programs at Berkeley College still use print textbooks. Students in programs where print textbooks are used have the right to obtain them (as well as supplies) from other sources, so long as they meet the requirements for the course. In order to receive a credit for textbooks and/or supplies that are purchased from another source, a student must request a waiver from the Department Chair by the end of week 1 of the start of the term. The Department Chair will determine the appropriateness of the items. If approved, the Department Chair will forward that information to the Berkeley Store to verify that the items distributed by the College have been returned, and the waiver will be forwarded to the Student Accounts Department so that a credit can be applied to the student's account within approximately three (3) business days.

Purchase and pricing information for print textbooks and supplies is available from the Berkeley College Store at BerkeleyStore.BerkeleyCollege.edu.

Medical Assistant Certificate Additional Costs

Students in the Medical Assistant Certificate program may incur additional charges for shoes, a drug screen, physical, flu vaccine, and immunizations totaling approximately $689.00. Students with health insurance will pay less for the physical and immunizations which will lower these additional charges based on their insurance policy.

Patient Care Technician Certificate Additional Costs

Students in the Patient Care Technician Certificate program are required to purchase their own malpractice insurance. An estimated fee of $40.00 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 $709.00. 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 $749.00.

Practical Nurse Certificate Additional Costs

Students in the Practical Nurse Certificate program are required to purchase their own malpractice insurance. An estimated fee of $40.00 provides $1,000,000 per occurrence and $3,000,000 in the aggregate. Additional charges may be incurred for a drug screen, physical, immunizations, flu vaccine, a watch, pen light, and shoes totaling approximately $709.00. 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 $749.00.

Surgical Processing Technician Certificate Additional Costs

Students in the Surgical Processing Technician Certificate program may incur additional charges for a drug screen, physical, flu vaccine, immunizations, and shoes totaling approximately $689.00. 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.

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). 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.

Although Berkeley College does not offer a student health insurance plan, the College strongly recommends all students obtain coverage. Many clinical facilities utilized by the School of Health Studies require students to provide proof of health insurance coverage prior to participating in clinical rotations. Students enrolled in the LPN to

B.S.N., Practical Nurse, Patient Care Technician, Surgical Technology, and Surgical Processing Technician programs who are unable to meet this requirement may find it difficult to complete the required clinical rotation(s) and/or progress in the program.

TUITION PAYMENTS

Tuition is payable four 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 cash, check, MasterCard, Visa, American Express, Discover, 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. Subsequent term bill information is available to students online through Student Self-Service 10 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.

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.

Guide to Financial Aid

- Student Financial Literacy
- Financial Aid Summary - Continuing Students
- Financial Aid Summary - New and Readmitting Students
- Financing an Education
- Financial Aid Eligibility
- How to Apply
- Verification and File Review
- Disbursement of Aid
- Early Refund for Books and Supplies
- Other Title IV Refunds
- Other Financial Aid Refunds
- Federal Financial Aid Programs
- New Jersey State Financial Aid
- New York State Financial Aid
- Berkeley College Grants and Scholarships - Continuing Students
- Berkeley College Grants and Scholarships - New and Readmitting Students
- Other Financial Assistance
- Other Financial Aid Policies
- Satisfactory Academic Progress (SAP)
- Lifetime Eligibility Disclosures
- Military and Veteran Students
- Information Resources

Student Financial Literacy

The Berkeley College Student Financial Literacy Group (SFL) helps students with important financial steps and planning for a successful financial future. SFL uses multifaceted resources to provide students with federal student loan information as well as understanding the importance of maintaining effective budgeting tools and managing personal finances. SFL provides prospective students, current and discontinued students, as well as alumni with educational resources to understand federal student loans, financial matters and making life-long financial decisions.

SFL has teamed up with Solutions at ECMC to support students and alumni. Solutions is a service of the non-profit organization ECMC and is dedicated to helping students manage their education loans.

SFL and ECMC are working in tandem to help students and alumni navigate their repayment options. In addition to the services and support already provided by SFL, Solutions at ECMC is an additional resource and is available free of charge.

Email: StudentFinancialLiteracy@BerkeleyCollege.edu

Financial Aid Summary - Continuing Students

A continuing student means a student who has been enrolled at Berkeley College during or prior to spring 2022 semester with continuous enrollment.

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: The Department of Education defines a "Standard Academic Year". Under those guidelines, Berkeley College's Standard Academic Year is two semesters (30 weeks). Certain types of aid are pre-determined and disbursed over the course of a calendar year. Berkeley awards institutional aid and processes packages with new loan eligibility during the two-semester period.

Award	Maximum Allowed
Federal Pell Grant	Standard Academic Year 2022-2023 up to $6,895 per standard academic year with Year-Round Federal Pell Grant up to $10,342.50 per calendar year.
Federal Supplemental Educational Opportunity Grant (FSEOG)	Federal guidelines require the awarding of FSEOG to the neediest population. The College starts with students that have a zero Estimated Family Contribution (EFC). FSEOG for the 2022-2023 standard academic year is based on fund availability and can generally range from $700 to $800 per standard academic 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)	Awards vary
Veterans' Benefits	Awards vary
Federal Aid to Native Americans	Awards vary
Social Security Benefits	Awards vary
Direct Parent Loan for Undergraduate Students	Up to the cost of attendance minus other financial aid/ assistance and other resources for each standard academic year

Annual Limits for Subsidized and Unsubsidized Federal Loans

Standard Academic Year Subsidized		Total (Subsidized and Unsubsidized)
First Year	$3,500	$5,500
Second Year	$4,500	$6,500
Third Year and beyond	$5,500	$7,500
Standard Academic Year Subsidized		**Total (Subsidized and Unsubsidized)**
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

Award	Award Amount
Tuition Aid Grant (TAG)	Up to $13,196 per calendar year (subject to change for 2022-2023 aid year)Up to $13,196 per calendar year (subject to change for 2022-2023 aid year)
Student Tuition Assistance Reward Scholarship II (STARS II)	Up to $2,500 (Must be NJ STARS recipient) per calendar year
Governor's Urban Scholarship	$1,000 per calendar year. Recipients of the GUS award who have successfully graduated with a Bachelor's degree are eligible to receive a GUS persistency award of $500

Award	Award Amount
Tuition Assistance Program (TAP)	Up to $5,665 per standard academic year
	Using accelerated TAP (see New York State Financial Aid page, another 50% may be available for a third semester (calendar year).
Enhanced Tuition Award	Up to $6,000 a semester standard academic year (less any NY TAP award). NYS will contribute 50% of the award (up to $3,000) and the remaining half is awarded by the College (up to $3,000). (See New York State Financial Aid Page)
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 calendar year
Aid for Part-Time Study (APTS)	Awards vary based on need
NYS Native American Education	Awards vary
Veterans Tuition Awards (VTA)	Awards vary

Berkeley College Grants and Scholarships

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 direct subsidized loans have been applied. Students who elect not to borrow direct subsidized loans may still qualify for and receive need-based aid. Should students choose to borrow direct subsidized loans, such amounts will be applied before the Berkeley College need-based grant award is determined. Berkeley College grants and scholarships are identified below.

Award	Amount per standard academic year
Berkeley College Achievement Award	Up to $4,275 based on GPA per standard academic year
Berkeley College Alumni Legacy Scholarship	Up to 25% of tuition per standard academic year
Berkeley College Associate's to Bachelor's Grant	Up to 50% of Full time Pell and 50% of SEOG (if applicable). Eligibility is only for one time in the graduating semester in an associate's degree.
Berkeley College Bachelor Grant	Up to 50% of tuition per academic year (percentage varies based on GPA)
Berkeley College Corporate Learning Partnership	Up to 30% of tuition per standard academic year
Berkeley College DECA/FBLA/HOSA Scholarship	Up to full tuition per standard academic year
Berkeley College Distinction Scholarship	40% of tuition per standard academic year
Berkeley College Graphic Design Scholarship	Award amounts vary based on portfolio evaluation
Berkeley College Graduation Incentive Grant	Allows students to earn credits that can lead to a cost-free last semester
Berkeley College Grant	Award varies based on need and enrollment status (full-time or part-time) per standard academic year
Berkeley College Honors Scholarship	Up to 50% or full tuition per standard academic year based on GPA
Berkeley College Interior Design Scholarship	Award amounts vary based on portfolio evaluation

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	Up to 50% of tuition per standard academic year
Berkeley College Law Enforcement Scholarship	Up to 25% or 50% of tuition per standard academic year. Up to 25% for part-time attendance and up to 50% for full-time attendance.
Berkeley College Phi Theta Kappa Scholarship	Up to 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	Up to 50% or 100% tuition per standard academic year based on GPA
Berkeley College Project Graduation Grant	Award varies based on extraordinary circumstances as determined by College
Berkeley College TAP Grant (NY only)	$1,500 per standard academic year
Berkeley College TAG Grant (NJ only)	Awards vary and are awarded for one semester as needed
Berkeley College Dreamers TAG (NJ only)	50% of balance after being awarded the Dreamers TAG for two semesters within the calendar year
Berkeley College Dreamers TAP (NY only)	50% of balance after being award the Dreamers TAP every semester the student is eligible
Berkeley College ETA Match	Berkeley College's Match to the NYS ETA Program every semester the student is eligible
Berkeley College Transfer Opportunity Program (T.O.P. Grants)	Up to 40% of tuition per standard academic year (percentage varies based on GPA)
Berkeley College Yellow Ribbon Grant	50% of balance, per standard academic year, after all benefits are applied for Post 9/11 recipients at the 100% level
NJCECA Scholarship	Up to 1/3 of tuition every semester the student is eligible
Woodland Park Scholarship	Up to full tuition

Financial Aid Summary - New and Readmitting Students

A new or readmitting student means a student who is new to Berkeley College and starting their program in the fall 2022 semester and later or a student who left Berkeley College (not on an approved leave of absence) for one semester or longer and is returning to the College for fall 2022 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: The Department of Education defines a "Standard Academic Year". Under those guidelines, Berkeley College's Standard Academic Year is two semesters (30 weeks). Certain types of aid are pre-determined and disbursed over the course of a calendar year. Berkeley awards institutional aid and processes packages with new loan eligibility during the two-semester period.

Award	Maximum Allowed
Federal Pell Grant	Standard Academic Year 2022-2023 up to $6,895 per standard academic year with Year-Round Federal Pell Grant up to $10,342.50 per calendar year.
Federal Supplemental Educational Opportunity Grant (FSEOG)	Federal guidelines require the awarding of FSEOG to the neediest population. The College starts with students that have a zero Estimated Family Contribution (EFC). FSEOG for the 2022-2023 standard academic year is based on fund availability and can generally range from $700 to $800 per standard academic 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)	Awards vary
Veterans' Benefits	Awards vary
Federal Aid to Native Americans	Awards vary
Social Security Benefits	Awards vary
Direct Parent Loan for Undergraduate Students	Up to the cost of attendance minus other financial aid/ assistance and other resources for each standard academic year

Annual Limits for Subsidized and Unsubsidized Federal Loans

Standard Academic Year Subsidized		Total (Subsidized and Unsubsidized)
First Year	$3,500	$5,500
Second Year	$4,500	$6,500
Third Year and beyond	$5,500	$7,500
Standard Academic Year Subsidized		**Total (Subsidized and Unsubsidized)**
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

Award	Award Amount
Tuition Aid Grant (TAG)	Up to $13,196 per calendar year (subject to change for 2022-2023 aid year)
Student Tuition Assistance Reward Scholarship II (STARS II)	Up to $2,500 (Must be NJ STARS recipient) per calendar year
Governor's Urban Scholarship	$1,000 per calendar year. Recipients of the GUS award who have successfully graduated with a Bachelor's degree are eligible to receive a GUS persistency award of $500

Award	Award Amount
Tuition Assistance Program (TAP)	Up to $5,665 per standard academic year
	Using accelerated TAP (see New York State Financial Aid page, another 50% may be available for a third semester (calendar year).
Enhanced Tuition Award	Up to $6,000 a semester standard academic year (less any NY TAP award). NYS will contribute 50% of the award (up to $3,000) and the remaining half is awarded by the College (up to $3,000). (See New York State Financial Aid Page)
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 calendar year

Aid for Part-Time Study (APTS)	Awards vary based on need
NYS Native American Education	Awards vary
Veterans Tuition Awards (VTA)	Awards vary

Berkeley College Grants and Scholarships

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 direct subsidized loans have been applied. Students who elect not to borrow direct subsidized loans may still qualify for and receive need-based aid. Should students choose to borrow direct subsidized loans, such amounts will be applied before the Berkeley College need-based grant award is determined. Berkeley College grants and scholarships are identified below.

Award	Amount Per Standard Academic Year
Berkeley College Access Grant	Award varies based on extraordinary circumstances as determined by College.
Berkeley College Achievement Award	Full-time students can receive up to $4,275 based on GPA per standard academic year. Part-time students can receive up to 15% of tuition based on GPA per standard academic year.
Berkeley College Alumni Legacy Scholarship	Up to 30% of tuition per standard academic year
Berkeley College Assistance Grant	Full-time students, not receiving any grants from other sources, can be awarded $1000 per standard academic year
Berkeley College Corporate Learning Partnership	Up to 30% of tuition per standard academic year
Berkeley College Graduation Incentive Grant	Allows students to earn credits that can lead to a cost-free last semester
Berkeley College Grant	Award varies based on need and enrollment status (full-time or part-time) per standard academic year

Berkeley College International Achievement Award — Up to $4,275 based on GPA per standard academic year

Berkeley College International Grant — Award varies based on extraordinary circumstances as determined by College.

Berkeley College Presidential Scholarship — Each campus awards one student a full tuition scholarship each academic year. All other eligible students may receive up to a 30% of tuition scholarship.

Berkeley College Project Graduation Grant — Award varies based on extraordinary circumstances as determined by College

Berkeley College Surgical Technology Completion Scholarship — Up to 30% of tuition per standard academic year

Berkeley College TAP Grant (NY only) — $1,500 per standard academic year

Berkeley College TAG Grant (NJ only) — Awards vary and are awarded for one semester as needed

Berkeley College Dreamers TAG (NJ only) — 50% of balance after being awarded the Dreamers TAG for two semesters within the calendar year

Berkeley College Dreamers TAP — 50% of balance after being awarded the Dreamers TAP every semester the student is eligible

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Program	Description
(NY only) Berkeley College ETA Match	Berkeley College's Match to the NYS ETA Program every semester the student is eligible
Berkeley College Transfer Opportunity Program (T.O.P. Grants)	Up to 30% of tuition per standard academic year (percentage varies based on GPA)
CH35 Assistance Scholarship	Up to 50% of tuition
Union 3+1 Scholarship	Up to full tuition, including administrative and technology fees.
Yellow Ribbon Grant	50% of balance, per standard academic year, after all benefits are applied for Post 9/11 recipients at the 100% level

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.

The first required step for students interested in applying for financial aid (Federal, State and from Berkeley College) is to complete and submit the **Free Application for Federal Student Aid** ("FAFSA") at https://studentaid.gov/fafsa-app/ROLES. The exception to this requirement is for students who cannot file a FAFSA (for more information contact the financial aid office at 973-200-1148).

Students who want to opt-out of the FAFSA requirement must contact the financial aid office in writing at studentfinance@berkeleycollege.edu. Once the communication is received, we will review your files and inform you about any potential aid eligibility. If there is no potential aid eligibility, we will remove the FAFSA requirement for the current year only, as things change from year to year. If there is aid eligibility, we will require a response back confirming that you still want to opt-out from the FAFSA requirement and from receiving any potential aid.

Additional information about the FAFSA is available here.

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 Berkeley College. 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. State Grants and Scholarships
3. Berkeley College Grants and Scholarships (not based upon need)
4. Post-9/11 GI Bill® (Veterans Affairs Chapter 33 (if applicable)
5. Outside resources (such as private scholarships, VA benefits other than Post-9/11 GI Bill®, tuition reimbursement etc.)
6. Direct Subsidized Loans
7. Berkeley College Need-based Grants
8. Direct 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 notice will be provided to the student. This initial award notice 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 notices are available through Self-Service in Engage.

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.gov/understand-aid/types
Berkeley College Grants and Scholarships	Continuing Students: https://berkeleycollege.edu/catalogs/undergraduate-2022-2023/financial-aid/grants-scholarships/index.html
	New & Readmitting Students: https://berkeleycollege.edu/catalogs/undergraduate-2022-2023/financial-aid/grants-scholarships-new-students/index.html
NJ Tuition Aid Grant	http://www.hesaa.org/Documents/TAG_program.pdf
NJ Student Tuition Assistance Reward Scholarship II	http://www.hesaa.org/Documents/NJSTARSII_program.pdf
NJ Governor's Urban Scholarship	http://www.hesaa.org/Documents/GUSScholarshipProgram.pdf
Financial Aid Resources for State of New Jersey Dreamers	https://www.hesaa.org/Pages/NJAlternativeApplication.aspx
NY Tuition Assistance Program	https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/grants/tap-eligibility.html
NYS Enhanced Tuition Awards	https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/nys-grants-scholarships-awards/enhanced-tuition-awards.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
NYS Veteran Tuition Awards	https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/nys-grants-scholarships-awards/veterans-tuition-awards.html#horizontalTab1
Financial Aid Resources for New York State Dreamers	https://www.hesc.ny.gov/dream/

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 https://studentaid.gov/fafsa-app/ROLES. For the 2022-2023 year, the FAFSA became available on October 1, 2021. For the 2023-2024 year, the FAFSA becomes available on October 1, 2022. Students applying for admission for the spring 2023 semester should complete both applications. The FAFSA form can be completed on the fafsa.gov website on a mobile device, laptop, or computer.

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.

Additional information about the FAFSA is available here.

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.

Verification and File Review

The U.S. Department of Education uses a required process called verification to confirm that the data reported on your FAFSA is accurate. We anticipate that approximately 30% of our population will be selected for verification. In addition, verified and unverified students may have "Comments" on the Institutional Student Aid Report (ISIR), which is what we receive electronically as a result of your filing the FAFSA. To complete your aid package and disburse funds, you are required to provide documentation to support the information reported on the FAFSA.

IMPORTANT NOTICE: There are three verification categories/groups. They are labeled 1, 4, and 5. The U.S. Department of Education recognizes the need to continue to provide relief to millions of students and colleges facing challenges and barriers resulting from the ongoing national emergency. Therefore, they announced on May 18, 2022 that they are continuing the **waiver of certain verification requirements into the 2022-2023 award year**. In short, they are not requiring verification of group 1 and elements of group 4 and 5. Berkeley College decided to incorporate this relief in our policies and procedures. That means far less than 30% of our population will be required to complete verification. Should you hear from us (ProEd) it means you must provide everything they request.

In addition to verification, the U.S. Department of Education requires colleges to carefully review all student aid applications. Further, the College is required to review all applications for conflicting information. This is called a file review. The relief the Department has provided for verification has no impact on the file review requirement.

Berkeley College has teamed up with ProEducation Solutions using their automated verification software solution called ProVerifier+. This will be in effect for spring 2022 awards, however, it is in effect now to help you complete your financial aid file.

If you are selected for verification, you will be notified by an email, coming from Berkeley@proverifier.Proed.org to your preferred email address. In addition to all the document requirements, you will find on self-service, you will also find a Pro-V checklist. The vast majority of the checklists will contain a link to your account with ProEd, created specifically for Berkeley and you. Log in to the ProVerifier Portal (picture of portal below), by using the same login name and password that you use for accessing all your Berkeley College accounts. While in your ProVerify portal you will see your required documents, and be able to load them to the portal. A rare self-service checklist will indicate that you need to load documentation via BerkBox. Please be sure to load all documents through the indicated portal – ProVerify vs. BerkBox.

Financial aid cannot be disbursed to your account until all your documentation is submitted and reviewed.

We have also engaged ProEd to assist you with the above-mentioned comment codes. There are some comment codes that ProEd cannot resolve, so some students may have checklists pointing to the ProEd Portal, as well as the checklist that stays with Berkeley (for which you should use BerkBox).

Verification Steps

1. Activate your ProEd account using the email notification sent to your preferred email address. The email will come from Berkeley@proverifier.proed.org.
2. Review the Proverify+ dashboard to see the items that are required.
3. Carefully complete and submit each outstanding item.
4. You will be able to request your IRS Tax Transcript inside the ProVerifier+ system. (mostly waived based on the Department's guidance – above)
5. Upload any documents if necessary.
6. ProEd will review your information and notify you of missing or incomplete items.
7. Once you complete all requirements Berkeley will be notified.
8. Reminder – there are some items that Berkeley will be resolving with you directly. All requirements will be listed on your Self-Serve. There you will be guided to submit to Berkeley via BerkBox or to go to your ProVerify Portal.

Disbursement of Aid

Federal, state, and institutional grants and loans will be disbursed to a student's account 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 on a bimonthly basis for actual hours worked.

For additional information about financial aid, please contact the Financial Aid Department at 973-200-1148 or StudentFinance@BerkeleyCollege.edu

Early Refund for Books and Supplies

Effective Fall 2022 Berkeley College will not be processing early refunds.

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 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 standard academic 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 loan period defines the "year." If the student's aid package does not include a Direct Loan, then the "year" is the standard academic year (period of registration between July 1 and June 30). All funds will be returned within 14 days after June 30 of the standard academic year or the award period, whichever comes first. The exception is if the Borrower Based Standard Academic 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 standard academic 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 II, which does not begin until the eighth 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 II will be responsible for repayment of any refunds the College remits to them based on anticipated Session II 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 II, at least once in week eight of the semester.

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 if and when refunds are needed earlier. The College will make an effort to accommodate such requests.

Federal Financial Aid Programs

Below is a list of federal aid programs for which eligible Berkeley College students may be considered:

Federal Pell Grant: For the 2022-2023 standard academic year, the Federal Pell Grant Program provides awards of up to $6,895 per calendar year for financially eligible undergraduate students who have not previously 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: The federal government has made it easier for full-time students to accelerate and attend three semesters in one calendar year. In the past, students could only receive two full-time payments of Pell in a calendar year. Now, with Year-Round Pell, students can receive three full-time payments of Pell in one calendar year. Note this change does not increase the amount of a student's lifetime eligibility for Pell.

Federal Direct Loans: Berkeley College participates in the William D. Ford Direct Loan Program. Eligible students and their parents borrow Federal Direct 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. Students must complete a Master Promissory Note, a legal document in which the student promises to repay such loans and any accrued interest and fees to the U.S. Department of Education. The Master Promissory Note also explains the terms and conditions of the loan(s). The Master Promissory Note is available at https://studentaid.gov/mpn/. Various repayment and deferment options exist for federal loans. All first-time borrowers will be provided entrance counseling that describes these options prior to loan disbursement.

- **Federal Direct Subsidized Loan:** This 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, 2022 through June 30, 2023, a fixed interest rate of 4.99 applies. All federal loans are charged a one-time loan origination fee. In most cases, repayment must be completed within 10 calendar years. The U.S. Department of Education pays the interest while the borrower is in school. First-standard academic year students may borrow up to $3,500 for qualified educational expenses; second-academic year students may borrow up to $4,500. Third- and fourth-academic year students may borrow up to $5,500 annually. To progress from one academic year to the next students must earn at least 30 credits towards degree completion.

Loan amounts are calculated by the College based on enrollment status and need, as determined by federal formulas and college policy. Students are responsible for repaying their entire debt, with interest, as specified in the terms and conditions of the Master Promissory Note.

- **Federal Direct Unsubsidized Loan:** 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, 2022 through June 30, 2023, a fixed interest rate of 4.99 percent applies. All federal loans are charged a one-time loan origination fee. In most cases, repayment must be completed within 10 calendar 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-academic year students may borrow up to an additional $4,000 for qualified educational expenses. Third- and fourth-academic 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 calculated by the College based on enrollment, need, and dependency status as determined by federal regulations and college policy. Students are responsible for repaying their entire debt, with interest, as specified in the terms and conditions of the Master Promissory Note.

- **Federal Direct Parent Loan for Undergraduate Students:** 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, 2022 through June 30, 2023 a fixed rate of 7.54 percent applies. In most cases, repayment must be completed within 10 calendar years. Parents may borrow up to the cost of attendance minus other financial assistance and resources. Loan amounts will be calculated by the College based on enrollment and dependency status as determined by federal regulations and college policy. Parents are responsible for repaying their entire debt, with interest, as specified in the terms and conditions of the Master 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).

Student Type	Total Aggregate Limit	Maximum Subsidized Aggregate Limit
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

- **Repeal of 150 Percent Subsidized Usage Limitation:** The 150% Subsidized Usage Limit Applies (SULA) requirement has been repealed. This repeal applies to any borrower who receives a Federal Direct Stafford Subsidized Loan first disbursed on or after July 1, 2021, regardless of the award year associated with the loan. In addition, all subsidy benefits will be reinstated retroactively to the date on which the loss of subsidy was applied for all Federal Direct Stafford Subsidized Loans with an outstanding balance on July 1, 2021, and for all award years since the 2013-2014 award year.

- **Federal Supplemental Educational Opportunity Grants (FSEOG):** For the 2022-2023 standard academic year, students with exceptional need (Zero Expected Family Contribution) may also be awarded a Federal Supplemental Grant. FSEOG for the 2022-2023 standard academic year are based on fund availability and can generally range from $700 to $800 per standard academic 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 certificate and degree-seeking students can seek part-time employment either on campus or in community service positions off campus. Awards, hours, and pay rates vary. Interested students should be directed to https://berkeleycollege.edu/current-students/federal-work-study/index.html or email FWS@BerkeleyCollege.edu.

- **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.

For 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 Session I or a 15-week semester is not subject to a return of funds calculation. Based on new federal regulations effective July 1, 2021, but that were adopted early for the Spring 2021 semester, the College determines a student's frozen schedule at census each semester. Whatever the student is registered for at that point in time will serve as the student's denominator for the R2T4 calculation.

The following examples will illustrate the important differences in timing:

Example 1
A student registers for Session I and Session II and at census is still registered for both. If the student withdraws from Session II, the denominator will be the days in Session I plus the days in Session II. The week of no classes in-between the Sessions does not count. The numerator is the number of days the student attended in Session I and Session II (if any).

Session I = 47 days

Session II = 47 days

Total Denominator = 94 days

If a student attends three days in Session II, then the denominator will be 50. Thus the calculation will be 50 divided into 94 or 53%, which is the percentage of aid the student may keep.

Example 2
A student registers for Session I and Session II, but at census is only registered for Session I, which will serve as the denominator. If the student withdraws in Session I after 20 days, then the calculation will be 20 divided into 47 or 42%, which is the percentage of aid the student may keep.

Session I = 47 days

Total Denominator = 47 day

Student attends 20 days in Session I.

Fraction is 20/47 making the percentage of aid the student may keep 42%.

Example 3
A student registers for Session I, Session II, and the semester. At census the student is only registered for Session I and the semester. That is frozen. If the student withdraws from Session I, then the denominator will be the days in the semester (the semester does not have a break week so it does not exclude those days). The numerator is the number of days the student attended in Session I or the semester, whichever is longer.

Session I = 47 days

Semester = 105 days

Total Denominator = 105 days

Student attends 52 days (a few days after completing Session I). Fraction is 52/105 making the percentage of aid the student may keep 49%.

Also, based on the regulations effective July 1, 2021, a student does not require an R2T4 if they complete at least 6 credits in Session I. This waiver has been added to the ability for students to sign an intent to return. If a student separated in the middle of Session I and provides intent to return for Session II, an R2T4 is not required. Should the student not return in Session II, the R2T4 calculation will be performed upon the date of determination, of the student not returning, but as if the student never signed the intent.

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 https://www.va.gov/education/how-to-apply/. 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 students enrolled in a study abroad program if a consortium agreement between the home and visiting school is approved in advance. Questions regarding consortium agreements should be directed to the Center for Global Studies.

Federal Aid to Native Americans: For information on Title VI - Indian, Native Hawaiian, and Alaska Native Education CLICK HERE.

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.

New Jersey State Financial Aid

Tuition Aid Grant (TAG): New Jersey residents, who attend college full-time in an approved program at a New Jersey institution during the 2022-2023 standard academic year are eligible for up to a $13,196 TAG award per academic year. 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.

Students are not eligible if: a Bachelor's degree has already been earned (or an Associate's degree if enrolled at a two-year college), they have already received the maximum number of allowable TAG payments (4.5 for a Bachelor's degree and 2.5 for an Associate's degree), they owe a refund of a federal or state grant, or in default on a federal or state loan.

For the 2022-23 year, TAG awards range from $2,114 to $13,196 per academic year. Eligibility is determined by the NJ Higher Education Student Assistance Authority (HESAA). To be considered for a TAG award, students must complete the Free Application for Federal Student Aid (FAFSA) or NJ Alternative Financial Aid Application within established state deadlines. Application deadlines for the 2022-23 academic year can be found here: https://www.hesaa.org/Pages/StateDeadlinesNextAY.aspx

Eligibility requirements Students must:

- Have a high school diploma or recognized equivalent
- Demonstrate financial need
- Students must be citizens, eligible non-citizens or eligible to file the NJ Alternative Financial Aid Application.*
- Be a resident of New Jersey for at least 12 consecutive months immediately prior to enrollment
- Maintain satisfactory academic progress (as defined by the U.S. Department of Education)
- Be a full-time undergraduate student enrolled in an approved program

* This award is available for undocumented students (see below for New Jersey Dreamers). For full program details and eligibility requirements see: https://www.hesaa.org/Documents/TAG_program.pdf

Student Tuition Assistance Reward Scholarship II (STARS II): Eligibility for this scholarship includes, but is not limited to, 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 standard academic year. For full program details and eligibility requirements see: https://www.hesaa.org/Documents/NJSTARSII_program.pdf

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 standard academic year. Recipients of the GUS award who have successfully graduated with a Bachelor's degree are eligible to receive a GUS persistency award of $500. For full program details and eligibility requirements see: https://www.hesaa.org/Documents/GUSScholarshipProgram.pdf

Seven-Week Session Students: Students who begin Session II without first completing Session I (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 I 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 I, Session II, and/or a 15-week semester.

New Jersey Dreamers: The New Jersey Alternative Financial Aid Application allows NJ Dreamers) to apply for state financial aid. This application is confidential and is used solely by the New Jersey Higher Education Student Assistance Authority (HESAA) to qualify students for state financial aid. It is not used for federal financial aid purposes. Students who are not United States citizens or eligible noncitizens who meet the following criteria may apply: (i) attended a New Jersey high school for at least three (3) years; (ii) graduated from a New Jersey high school or received the equivalent of a high school diploma in New Jersey; (iii) registered for Selective Service (male students only); and (iv) are able to file an affidavit stating that he or she has filed an application to legalize his or her immigration status or will file an application as soon as he or she is eligible to do so. For more information about New Jersey's Dreamers please use this link https://www.hesaa.org/Pages/NJAlternativeApplication.aspx and/or speak to a Berkeley College Financial Aid Advisor.

New York State Financial Aid

Types of Grants

There are two primary grants for New York State students attending a New York State college.

TAP - The New York State Tuition Assistance Program (TAP) helps eligible New York residents pay tuition at approved schools in New York State. Depending on the academic year in which you begin studying, an annual TAP award can be up to $5,665. Because TAP is a grant, it does not have to be paid back. Details appear later on this page.

APTS - The Aid for Part-time Study (3-11 credits for the semester) program provides grant assistance for eligible part-time students enrolled in approved undergraduate studies. Unlike TAP, the awards vary and they must be applied for each semester. To be considered you must have completed the FAFSA and the TAP application at the end. If you did not complete the TAP application, you may do the Express TAP Application on the HESC website. Berkeley College requires a minimum cumulative GPA of 2.0. The application must be returned to Berkeley College via BerkBox. Application must have state taxes attached to be processed.

Click for more information on APTS. Click for the APTS application. If you need the APTS application in a different format or need assistance with the application, please contact the Financial Aid Department at 973-200-1148 or StudentFinance@BerkeleyCollege.edu.

TAP Requirements

Students may only receive these New York State Financial Aid TAP funds provided they meet New York State's 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.

TAP Eligibility

Secondary Education Requirements

To be eligible for New York State student financial assistance, a student first receiving aid in standard academic year 1996-97 to 2006-2007 must have a certificate of graduation from a school providing secondary education, or the recognized equivalent of such certificate, or receive a passing score on an approved ability-to-benefit test. For students first receiving aid in standard academic year 2006-07 and thereafter, the certificate of graduation must be from a recognized school providing secondary education within the United States; or the recognized equivalent of such certificate;

or the student must have received a passing score on a federally approved ability-to-benefit test that has been identified by the Board of Regents and has been independently administered and evaluated as defined by the Commissioner.

According to the New York State Higher Education Services Corporation (HESC), a student can earn a high school equivalency diploma in New York State in one of three ways: (1) by taking and earning passing scores on a TASC test or (2) by completing 24 semester hour credits in specified subjects as a recognized candidate for a degree in an approved (accredited) institution or (3) through the National External Diploma Program. For more information on High School Equivalency Diplomas visit nysed.gov.

Students with foreign high school diplomas will not be eligible for TAP and other NYS awards, unless and until additional steps are taken (see above). The College also reserves the right to make determinations regarding the validity of apparent diploma mill documents, pursuant to guidance from the U.S. Department of Education.

Enrollment Requirements

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 18 credits under regular full-time charges and up to 21 credit hours overall in a term (with special approval by the Academic Advisement Department and at additional charges); 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 standard academic year of study, up to 6 equivalent units of non-credit remedial (developmental) courses may be counted toward the 12 credit hours required for TAP eligibility. In the second standard academic year of study, up to 3 equivalent units of non-credit remedial (developmental) courses may be counted toward the 12 credit hours required for TAP eligibility. In the third standard academic year of study, non-credit remedial (developmental) courses may not be counted toward the 12 credit hours required for TAP eligibility.

Last Semester and Semester Prior to Last Semester

Another exception to the 12 credit hour rule is when a student needs less than 12 credits in their last two semesters leading up to graduation. In this case a student may take additional credits (see chart below), resulting in "full-time" and TAP eligibility, which are not applicable to the student's program of study.

Table of Credit Requirements for TAP Eligibility

PROGRESSION OF SEMESTERS	All Semesters prior to the last two semesters	Semester Prior to Last Semester Minimum credits in Program of Study	Last Semester Minimum credits in Program of Study
Number of Credits in Program of Study Required*	12	6	1

*Full-time course load in program of study always applies and all other TAP regulations, such as remedial course work remain in effect.

- **Semester Prior to Last Semester -** Students must complete, with a letter grade, the coursework undertaken in the semester prior to their last semester of eligibility and be on track to graduate in the Last Semester. An Incomplete "I" or Withdrawal "W" are not considered letter grades.
- **Last Semester** - If the student fails to complete the necessary course(s) or withdraws while using this provision to meet his or her program of study requirements, that student will not be eligible for TAP the following term of enrollment.

In considering TAP eligibility, New York State defines a "year of study" (two semester payments) as 12 "usage points," with each semester worth 6 usage points. For purposes of TAP eligibility, students who have used no more than 11 points are considered to be in their "first TAP year"; students who have used 12 to 23 points are considered to be in their "second TAP year"; students who have used 24 to 35 points are considered to be in their "third TAP year"; students who have used 36 or more points are considered to be in their "fourth TAP 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 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.)

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

WHEN TO USE

TAP SAP GUIDELINES

- Student received first TAP payment prior to Fall 2010.
- Student enrolled in at least 6 semester hours of non-credit remedial coursework in the first semester of their first TAP payment in Fall 2010 or later.

Associate's Degrees

Before being certified for this payment	1st	2nd	3rd	4th	5th	6th
A student must have accrued	0	3	9	18	30	45

Before being certified for this payment	1st	2nd	3rd	4th	5th	6th
at least these many credits						
With at least this grade point average	0	0.75	1.25	1.5	2	2
Minimum number of credit hours that must be completed the prior semester	0	6	6	9	9	12

Baccalaureate Program

Before being certified for this payment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
A student must have accrued at least these many credits	0	3	9	21	33	45	60	75	90	105

Before being certified for this payment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
With at least this grade point average	0	1.1	1.25	1.5	2	2	2	2	2	2
Minimum number of credit hours that must be completed the prior semester	0	6	6	9	9	12	12	12	12	12

WHEN TO USE

- Student received first TAP payment Fall 2010 or later.
- Student enrolled in less than 6 semester hours of non-credit remedial coursework.

Associate's Degrees

Before being certified for this payment	1st	2nd	3rd	4th	5th	6th
A student must have accrued at least these	0	6	15	27	39	51

Before being certified for this payment	1st	2nd	3rd	4th	5th	6th
many credits						
With at least this grade point average	0	1.3	1.5	1.8	2	2
Minimum number of credit hours that must be completed the prior semester	0	6	9	12	12	12

Baccalaureate Program

Before being certified for this payment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
A student must have accrued at least these many credits	0	6	15	27	39	51	66	81	96	111
With at least	0	1.1	1.25	1.5	2	2	2	2	2	2

Before being certified for this payment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
this grade point average										
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 Financial Aid Department, once readmitted 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 Financial Aid Department.

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 successfully complete 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 Financial Aid Department. When applying for a waiver, students must demonstrate that the circumstances which impeded their academic performance have been resolved.

New York State Education Department (NYSED) 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 standard academic year is in 2010-11 or thereafter to meet new standards of SAP. Non-remedial students whose first TAP year is 2007-08 through 2009-10 must meet the previous SAP requirements, enacted in 2006 for students receiving their first State award in standard 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 NYSED 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 NYSED; or (b) who was enrolled in at least six semester hours of non-credit remedial (developmental) courses, as approved by NYSED, 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 standard academic years of TAP. A "year" of payments is measured in points, and a TAP year (two semesters) 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 6 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 9 academic credits to reach the 12-credit threshold. With Beneficial Placement, the student is only required to take 6 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 II without first completing Session I (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 I 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 I, Session II and/or a 15-week semester.

Enhanced Tuition Awards Program (ETA)

The Enhanced Tuition Awards (ETA) program provides tuition awards to students who are New York State residents attending a participating college located in New York State.

The ETA is $6,000 minus the award you receive through the New York State Tuition Assistance Program ("TAP"), if eligible. Of the resulting amount, HESC pays 50 percent and the other 50 percent is matched by Berkeley College.

The College may initially award all (or a portion of) the required institutional match amount through another Berkeley College grant or scholarship. Such other grant or scholarship will be reallocated to and reclassified on the student's account as the Berkeley College ETA Match (up to the required institutional match amount). No

additional institutional aid will be awarded. If the other grant or scholarship is less than the required institutional match amount, the Berkeley College ETA Match award will be increased up to the full required institutional match amount. Students who do not otherwise qualify for any other Berkeley College grant or scholarship will receive the full required institutional match amount in the form of a Berkeley College ETA Match award.

Other than remaining in good academic standing, there is no specific GPA requirement. However, you must meet the eligibility requirements, which include, but are not limited to:

1. Maintain continuous enrollment;
2. Earn a minimum of 30 credits (excludes remedial courses);
3. Remain on track to graduate within two (2) TAP years for an Associate's degree or four (4) TAP years for a Bachelor's degree; and
4. Satisfy all other NYS HESC requirements.

In addition to all other requirements listed on the HESC website, students must live in New York State for the number of calendar years equal to the awards received. For example, if you received two awards while pursuing your associate's degree, you would be required to live in New York State for two calendar years after college. Additionally, if you are employed during those years, you must work in New York State. If you move or relocate outside of New York State during the required period of residency, your award will convert from a grant to a loan.

Click for full eligibility [requirements and information.](#)

Senator José Peralta New York State DREAM Act

The DREAM Act provides access for undocumented students to the Tuition Assistance Program (TAP), as well as other state#administered scholarships.

Determining Your Eligibility

If you fit one of the descriptions below, you may be eligible for one or more NYS student financial aid awards under the DREAM Act:

Your permanent home is in NYS and you are or have ONE of the following:

U-Visa

T-Visa

Temporary protected status, pursuant to the Federal Immigration Act of 1990

Without lawful immigration status (including those with DACA status)

AND you meet ONE of the following criteria:

You attended a NYS high school for 2 or more academic years, graduated from a NYS high school, and are applying for an award for undergraduate study at a NYS college within five calendar years of receiving your NYS high school diploma OR

You attended a NYS high school for 2 or more academic years, graduated from a NYS high school, and are applying for an award for graduate study at a NYS college within ten calendar years of receiving your NYS high school diploma OR

You received a NYS high school equivalency diploma, and are applying for an award for undergraduate study at a NYS college within five calendar years of receiving your NYS high school equivalency diploma OR

You received a NYS high school equivalency diploma, and are applying for an award for graduate study at a NYS college within ten calendar years of receiving your NYS high school equivalency diploma OR

You are or will be charged the NYS resident in-state tuition rate at a SUNY or CUNY college for a reason other than residency.

Your permanent home is outside of NYS and you are or have ONE of the following:

U.S. citizen

Permanent lawful resident

Of a class of refugees paroled by the attorney general under his or her parole authority pertaining to the admission of aliens to the U.S.

U-Visa

T-Visa

Temporary protected status, pursuant to the Federal Immigration Act of 1990

Without lawful immigration status (including those with DACA status)

AND you meet ONE of the following criteria:

You attended a NYS high school for 2 or more academic years, graduated from a NYS high school, and are applying for an award for undergraduate study at a NYS college within five calendar years of receiving your NYS high school diploma OR

You attended a NYS high school for 2 or more academic years, graduated from a NYS high school, and are applying for an award for graduate study at a NYS college within ten calendar years of receiving your NYS high school diploma OR

You received a NYS high school equivalency diploma, and are applying for an award for undergraduate study at a NYS college within five calendar years of receiving your NYS high school equivalency diploma OR

You received a NYS high school equivalency diploma, and are applying for an award for graduate study at a NYS college within ten calendar years of receiving your NYS high school equivalency diploma

Completing the Application

Students meeting the NYS Dream Act eligibility criteria can apply for one or more HESC-administered grant and scholarship programs here and be directed to the NYS DREAM Act application powered by International Scholarship & Tuition Services (ISTS).

The application is simple and straight forward, and all information provided will be used ONLY for determining eligibility for and administering awards.

Applicants without lawful immigration status will not be asked for their home address and will NOT have to upload financial records.

For more information about New York State's Dreamer's Act please use this link https://www.hesc.ny.gov/dream/ and/or speak to a Berkeley College Financial Aid Administrator.

Veteran Tuition Awards

Veterans Tuition Awards (VTA) are awards for full-time study and part-time study for eligible veterans matriculated in an approved program at an undergraduate or graduate degree-granting institution or in an approved vocational training program in New York State (NYS).

Eligibility Requirements

An applicant must:

- Be a legal resident of NYS and have resided in NYS for 12 continuous months prior to the beginning of the term;
- Be a U.S. citizen or eligible non-citizen;
- Have graduated from high school in the United States, earned a high school equivalency diploma by passing a Test Assessing Secondary Completion (TASC) formally known as a GED, or passed a federally approved "Ability to Benefit" test as defined by the Commissioner of the State Education Department;
- Be matriculated full or part- time at an undergraduate or graduate degree-granting institution in New York State or in an approved vocational training program in New York State;
- meet good academic standing requirements;
- Be charged at least $200 tuition per year;
- Have applied for the Tuition Assistance Program (TAP) for all undergraduate or graduate study;
- Be in a non-default status on a student loan made under any NYS or federal education loan program or repayment of any state award;
- Be in compliance with the terms of any service condition imposed by a state award;
- be discharged under honorable conditions from the U.S. Armed Forces and:
- A Vietnam Veteran who served in Indochina between February 28, 1961 and May 7, 1975; or
- A Persian Gulf Veteran who served in the Persian Gulf on or after August 2, 1990; or
- An Afghanistan Veteran who served in Afghanistan during hostilities on or after September 11, 2001, or
- A Veteran of the United States Armed Forces who served in hostilities that occurred after February 28, 1961, as evidenced by receipt of an Armed Forces Expeditionary Medal, Navy Expeditionary Medal or a Marine Corps Expeditionary Medal.

Berkeley College Graduation Incentive Program - Effective Winter 2020

The Graduation Incentive Program is designed to help students in Associate's and Bachelor's degree programs balance their course loads with other responsibilities. For every four courses completed, eligible students may take an additional course at no charge in their final semester. This may allow full-time students to (i) complete an Associate's degree program in five semesters while only paying tuition and fees for four semesters; or (ii) complete a Bachelor's degree program in ten semesters while only paying tuition and fees for eight semesters. Part-time students may receive this award, however, it will take additional time for such students to earn the complimentary courses.

Example for a full-time student in an Associate's degree program:

First Semester: earned	4 courses completed	1 complimentary course
Second Semester: earned	4 courses completed	1 complimentary course
Third Semester: earned	4 courses completed	1 complimentary course
Fourth Semester: earned	4 courses completed	1 complimentary course
Fifth Semester:	4 complimentary courses completed	

Example for a full-time student in a Bachelor's degree program:

First Semester: earned	4 courses completed	1 complimentary course
Second Semester: earned	4 courses completed	1 complimentary course
Third Semester: earned	4 courses completed	1 complimentary course
Fourth Semester: earned	4 courses completed	1 complimentary course
Fifth Semester: earned	4 courses completed	1 complimentary course
Sixth Semester: earned	4 courses completed	1 complimentary course
Seventh Semester: earned	4 courses completed	1 complimentary course

Eight Semester:	4 courses completed	1 complimentary course earned
Ninth Semester:	4 complimentary courses completed	
Tenth Semester:	4 complimentary courses completed	

Open to: High school, adult, and international students entering Winter 2020 and forward.

Eligibility Requirements:

- Students must submit a Graduation Incentive Program Application or the Graduation Incentive Program Application for Veteran and Military Students to their campus Financial Aid Office.
- Full-time or part-time enrollment in an Associate's degree or Bachelor's degree program.
- Successful completion of four (4) courses for every one (1) complimentary course. Completion means that a student has earned a passing grade in the course.
- Student must maintain Satisfactory Academic Progress.
- Students must maintain continuous enrollment. Students who have attended for at least two consecutive semesters may take one semester off without losing eligibility.

Ineligibility

The following students are not eligible to participate in this Program:

- Returning students who previously enrolled prior to Winter 2020 and re-enrolled for the Winter 2020 semester or any time thereafter
- Transfer students
- MBA students
- Certificate program students
- Students who change degree programs
- Students eligible to receive the following Berkeley College Grants or Scholarships: Bachelor Grant, DECA/FBLA/HOSA Scholarship, Distinction Scholarship, Honors Scholarship, International Honors Scholarship, Law Enforcement Scholarship, Phi Theta Kappa Scholarship, Presidential Scholarship, Transfer Opportunity Program Grant, and Yellow Ribbon Grant.
- Students who do not otherwise meet the eligibility criteria

Additional Terms:

The Award

- During the final semester (or final two semesters), the College will charge tuition and first apply any federal grants and/or state grants that the student is eligible to receive. The College will then apply this award to cover the last semester balance for all complimentary courses earned.

- Associate's degree recipients of this award cannot use or combine any other institutional aid in their final semester (full-time) or last two semesters (part-time). Bachelor's degree recipients of this award cannot use or combine any other institutional aid in their final two semesters (full-time) or last four semesters (part-time).
- This award does not cover and will not extend to any prior balances that the student may have with the College.
- The award will only apply to the associate's degree student's final semester (full-time) or final two semesters (part-time) in the degree program. For bachelor's degree students, the award will only apply to the student's final two semesters (full-time) or final four semesters (part-time).
- This award does not extend to any additional courses, such as an elective course that is not required to graduate. Students who elect to take courses (such as an elective) in addition to their complimentary courses will be responsible for the cost of such additional course(s).
- In some cases, a student may need five (5) courses to graduate. In such cases, the student will still be charged the same full-time tuition rate. The College will not pro-rate the tuition charges or include an additional charge for the fifth required course. All five (5) courses will be treated as complimentary.

Courses

- Courses that are deemed completed on a student's transcript as a result of AP credits; credit for prior learning; and/or earn credits resulting from challenge examinations will not be counted. Depending on the number of courses completed (and credits earned), students may earn fewer complimentary courses than a student who did not earn such credits.
- Courses that are deemed completed in connection dual enrollment will be counted, so long as such courses are required for or could be counted as an elective for the associate's degree or bachelor's degree program. Courses taken through Jump Start or study abroad will not count towards this Program.
- Remedial courses that are charged and completed (so long as the student is enrolled in an associate's degree program while taking such remedial courses) will be counted. Even if the student accrues four (4) complimentary courses prior to the final semester, such complimentary courses will not be applied until the final semester.
- In the event the College does not offer one or more required course(s) that the student needs to graduate during his or her final semester, then the complimentary course(s) will be carried over and applied to the following semester. If the student exhausts some or all federal or state aid as a result of needing to return for an additional semester, the College will award institutional aid in lieu of the exhausted aid.
- If a student fails or withdraws from one or more courses, then the course(s) will not be counted and the student will be responsible for the additional cost of the repeat course(s).

- If a student fails or withdraws from one or more of the complimentary courses, then such course(s) will be considered redeemed. The student will be responsible for the additional cost of the repeat course(s).

Enrollment & SAP

- Students who have remain enrolled for at least two consecutive semesters and may take one semester off.
  - # Students who have withdrawn mid-semester will lose their eligibility to participate.
  - # Students who (i) withdraw (other than as permitted above); (ii) are dismissed; or (iii) otherwise leave for more than one semester are automatically rendered ineligible to receive this award.
  - # If a student is re-admitted and/or re-enrolls, he or she will be considered ineligible to receive this award and will be responsible for the cost of any complimentary courses previously earned.
- Students who switch from a New Jersey associate's degree program to a corresponding New York associate's degree program (or vice versa) will remain eligible to receive this award.
- Students who fail to maintain Satisfactory Academic Progress will be considered ineligible to receive this award and will be responsible for the cost of any complimentary courses previously earned. (This includes students who are placed on a warning status; probation status; academic plan status; or who are dismissed for failure to maintain SAP.)

Appeals

If a student becomes, or knows he or she is about to become, ineligible to receive this incentive due to extraordinary circumstances, he or she may appeal in writing (including email) to the Graduation Incentive Appeal Committee (which consists of the Vice President of Financial Aid, Vice President of Academic Advisement, and Campus Operating Officer of the applicable campus). All decisions by the Graduation Incentive Appeal Committee will be final.

Berkeley College Grants and Scholarships - Continuing Students

A continuing student means a student who has been enrolled at Berkeley College during or prior to Spring 2022 semester with continuous enrollment.

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, state grants, and state scholarships have been applied, not to exceed the remaining tuition amount. Students interested in applying for federal grants, state grants, and state scholarships must complete their applications, which starts with filing the Free Application for Federal Aid (FAFSA) by the required deadlines.

Berkeley College need-based grant awards are determined after all federal grants, 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 direct subsidized loans have been applied. Students who elect not to borrow direct subsidized loans may still qualify for and receive need-based aid. Should students choose to borrow direct subsidized loans, such amounts will be applied before the Berkeley College need-based grant award is determined. Berkeley College grants and scholarships are identified below.

All offers of financial aid are estimated. In addition, we will be using the information you provided on the FAFSA prior to any review. You may have required items that the U.S. Department of Education (ED) wants us to resolve with you, and/or you might be chosen for a process called verification. We are required to perform verification or, at minimum, check for conflicting information before we can consider your awards final. If the data that you entered on the FAFSA was incorrect and/or if we cannot resolve the items required by ED, your aid can change dramatically. In some cases, it may be lost entirely.

Additionally, for those receiving one or more of the Berkeley College Grants and Scholarships, we may be awarding and disbursing those awards prior to your file being reviewed and deemed complete. If there are any required changes to your application, it can lead to an adjustment of the already disbursed aid. The adjustment can be higher or lower, however, generally the total aid package will lead to the same overall packaged amount unless you filed the FAFSA with an abundancy of wrong information. You will be informed regarding any changes.

Achievement Award

Amount: Full-time students can receive up to $4,275 per standard academic year based on GPA. Part-time students can receive up to 15% off of tuition per standard academic year, based on GPA and credit load.

Open to: High school, adult, transfer students, and VA Benefit recipients

Restrictions: No restrictions if eligibility criteria are met

Eligibility Requirements:

- Full-time or part-time enrollment in a degree program
- 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 treated as if they have a 2.5 GPA and are eligible for the Achievement Award.)

Renewability Requirements:

- Must maintain cumulative Berkeley College GPA of 2.5 or higher at the time award renewal takes place, which generally occurs every two semesters.

Table Information:

Full-Time Achievement for 12+ credit hours, as of winter 2020

CGPA	Achievement	Total Yearly Merit Award
3.0 +	$2,137/$2,138	$4,275
2.76 - 2.99	$1,912/$1,913	$3,825
2.50 - 2.75	$1,802/$1,803	$3,605
<2.50	$0	$0

Part-Time Achievement, as of winter 2020

CGPA	Credits	Tuition Percentage
2.50 +	6-11 Credits	15% of Tuition
2.50 +	3-5 Credits	10% of Tuition

Alumni Legacy Scholarship

Amount: Up to 25% of tuition.

Open to: High school, adult, and transfer students

Restrictions: May be combined with the Berkeley College Grant and Berkeley TAP/TAG Grant. Cannot be combined with any other Berkeley College grants or scholarships.

Eligibility Requirements:

- Full-time enrollment in a degree program
- 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 standard academic year
- Must maintain continuous, consecutive term enrollment. May be considered for eligibility upon readmission after one full semester out.

Berkeley College Associate's to Bachelor's Degree Grant

Amount: Up to 50% of full-time Federal Pell and 50% full-time Federal SEOG (if applicable) for the one transitional semester.

Open to: Students pursuing a Berkeley College Associate's degree who have less than 12 credits remaining to graduate and have been accepted into a corresponding Berkeley College Bachelor's degree program.

Restrictions: No restrictions if eligibility criteria are met

Eligibility Requirements:

- Be in good academic standing
- Have 6 - 11* credits remaining in their Berkeley College Associate's Degree program
- Have the approval of the appropriate department chair to begin courses in the Bachelor's degree program of study.
- Register for courses required in the corresponding Bachelor's degree program of study. Free electives or courses which do not apply to the bachelor's degree program *may not* be chosen.

*Students with fewer than 6 credits may appeal in writing to the Dean of the School that houses the appropriate Bachelor's degree program. Such appeals may be granted under rare exceptional circumstances.

Renewability Requirements: Not applicable

Berkeley College Project Graduation Grant

Amount: Undergraduate students who have two semesters or less remaining to complete their program can receive this grant up to direct costs, once all federal and/ or state aid is exhausted. Students who meet the eligibility criteria will be notified by the College. This grant is shall be awarded on a case-by-case basis due to a student's extenuating financial circumstances; meeting all of the eligibility requirements *does not* guarantee a student will receive this grant.

Open to: Students who have 1 to 2 semesters remaining to graduate.

Restrictions: Cannot be combined with any other Berkeley College grants or scholarships.

Eligibility Requirements:

- Full-time or part-time enrollment in an undergraduate program

- Must stay continuously enrolled until the program is completed
- Must maintain Satisfactory Academic Progress until the program is completed
- Must pass all courses, as defined by a student's program, while receiving this grant

Renewability Requirements: Not Applicable

Berkeley College Surgical Technology Completion Scholarship

Amount: 30% of tuition.

Open to: Students enrolled full-time or part-time in the Associate in Applied Science, Surgical Technology Degree Program.

Restrictions: Cannot be combined with any other form of Berkeley College institutional aid.

Eligibility Requirements:

- Graduate from an institution that has an articulation agreement with Berkeley College. A list of institutions is available [here](#).
- Full-time or part-time enrollment in the Associate in Applied Science, Surgical Technology Degree Program.
- Enroll at Berkeley College Online® or an on-site campus

Renewability Requirements:

- Must maintain continuous, consecutive term enrollment.

Corporate Learning Partnership

Amount: Up to 30% of tuition.

Open to: Corporate Learning Partnership ("CLP") employees and/or their immediate family members (spouse/partner and children) who enroll as a high school, adult, or transfer student

Restrictions: May be combined with the Berkeley College Grant and Berkeley TAP/TAG Grant. Cannot be combined with any other Berkeley College grants or scholarships.

Eligibility Requirements:

- Full-time or part-time enrollment in a degree program
- Enroll at Berkeley College Online® or an on-site campus
- Employment with a CLP company and/or an immediate family member of a CLP employee. [A CLP list is available here](#).
- Must provide proof of employment with a CLP company

Renewability Requirements:

- Must maintain full-time or part-time employment with a CLP company

DECA/FBLA/HOSA Scholarship

Amount: Up to full tuition. Award amounts vary based on high school GPA.

Open to: High school students

Restrictions: May be combined with the Berkeley College Grant and Berkeley TAP/TAG Grant. Cannot be combined with any other Berkeley College grants or scholarships.

Eligibility Requirements:

- Full-time enrollment in a degree program
- 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 standard academic year
- Must maintain continuous, consecutive term enrollment. May be considered for eligibility upon readmission after one full semester out.

Disabled Veteran Family Grant

Amount: Up to 50% of tuition

Open to: Spouses and children of Veterans that have received a disability rating of 100% for service-connected disability compensation.

Restrictions: May be combined with the Berkeley College Grant and Berkeley TAP/TAG Grant. Cannot be combined with any other Berkeley College grants or scholarships.

Eligibility Requirements:

- Full-time or part-time enrollment in a degree program
- Spouse or child of a Totally and Permanently Disabled Veteran
- Spouse or child must provide a copy of CH35 eligibility or VA Benefit letter showing a rating of 100% and verification of DEERS enrollment

Renewability Requirements:

- Must maintain Satisfactory Academic Progress

Distinction Scholarship

Amount: 40% of tuition.

Open to: Adult and transfer students

Restrictions: May be combined with the Berkeley College Grant and Berkeley TAP/TAG Grant. Cannot be combined with any other Berkeley College grants or scholarships.

Eligibility Requirements:

- Full-time or part-time enrollment in a degree program

- 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 standard academic year
- Must maintain continuous, consecutive term enrollment. Cannot regain eligibility upon readmission.

Graphic Design Scholarship

Amount: Award amounts vary based on portfolio evaluation score.

Open to: High School students with an interest in Graphic Design

Each portfolio will be evaluated against six factors: (1) free-hand drawing ability; (2) graphics and composition; (3) rendering quality (colors and shadows); (4) design creativity and visual effectiveness; (5) Adobe Illustrator and Photoshop knowledge; and (6) 3D knowledge. Any 3D and multimedia examples must be printed. Digital files not accepted. Not all criteria will apply to each portfolio. Point value to each factor may vary in weight, depending on the number of applicable criteria. Each portfolio will be given an overall final score on a scale of 0-10 points.

Award amounts vary based on portfolio evaluation.

Score of 1.00 – 3.99 points: $500
Score of 4.00 – 6.99 points: between $500 and $1,500
Score of 7.00 – 10.00 points: between $1,500 and $3,000

Restrictions: No restrictions if eligibility criteria are met

Eligibility Requirements:

- Full-time enrollment in the Graphic Design Bachelor of Fine Arts degree program
- Must have a portfolio available for review by committee

Renewability Requirements:

- Must maintain Berkeley College cumulative GPA of 2.5 or higher at the end of each standard academic year
- Must maintain continuous, consecutive term enrollment. May be considered for eligibility upon readmission after one full semester out.

Honors Scholarship

Amount: Up to 50% tuition, administrative fees, and technology fees, based on high school GPA and review of transcript by the Honors Committee.

Open to: High school students

Restrictions: May be combined with the Berkeley College Grant and Berkeley TAP/TAG Grant. Cannot be combined with any other Berkeley College grants or scholarships. There are 20 scholarships available for students attending a campus in New York and 20 scholarships available for students attending a campus in New Jersey or Online.

Eligibility Requirements:

- Full-time enrollment in a degree program
- Acceptance into Honors Program
- Enroll in a Bachelor's or Associate's degree program. (NOTE: Students enrolled in a degree program within the School of Health Studies are **not** eligible to apply or participate in the Honors Program.)
- High school cumulative GPA of 3.0 or higher
- Students must meet all federal and state grant application deadlines each year and receive a valid (ISIR). (If a student fails to meet the state deadlines and is now not eligible where they would have ordinarily received the award, calculation of the honors award will be less that amount.)

Renewability Requirements:

- Must maintain cumulative Berkeley College GPA of 3.0 or higher. If the student's cumulative GPA falls below 3.0, the student will be placed on Honors Probation at the start of the next semester. Students will have two semesters to bring their cumulative GPA up to 3.0 in order to maintain eligibility.
- 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

Berkeley College Graduation Incentive Program

[Click for information on the Berkeley College Graduation Incentive Program.](#)

Interior Design Scholarship

Amount: Award amounts vary based on portfolio evaluation score.

Open to: High school students and adults with an interest in Interior Design

Each portfolio will be evaluated against six factors: (1) free-hand drawing ability; (2) drafting technique and precision; (3) rendering quality (colors and shadows); (4) graphics and composition (overall visual effect); (5) design creativity and visual effectiveness; and (6) CAD knowledge. Not all criteria will apply to each portfolio. Point value to each factor may vary in weight, depending on the number of applicable criteria. Each portfolio will be given an overall final score on a scale of 0-10 points.

Award amounts vary based on portfolio evaluation.

Score of 1.00 – 3.99 points: $500

Score of 4.00 – 6.99 points: between $500 and $1,500
Score of 7.00 – 10.00 points: between $1,500 and $3,000

Restrictions: No restrictions if eligibility criteria are met

Eligibility Requirements:

- Full-time enrollment in the Interior Design Bachelor of Fine Arts degree program
- Must have a portfolio available for review by committee

Renewability Requirements:

- Must maintain Berkeley College cumulative GPA of 2.5 or higher at the end of each standard academic year
- Must maintain continuous, consecutive term enrollment. May be considered for eligibility upon readmission after one full semester out.

International Achievement Award

Amount: Up to 25% of tuition. Applied after completion of two consecutive semesters.

Open to: International students

Restrictions: No restrictions if eligibility criteria are met

Eligibility Requirements:

- Full-time enrollment in a degree program
- 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 standard academic year
- Must maintain full-time, continuous, consecutive term enrollment. Other than taking the Spring term off cannot regain eligibility upon readmission

International Honors Scholarship

Amount: Up to 50% of tuition.

Open to: International students

Restrictions: May be combined with the Berkeley College Grant. Cannot be combined with any other Berkeley College grants or scholarships.

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 a 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. If the student's cumulative GPA falls below 3.0, the student will be placed on Honors Probation at the start of the next semester. Students will have two semesters to bring their cumulative GPA up to 3.0 in order to maintain eligibility.
- Must maintain full-time, continuous, consecutive term enrollment. Cannot regain eligibility upon readmission (eligible for one leave).
- 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: Up to 50% of tuition for full-time enrollment and up to 25% of tuition for part-time enrollment (6 to 11 credits).

Open to: Adult and transfer students

Restrictions: May be combined with the Berkeley College Grant and Berkeley TAP/TAG Grant. Cannot be combined with any other Berkeley College grants or scholarships.

Eligibility Requirements:

- Full-time or part-time enrollment in a degree program
- Current law enforcement personnel working at the local, county, state, and federal level in all capacities of law enforcement.

Renewability Requirements:

- Must maintain cumulative Berkeley College GPA of 2.5 or higher at the end of each standard academic year
- Must maintain continuous, consecutive term enrollment. Cannot regain eligibility upon readmission.
- Must maintain employment with a law enforcement agency.

NJCECA Scholarship

Amount: Up to 1/3 Tuition.

Open to: Two scholarships per year, selected by the New Jersey Cooperative Education Coordinators Association

Restrictions: May be combined with the Berkeley College Grant. Cannot be combined with any other Berkeley College grants or scholarships.

Eligibility Requirements:

- Full-time enrollment in a degree program

Renewability Requirements:

- Maintain Satisfactory Academic Progress

Phi Theta Kappa Scholarship

Amount: Up to 50% of tuition.

Open to: Transfer students

Restrictions: May be combined with the Berkeley College Grant and Berkeley TAP/TAG Grant. Cannot be combined with any other Berkeley College grants or scholarships.

Eligibility Requirements:

- Full-time enrollment in a degree program
- Phi Theta Kappa membership

Renewability Requirements:

- Must maintain cumulative Berkeley College GPA of 3.0 or higher at the end of each standard academic 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 standard academic year for full-time Associate's degree students. $17,000 per standard academic year for full-time Bachelor's degree students. Amounts for part-time students are prorated based on the number of credits.

Open to: High school, adult, and transfer students

Restrictions: May be combined with the Berkeley College Grant and Berkeley TAP/TAG Grant. Cannot be combined with any other Berkeley College grants or scholarships.

Eligibility Requirements:

- Full-time or part-time enrollment in a degree program
- 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: Up to 50% or up to 100% of tuition based on high school GPA

Open to: High school students. Six full-tuition and 120 half-tuition scholarships available.

Restrictions: May be combined with the Berkeley College Grant and Berkeley TAP/TAG Grant. Cannot be combined with any other Berkeley College grants or scholarships.

Eligibility Requirements:

- Full-time enrollment in a degree program
- First-time student

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.

Berkeley College TAP Grant

Amount: $1,500 per standard academic year.

Open to: High school, adult, transfer students, and VA Benefit recipients

Restrictions: No restrictions if eligibility criteria are met

Eligibility Requirements:

- Full-time enrollment in a degree program
- 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)

Renewal Requirements:

- Maintain TAP eligibility

Berkeley College TAG

Amount: Varies – awarded for one semester as needed

Open to: Continuing student during their NJ TAG exhausted semester

Restrictions: No restrictions if eligibility criteria are met

Eligibility Requirements:

- Full-time enrollment in a degree program

- Must be a New Jersey Tuition Assistance Grant ("TAG") recipient and satisfy all eligibility requirements to receive the New Jersey TAG (See the [Financial Aid Eligibility](#) page for information about TAG eligibility)

Renewal Requirements:

- Maintain TAG Eligibility
- Attend an exhausted TAG semester (Berkeley College has a 3 semester calendar and NJ TAG only covers 2 semesters)

Berkeley College Dreamers TAG

Amount: 50% of tuition balance after the award of NJ Dreamers TAG

Open to: Students who are not U.S. citizens or eligible non-citizens, and are recipients of NJ TAG

Restrictions: No restrictions if eligibility criteria are met

Eligibility Requirements:

- Full-time enrollment in a degree program
- Must be a NJ Dreamer eligible to receive the New Jersey Tuition Assistance Grant ("TAG"). (See the [Financial Aid Eligibility](#) page for information about NJ Dreamers TAG eligibility)

Renewal Requirements:

- Maintain TAG eligibility
- Not eligible during semesters which TAG is not available
- Tuition freeze will be maintained as long as student attends every eligible semester.

Berkeley College Dreamers TAP

Amount: 50% of tuition balance after the award of NY Dreamers TAP

Open to: Students are not U.S. citizens or eligible non-citizens, and are recipients of NY TAP

Restrictions: No restrictions if eligibility criteria are met

Eligibility Requirements:

- Full-time enrollment in a degree program
- Must meet New York requirements for the Senator José Peralta New York State DREAM Act and be a New York Tuition Award Program ("TAP") recipient and satisfy all eligibility requirements to receive the New York TAP Grant (See the [Financial Aid Eligibility](#) page for information about TAP eligibility)

Renewal Requirements:

- Maintain TAP eligibility
- Not eligible during semesters which TAP is not available
- Tuition freeze will be maintained as long as student attends every eligible semester.

Berkeley College ETA Match

Amount: Institutional match of the New York State Enhanced Tuition Award. Amounts vary.

Open to: All New York State residents who apply for and receive a New York State Enhanced Tuition Award

Restrictions: No restrictions if eligibility criteria are met

Eligibility Requirements:

- Meet New York State ETA Program eligibility requirements- https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/nys-grants-scholarships-awards/enhanced-tuition-awards.html

Renewal Requirements:

- Meet New York State ETA Program requirements- https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/nys-grants-scholarships-awards/enhanced-tuition-awards.html

Note: The College may initially award all (or a portion of) the required institutional match amount through another Berkeley College grant or scholarship. Such other grant or scholarship will be reallocated to and reclassified on the student's account as this Berkeley College ETA Match (up to the required institutional match amount). No additional institutional aid will be awarded. If the other grant or scholarship is less than the required institutional match amount, the Berkeley College ETA Match award will be increased up to the full required institutional match amount. Students who do not otherwise qualify for any other Berkeley College grant or scholarship will receive the full required institutional match amount in the form of a Berkeley College ETA Match award. See the New York State Financial Aid page for more information about the NYS ETA Program.

Transfer Opportunity Program Grant (T.O.P. Grants)

Amount: Up to 40% of tuition.

Open to: Transfer students

Restrictions: May be combined with the Berkeley College Grant and Berkeley TAP/TAG Grant. Cannot be combined with any other Berkeley College grants or scholarships.

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 standard academic 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.

TABLE TRANSFER OPPORTUNITY PROGRAM (T.O.P.)

GPA	Scholarship Percentage
Below 2.50	Up to 20%
2.50 - 2.74	Up to 25%
2.75 - 2.99	Up to 30%
3.00 - 3.49	Up to 35%
3.50 - 4.00	Up to 40%

Berkeley College Bachelor Grant

Amount: Up to 50% of tuition.

Restrictions: May be combined with the Berkeley College Grant and Berkeley TAP/TAG Grant. Cannot be combined with any other Berkeley College grants or scholarships.

Open to: Berkeley College Associate's degree graduates entering a Bachelor's degree program by no later than the Spring 2022 semester.

Eligibility Requirements:

- Full-time enrollment in a Bachelor's degree program during or prior to the Spring 2022 term
- Minimum cumulative Berkeley College Associate's degree GPA of 2.0
- Must not have previously earned a Bachelor's degree from any institution

Renewability Requirements:

- Must maintain cumulative Berkeley College GPA of 2.0 or higher at the end of each standard academic year
- Students who have attended for at least two consecutive semesters may take one semester leave.

TABLE BERKELEY BACHELOR GRANT

GPA	Scholarship Percentage
Below 2.50	Up to 25%
2.50 - 2.74	Up to 35%
2.75 - 2.99	Up to 40%
3.00 - 3.49	Up to 45%
3.50 - 4.00	Up to 50%

Union 3+1 Scholarship

Amount: Up to full tuition, including administrative and technology fees. Cannot combine with any other Berkeley College grants or scholarships. Effective Fall 2020 semester.

Open to: Union County College graduates who are admitted in connection with the articulation (3+1) agreement between Berkeley College and Union County College. Only extends to the specific bachelor's degree programs outlined in the agreement.

Eligibility Requirements:

- Completion of an associate's degree at Union
- Completion of a third academic year at Union
- Minimum Union GPA of 2.0 or higher (for all third year courses outlined in the agreement)
- Full-time or part-time enrollment in one of the agreed-upon bachelor's degree programs at Berkeley

Renewability Requirements:

- Must remain in good academic standing;
- Students who have attended for at least two (2) consecutive semesters may take one (1) semester leave without losing eligibility.

Yellow Ribbon Grant

Amount: 50% of remaining tuition balance after Post-9/11 GI Bill® amounts have been applied.

Open to: Eligible Post-9/11 GI Bill® recipients

Restrictions: No restrictions if eligibility criteria are met

Eligibility Requirements:

- Full-time or part-time enrollment in a degree program
- Must be a recipient of Post 9/11 benefits at the 100% level
- 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, transfer students, and VA Benefit recipients

Restrictions: No restrictions if eligibility criteria are met

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
- College GPA of 1.50 or better and maintain Satisfactory Academic Progress

International Grant (Need-Based)

Amount: Up to 25% of tuition. Award amounts based on past academic achievement and financial need.

Open to: International students

Restrictions: No restrictions if eligibility criteria are met

Eligibility Requirements:

- Full-time enrollment in a degree program
- Not a citizen of the United States
- Must apply during admission and prior to the start of the first semester

Renewability Requirements:

- Students must maintain cumulative Berkeley College GPA of 2.5 or higher at the end of each standard academic year
- Must maintain full-time, continuous, consecutive term enrollment. Cannot regain eligibility upon readmission (allowed to take off Spring semesters).

Workforce Match

Amount: 50% match of student's workforce grant

Open to: Berkeley College students who are recipients of a federal, state, or county workforce development program grant

Restrictions: No restrictions if eligibility criteria are met

Eligibility Requirements:

- Enrollment in a degree program
- A recipient of a federal, state, or county workforce grant

Renewability Requirements

- Continued eligibility to receive a federal, state, or county workforce grant

Woodland Park Scholarship

Amount: Up to full tuition

Open to: High school senior that resides in Woodland Park, N.J.

Restrictions: No restrictions if eligibility criteria are met

Eligibility Requirements:

- Full-time enrollment in a degree program
- Must be a resident of Woodland Park, N.J.

Renewability Requirements:

- Remain a resident student
- Maintain College GPA of 3.0 at the end of each standard academic year
- Maintain Satisfactory Academic Progress

Other Financial Assistance

Employment

Students who are interested in part-time and full-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. Late payments are subject to a $75 late fee. Interested students may obtain further information from the Student Accounts Office.

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.

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](#)

[SAP 150 Percent Rule](#)

[New York State Tuition Assistance Program (TAP)](#)

[New Jersey Tuition Aid Grant (TAG)](#)

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 from and in addition to any federal, state, and/or institutional aid the student may be eligible to receive.

- 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, or MyCAA at https://mycaa.militaryonesource.mil/mycaa/get-started.
- The Veteran's Rapid Retraining Assistance Program (VRRAP) is provided to veterans who are attending a short program (3- semester Certificate or 4- semester Associate's) at Berkeley College.

For more information, contact the Office of Military and Veterans Affairs or visit the Online Veterans Resource Center.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill.

Berkeley College abides by the requirements established in Section 103 of the Veterans Benefits and Transition Act of 2018. As such, the College shall not penalize those students who are eligible for the Post 9/11 GI Bill® or Veteran Readiness & Employment (chapter 31), but for whom payment is pending from the Department of Veterans Affairs. For example, while the College is waiting to receive these VA funds, students will have access to the full range of College resources and student services, both onsite and online, so long as the student has otherwise fulfilled all other commitments to the College and their education. Moreover, while the College waits to receive these VA funds, we shall not place any holds, or prevent students from attending classes or enrolling in the upcoming semester; nor shall we create any late payment fees, or require students to secure alternative or additional funding.

To meet the requirements of this statement, students must provide Berkeley College with a Certificate of Eligibility, or a summary of educational benefits from eBenefits. Chapter 31 students may obtain a VA Form 1905, or a PO from the assigned case manager. This must be done by the first day of class. In addition, the College must receive the student's request for certification of benefits through the Office of Military and Veterans Affairs, as well as any other required information essential to the certification process. First-term students must sign the Veterans Billing Agreement.

Veterans Rapid Retraining Assistance Program (VRRAP)

The Veterans Rapid Retraining Assistance Program (VRRAP) was implemented at Berkeley College in the winter 2022 and closed to new applicants after the fall 2022 start of classes. VRRAP is provided to veterans who are attending a short program (3-semester Certificate programs or 4- semester Associate's degree programs) at Berkeley College. As this is meant to be "Rapid Retraining," students are strongly encouraged to attend full-time (12 or more credits per semester) in order to get the full benefit from the program.

Eligibility

To be eligible for this program, you must have met all the requirements listed below.

Note: The last time Berkeley College will be accepting students in this program is the fall 2022 term.

All of these must be true:

- You are at least 22 years old, but not older than 66;
- You are unemployed because of the COVID-19 pandemic;
- You are not rated by the VA as "totally and permanently disabled;"
- You are not enrolled in a federal or state jobs program;
- You are not receiving unemployment benefits (including CARES Act benefits); and
- You are not currently eligible for other VA benefits, such as:
  # [Post-9/11 GI Bill®](#)
  # [Montgomery GI Bill](#)
  # [Veteran Readiness and Employment (VR&E)](#)
  # [Survivors' and Dependents' Educational Assistance (DEA)](#)
  # [Veterans' Educational Assistance Program (VEAP)](#)

Grades and VRRAP

While a student should always work very hard not to fail a class, VRRAP students can suffer additional consequences from class failures. Specifically, should a student fail a cumulative total of 3 classes (during their entire academic program), that student will be dropped from VRRAP. Should one or both of the first two class failures result in the need for an additional semester - beyond the certified number of semesters projected to complete the program - Berkeley College will allow a student to take one additional semester and remain in the VRRAP program. However, if such a student does not graduate after that additional semester, he/she will be removed from VRRAP and become fully responsible for covering any tuition and fee charges.

Likewise, students who fall out of Standards of Academic Progress (SAP) will be at risk for removal from VRRAP and dismissal from the College. For purposes of VRRAP, two consecutive semesters of not making SAP will result in removal from the program. Dismissal from the College is dependent upon the outcome of appeals for either Probation or Academic Plan.

Withdrawal, Suspension or Dismissal

Should a student withdraw, or be suspended or dismissed from the College, that student shall lose access to VRRAP permanently.

Costs and VRRAP

VRRAP does not cover the full cost of the program. The total the College can receive (in segments of 50% when the student starts, 25% when the student graduates and 25% when the student obtains a job in the field of study) is $26,042.81 for programs valued at $60,000+. However, the student will not be responsible for any unpaid portions. The College will retain Federal Pell Grants, Federal SEOG, and state grants for this purpose. Students are therefore strongly encouraged to file the FAFSA and complete their state grant applications. Despite any remaining gaps, the College will not attempt to collect funds directly from the student. Instead, we will be awarding a special Berkeley College Institutional Aid to offset a student's balance. Should the various grants, excluding the special Berkeley College Grant, and VRRAP exceed the cost of the program, the student will receive a refund. VRRAP students are strongly discouraged from taking out loans. While the student will receive 100% of the loan proceeds, the student will also incur (an unnecessary) debt and be responsible for paying back the loan(s), whether or not the student completes the program.

Previously Passed Coursework

Due to both VA and Federal guidelines, VRRAP students may not take coursework previously passed. As such, the College shall be researching all institutions attended by VRRAP students and require all prior college/university transcripts. Unofficial versions of transcripts will satisfy the requirement for the first semester only. After the first semester, failure to provide official transcripts will eliminate a student from the VRRAP Program.

If you have any questions, please contact the Office of Military and Veteran Affairs.

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](#)

Student Experience

- [Academic Support](#)
- [Career Services](#)
- [Office of Military and Veterans Affairs](#)
- [Student Support](#)

Academic Support

Libraries

College libraries are available at all campuses. They provide a combination of physical and virtual environments, resources, personnel and services in support of teaching, learning, and scholarship.

Resources include the system-wide collection of 90,500 print and media titles, 191,900 electronic book titles, 74,900 streaming video programs, and 100 research databases. Physical collections are held locally by campus and shared collectively throughout the College by way of a web-based library management system.

The [library's website](#) provides on-site and remote access to resources, services, research, and help options. Print, electronic, on-demand video, and full text databases enhance coursework and support research within the majors, specializations, elective, and interdisciplinary topics of each program of study. The Berkeley College Online® library, available at [Engage.BerkeleyCollege.edu](#), supports online learning, locally and globally with a full array of web-based resources that include electronic journals, e-books, reference tools, assignment support and live chat assistance.*

The libraries are open days, evenings, and weekends when classes are in session. Academic librarians are available in person, by telephone, email, or live chat to assist with navigating the electronic resources and locating materials within the Berkeley College Collections or through a worldwide resource-sharing network.

The ability to find, interpret, evaluate, and use many types of information is a valuable set of skills for academic and professional success. Throughout the academic experience, there are many opportunities to develop a deeper understanding of the value of information literacy.

*The Berkeley College Online Library is available from 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.

Center for Academic Success

The Center for Academic Success is dedicated to empowering students throughout their academic careers at Berkeley College and encouraging their development as successful independent learners. Staff are available days, evenings, and weekends to support student achievement. Students may access an array of resources to support all academic courses.

Center services include:

On-site Services

The Center for Academic Success provides a productive learning environment at every campus for students to work and share ideas. Students can book one-on-one or group

tutoring appointments with peer and professional tutors to discuss their progress in their courses and work toward their academic goals. Sessions are available for all courses at Berkeley College, as well as writing and computer literacy skills. Additionally, students can collaborate with their peers in tutor-led study groups in accounting, math, and other subjects. Groups may review coursework, study for assessments, or share strategies for success in their courses. The Speakeasy program, available at every campus, coaches students in public speaking skills so that they can complete class presentations with confidence.

Remote Services

Center for Academic Success Tutoring Anywhere, or CAST Anywhere, is a remote tutoring program. Students who prefer to connect to group or individual tutoring, study groups, computer skills assistance, or Speakeasy may access these services via any computer with a camera and a microphone. Some online classes also have an "Ask the Tutor" discussion board where students can connect with a tutor about questions they may have related to their course. WriteAid provides asynchronous feedback to students on their writing so that they can navigate the writing process independently. The Center's Canvas site provides a range of online resources to students, including course-specific and study skills materials and a LibGuide on writing and citations.

Learning Strategies

Students can attend small or large group discussions on a variety of learning skills, including time management, working effectively in groups, memory techniques, and many more. Students who are interested in developing their learning and study strategies on an individual basis may work with the Center for Academic Success staff to develop a plan for more effective learning on-site or online.

Career Services

Berkeley College provides a variety of career development and employment assistance services through the Career Services Department. The Career Services Department includes a dedicated staff of career professionals who assist students in identifying and pursuing employment opportunities.

During their first term, a career counselor introduces students to the services offered by the department. This begins the partnership between students and career specialists and provides students with a forum to explore career opportunities.

Individual assistance with resume preparation and job interviewing strategies is another integral part of the educational program. Career Fairs, on-campus employer presentations and interviews, seminars, and workshops are organized regularly to help students identify employment opportunities as well as assist them with their professional development.

Internship Opportunities

Career specialists work with individual students to identify internships that are best suited to students' majors, interests, and abilities. Interviews are scheduled in a variety of fields.

Employment Opportunities

Berkeley graduates receive free career assistance*. Berkeley College communicates regularly with a wide range of prospective employers to help identify potential opportunities for well-prepared candidates.

*Continuing education certificate programs are not eligible.

Office of Military and Veterans Affairs

Special Veterans Activities
Berkeley understands the importance of honoring our veterans. Each year, Berkeley organizes a group to participate in the New York City Veterans Day Parade, one of the largest events of its kind in the nation. Veterans and active military students join with faculty and staff to show our appreciation and support.

Urban Hikes to Support Awareness
Regularly scheduled hikes throughout the area are a fun activity for military and veteran students as well as a great way to raise awareness for veterans' issues. Past hikes have included the Brooklyn Bridge and other scenic destinations throughout New York City and the surrounding area.

Veterans Reflection Project
This photographic project creates introspective portraits of veteran students reflecting on their military and civilian images. The striking images offer a chance to see some of the struggles these heroes face in the transition to post-military life.

Gold Star Reflection Project
To demonstrate the emotions facing military families, this image-based project uses artistic methods to create family portraits that include a loved one who lost his or her life. Serving as an opportunity to honor and remember, the project often helps families find peace. Families from throughout the United States have participated.

PTSD Awareness
During the month of June we have programing to raise PTSD awareness, and events for our Student Veterans. It is highlighted by a campus wide show of support on June 27 by faculty, staff, and students to raise awareness and show support by wearing teal.

Annual Salute to Veterans Graduation Dinner
A gala event held each year to honor our Veteran and military graduates, this formal reception recognizes our veterans' commitment to their studies at Berkeley College and the completion of their programs—a fitting beginning to their post-military careers.

SALUTE Veterans National Honors Society
High-achieving military and Veteran students are recognized for their outstanding academic performance at Berkeley College through this national Veterans-only recognition program.

Military/Veterans Clubs
The Veterans Club is for all students, but only military and Veteran students are in leadership roles. There are active clubs at several Berkeley campuses, including New York City, and Woodland Park. Organized extracurricular activities complement the academic experience and help military and Veteran students expand their professional and social networks. Military aligned students have access to the online Veterans Resource Center in addition to activities on their campus.

Student Veterans of America

Student Veterans of America is an international organization focused on empowering Veterans by providing an educational experience that goes beyond the classroom. SVA aims to inspire yesterday's warriors by connecting student Veterans with a community of like-minded chapter leaders. SVA members work every day to provide the necessary resources, network support, and advocacy to ensure student-veterans can effectively connect, expand their skills, and ultimately achieve their greatest potential.

On-site Veterans Resource Centers
Many of our Veterans and active military students agree—sometimes it just helps to have a safe space with others who understand you. Berkeley's Veterans Resource Centers offer a comfortable, supportive environment where students can:

- Get information about VA benefits
- Meet with associates from the Office of Military and Veterans Affairs
- Interact with other Veterans
- Study in a quiet setting
- Learn about a wide range of Veterans benefits and issues
- Connect with outside resources and learn about available programs

On-site Veterans Resource Centers are available at five Berkeley campuses:

- New York City
- Newark
- Woodbridge
- Woodland Park

Online Veterans Resource Center
In addition to our on-site centers, Berkeley offers an Online Veterans Resource Center in conjunction with the College's Online Library Services. For online students, including many who are stationed around the world, it's a great way to connect with other veteran students and be an active part of the Berkeley community. Many of the same support services are available to help students with a wide range of veterans' benefits and issues.

Media & Social Networking
Welcome to the Facebook page of Berkeley College student-veterans and the Office of Military and Veterans Affairs. Our purpose is to better serve student-veterans at all Berkeley College campuses.

Student Support

Registration

To register for an upcoming semester, students may use Self-Service Scheduling or meet with an Academic Advisor to select courses. All students must receive financial clearance each semester from both the Financial Aid and Student Accounts Departments. Once classes begin, Academic Advisors monitor students' progress to encourage the achievement of their educational goals. Students may also use My Academic Plan to track progress towards graduation.

Students enrolled in the Medical Assistant, Patient Care Technician, Practical Nurse, Surgical Processing Technician, and Surgical Technology programs have their schedules created for them and must print them directly from Engage.

Academic Advisement

Berkeley College recognizes academic advising to be an integral component of the educational experience of its students. Academic advising is a collaborative relationship for which Academic Advisors and students share responsibility and through which students create sound educational plans consistent with their academic, career, and personal goals.

In keeping with Berkeley College's mission, the Academic Advisement Department is committed to providing students with a comprehensive and supportive educational experience.

It is important for students to meet regularly with an Academic Advisor, minimally once per term, to register for courses and develop an individualized academic plan that will help students stay on track for graduation. The Academic Advisement Department will assist students with making connections to support services that will enhance the learning experience. Academic Advisement reserves the right to adjust students' schedules based on their degree requirements.

Students experiencing academic difficulties should contact the Academic Advisement Department as soon as possible.

In an effort to facilitate academic success, Berkeley College has implemented an early warning, midterm progress report, and late warning monitoring system designed to identify students experiencing academic difficulties. Those students then are referred to the Academic Advisement Department for appropriate intervention, which may include counseling, tutoring, and other referrals.

Online programs are subject to regulation by New Jersey and/or New York, as well as by the state of each student's residence. It is, therefore, essential that online students intending to change their state of residence notify their Academic Advisor as soon as possible in advance, since such change may affect their eligibility to remain enrolled in the College.

College Transfer Academic Advisement

The Academic Advisement Department provides transfer students with academic counseling that includes a review of the courses that have been accepted and degree requirements that are outstanding. Students are also provided with an overview of services offered by the Academic Advisement Department to help make sure the transfer experience is smooth and seamless.

Berkeley College Refund Disbursements

Our school delivers your refund with BankMobile Disbursements, a technology solution, powered by BMTX, Inc. Visit this link for more information: https://bankmobiledisbursements.com/refundchoicessso/.

Questions about Berkeley College refund disbursements may be directed to the Student Accounts Department.

Administration, Faculty, and Staff

- [Administration](#)
- [Faculty](#)
- [Staff](#)

Administration

- [Board of Trustees](#)
- [Office of the President](#)
- [General Administration](#)

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