Berkeley College®

# 2026 - 2027 Undergraduate Catalog

**Effective September 1, 2026 to August 31, 2027**

## Table of Contents


Berkeley College Undergraduate Overview..... 15
Your potential is our promise.®.....15
Mission, Vision, Values..... 17
Mission Statement:..... 17
Vision:..... 17
Values:..... 17
Accreditations and Approvals.....18
Campuses.....21
New York City (Midtown Manhattan)..... 22
Newark..... 23
Woodbridge..... 24
Woodland Park.....25
Berkeley College Online®.....26
International Students..... 28
Military and Veteran Students.....29
Academic Programs..... 31
Degrees Offered.....31
Certificates Offered..... 31
Programs of Study..... 32
Discontinued Programs..... 34
Learn more about Berkeley's academic programs by clicking the links below:..... 34
3D Digital Visualization..... 35
Add a new dimension to your creativity.....35
Benefit from:.....35
3D Digital Visualization Bachelor of Fine Arts Degree (BFA).....36
Course Requirements .....36
MAJOR CORE COURSES..... 36
LIBERAL ARTS AND SCIENCE CORE COURSES* .....40
120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION .....41
Accounting.....45
Learn the art and science of managing a company's finances..... 45
Mission Statement:.....45

Benefit from:.....45
Business Administration - Accounting Associate in Applied Science Degree (AAS).....46
Course Requirements.....46
MAJOR CORE COURSES .....46
BUSINESS CORE COURSES.....47
LIBERAL ARTS AND SCIENCE CORE COURSES.....48
60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION.....49
College and Program Learning Objectives.....50
Accounting Bachelor of Business Administration Degree (BBA).....52
Course Requirements.....52
MAJOR CORE COURSES.....52
BUSINESS CORE COURSES.....54
LIBERAL ARTS AND SCIENCE CORE COURSES*.....56
120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION.....58
College and Program Learning Objectives.....59
Business Analytics.....61
Learn to use business analytics to solve business problems.....61
Mission Statement:.....61
Benefit from:.....61
Business Analytics Bachelor of Business Administration Degree (BBA).....62
Course Requirements.....62
MAJOR CORE COURSES.....62
BUSINESS CORE COURSES.....64
LIBERAL ARTS AND SCIENCE CORE COURSES*.....66
120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION.....68
College and Program Learning Objectives.....69
Business Analytics Concentrations.....71
Fashion Merchandising and Management.....75
Business with style.....75
Potential career paths include:.....75
Students will benefit from:.....75
Fashion Merchandising and Management Associate in Applied Science Degree (AAS).....77
Course Requirements.....77
MAJOR CORE COURSES.....77
BUSINESS CORE COURSES.....78
LIBERAL ARTS AND SCIENCE CORE COURSES.....79
60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION.....80
COLLEGE AND PROGRAM LEARNING OBJECTIVES.....81
Fashion Merchandising and Management Bachelor of Business Administration Degree (BBA).....83

Course Requirements....83
MAJOR CORE COURSES.... 83
BUSINESS CORE COURSES....85
LIBERAL ARTS AND SCIENCE CORE COURSES....87
120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION....88
Fashion Merchandising and Management Concentrations....91
Financial Services.... 96
Help others invest in a better future.... 96
Degree Programs....96
Financial Services Associate in Applied Science Degree (AAS)....97
Course Requirements....97
MAJOR CORE COURSES.... 97
BUSINESS CORE COURSES....98
LIBERAL ARTS AND SCIENCE CORE COURSES....99
60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION....100
Financial Services Bachelor of Business Administration Degree (BBA)....103
Course Requirements....103
MAJOR CORE COURSES.... 103
BUSINESS CORE COURSES....105
LIBERAL ARTS AND SCIENCE CORE COURSES*....107
120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION....108
General Business....112
Gain a broad base of powerful business knowledge.... 112
Degree Program....112
General Business Bachelor of Business Administration Degree (BBA)....113
Course Requirements....113
MAJOR CORE COURSES.... 113
BUSINESS CORE COURSES....113
LIBERAL ARTS AND SCIENCE CORE COURSES....115
120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION....116
General Business Concentrations....119
Graphic Design....124
Degree Programs....125
Graphic Design Bachelor of Fine Arts Degree (BFA).... 126
Course Requirements....126
MAJOR CORE COURSES.... 126
LIBERAL ARTS AND SCIENCE CORE COURSES* ....130
120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION ....132
Graphic Design Associate in Applied Science Degree (AAS)....135
Course Requirements....135

MAJOR CORE COURSES..... 135
LIBERAL ARTS AND SCIENCE CORE COURSES ..... 137
60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION .....138
Health Sciences..... 141
A career dedicated to improving the lives of clients and the community..... 141
Academic Programs.....141
Health Sciences Associate in Applied Science Degree (AAS).....142
Course Requirements.....142
MAJOR CORE COURSES..... 142
BUSINESS CORE COURSE..... 142
LIBERAL ARTS AND SCIENCE CORE COURSES.....143
60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION.....144
Patient Care Technician Certificate Program.....148
Course Requirements.....148
MAJOR CORE COURSES..... 148
30 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION.....150
Sterile Processing Technician Certificate Program.....154
Course Requirements.....155
MAJOR CORE COURSES..... 155
LIBERAL ARTS AND SCIENCES CORE COURSES.....156
27 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION.....156
Health Services Management.....160
Help manage the business of health..... 160
Degree Programs.....160
Health Services Management Associate in Applied Science Degree (AAS)*.....161
Course Requirements .....161
MAJOR CORE COURSES..... 161
BUSINESS CORE COURSES.....162
LIBERAL ARTS AND SCIENCE CORE COURSES.....163
60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION.....164
Health Services Management Bachelor of Business Administration Degree (BBA).....167
Course Requirements.....167
MAJOR CORE COURSES..... 167
BUSINESS CORE COURSES.....169
LIBERAL ARTS AND SCIENCE CORE COURSES*.....170
120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION.....172
Information Technology Management.....175

Combine information technology with business management to enhance your career potential....175
Degree Programs....175
Information Technology Management Associate in Applied Science Degree (AAS)....176
Course Requirements....176
MAJOR CORE COURSES....176
BUSINESS CORE COURSES....177
LIBERAL ARTS AND SCIENCE CORE COURSES....178
60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION....179
Information Technology Management Bachelor of Science Degree (BS)....182
Course Requirements....182
MAJOR CORE COURSES....182
BUSINESS CORE COURSES....183
LIBERAL ARTS AND SCIENCE CORE COURSES....184
120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION....186
Information Technology Management Concentrations....189
Interior Design....193
The art and technique of creating functional and aesthetic environments for living and working....193
Degree Programs....193
Interior Design Associate in Applied Science Degree (AAS)....194
Course Requirements....194
MAJOR CORE COURSES....194
LIBERAL ARTS AND SCIENCE CORE COURSES*....196
60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION....197
Interior Design Bachelor of Fine Arts Degree (BFA)....200
Course Requirements....200
MAJOR CORE COURSES....200
LIBERAL ARTS AND SCIENCE CORE COURSES....205
120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION....206
Justice Studies - Criminal Justice....210
Learn the skills to help make the world more secure....210
Degree Programs....210
Justice Studies - Criminal Justice Associate in Applied Science Degree (AAS)....212
Course Requirements....212
MAJOR CORE COURSES....212
LIBERAL ARTS AND SCIENCE CORE COURSES....213
60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION....215

Justice Studies - Criminal Justice Bachelor of Science Degree (BS)..... 218
Course Requirements.....218
MAJOR CORE COURSES..... 218
LIBERAL ARTS AND SCIENCE CORE COURSES.....220
Major Concentrations..... 222
120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION.....222
Justice Studies - Criminal Justice Concentrations.....226
Legal Studies.....229
Learn the skills needed to enter legal support professions.....229
Degree Programs.....229
Legal Studies Associate in Applied Science Degree (AAS).....230
Course Requirements.....230
MAJOR CORE COURSES..... 230
LIBERAL ARTS AND SCIENCE CORE COURSES.....232
60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION.....233
Legal Studies Bachelor of Science Degree (BS).....236
Course Requirements.....236
MAJOR CORE COURSES..... 236
LIBERAL ARTS AND SCIENCE CORE COURSES*.....238
120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION.....240
Management.....242
Degrees designed to make you an effective manager.....242
Degree Programs.....243
Business Administration - Management Associate in Applied Science Degree (AAS).....244
Course Requirements.....244
MAJOR CORE COURSES..... 244
BUSINESS CORE COURSES.....244
LIBERAL ARTS AND SCIENCE CORE COURSES.....246
60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION.....247
Business Administration - Management Bachelor of Business Administration Degree (BBA).....250
Course Requirements.....250
MAJOR CORE COURSES..... 250
BUSINESS CORE COURSES.....251
LIBERAL ARTS AND SCIENCE CORE COURSES***.....252
120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION.....254
Management Concentrations..... 257
Marketing.....262
Learn to think strategically and creatively with a degree in Marketing.....262

Degree Programs....262
Marketing Associate in Applied Science Degree (AAS)....263
Course Requirements....263
MAJOR CORE COURSES.... 263
BUSINESS CORE COURSES....263
LIBERAL ARTS AND SCIENCE CORE COURSES....264
60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION....266
Marketing Bachelor of Business Administration Degree (BBA)....269
Course Requirements....269
MAJOR CORE COURSES.... 269
BUSINESS CORE COURSES....270
LIBERAL ARTS AND SCIENCE CORE COURSES***....272
120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION....273
Marketing Concentrations.... 276
Media Communications....281
Master the art of verbal, written, and visual communications to help shape the future of the ever-changing media industry....281
Degree Program....282
Media Communications Bachelor of Science Degree (BS)....283
Course Requirements....283
MAJOR CORE COURSES.... 283
LIBERAL ARTS AND SCIENCE CORE COURSES....287
120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION....289
Media Communications Concentrations.... 292
Medical Assistant.... 293
Become an integral member of a medical team.... 293
Certification....294
Academic Programs....294
Medical Assistant Associate in Applied Science Degree (AAS)....296
Course Requirements....296
MAJOR CORE COURSES.... 296
BUSINESS CORE COURSE.... 298
LIBERAL ARTS AND SCIENCE CORE COURSES....298
60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION....299
Medical Assistant Certificate Program....303
Course Requirements....303
MAJOR CORE COURSES.... 303
LIBERAL ARTS AND SCIENCE CORE COURSES....305
Medical Insurance, Billing, and Coding....308
Keeping a healthy bottom line for healthcare organizations.... 308
Academic Programs....308
Health Services Administration - Medical Insurance, Billing, and Coding Associate in Applied Science Degree (AAS).... 309

Course Requirements....309
MAJOR CORE COURSES.... 309
BUSINESS CORE COURSE.... 311
LIBERAL ARTS AND SCIENCE CORE COURSES....311
60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION....312
Nursing.... 316
Academic Programs....316
Practical Nurse Certificate.... 317
Practical Nurse Certificate Program....317
Course Requirements....318
MAJOR CORE COURSES.... 318
LIBERAL ARTS AND SCIENCES CORE COURSES....320
BSN, LPN to BSN....324
The first LPN to BSN program in New Jersey!.... 324
(LPN License Required)....324
LPN to BSN....325
Bachelor of Science in Nursing (BSN)....325
Course Requirements....325
MAJOR CORE COURSES.... 325
SCIENCE CORE COURSES....328
LIBERAL ARTS AND SCIENCE CORE COURSES....329
120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION....331
Surgical Technology....335
Specialized training for a specialized career....335
Benefit from:....335
Programmatic Accreditation....335
Degree Program....336
Surgical Technology Associate in Applied Science Degree (AAS)..... 337
Course Requirements....337
MAJOR CORE COURSES.... 337
LIBERAL ARTS AND SCIENCE CORE COURSES....339
60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION....340
Four-Year Combined BBA/MBA Option....344
Four-Year Combined BS/MBA Option.... 346
Business Data Science (Effective Fall 2025 - Discontinued).... 348
Help shape the future in this exciting, emerging career field.... 348
Benefit from:....348
Business Data Science Bachelor of Science Degree (BS) - (Effective Fall 2025 - Discontinued)....350
Course Requirements ....350
MAJOR CORE COURSES.... 350
ARTIFICIAL INTELLIGENCE CONCENTRATION ELECTIVES.... 351
BUSINESS ANALYTICS CONCENTRATION ELECTIVES.... 352
BUSINESS APPLICATION COURSES....352

MATHEMATICS CORE COURSES....354
COMMUNICATION CORE COURSES....354
HUMANITIES CORE COURSES....355
120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION....356
International Business....358
Degrees designed to make you successful in global markets....358
Degree Programs....358
International Business Associate in Applied Science Degree (AAS)*....360
Course Requirements....360
MAJOR CORE COURSES....360
BUSINESS CORE COURSES....360
LIBERAL ARTS AND SCIENCE CORE COURSES....362
60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION....363
International Business Bachelor of Business Administration Degree (BBA)*....366
Course Requirements....366
MAJOR CORE COURSES....366
BUSINESS CORE COURSES....367
LIBERAL ARTS AND SCIENCE CORE COURSES....369
120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION....371
National Security - (Effective Fall 2025 - Discontinued)....374
A career field that’s more important than ever....374
National Security - Bachelor of Science Degree (BS) - (Effective Fall 2025 - Discontinued)....376
Course Requirements....376
MAJOR CORE COURSES....376
LIBERAL ARTS AND SCIENCE CORE COURSES....378
Major Concentrations....380
120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION....381
National Security Concentrations - (Effective Fall 2025 - Discontinued)....384
Larry L. Luing School of Business®....387
School of Health Studies....389
Division of General Education....390
School of Professional Studies....391
The Berkeley College Honors Program....392
Supplemental Instruction (SI)....394
Course Descriptions....395
Larry L. Luing School of Business® Courses....396
School of Health Studies Courses....437
Division of General Education....453
School of Professional Studies Courses....474

New York State Education Department (NYSED) - HEGIS Codes..... 507
Academic Policies and Procedures.....509
Academic Calendar..... 510
ACADEMIC YEAR 2026-2027..... 510
FALL SEMESTER 2026.....510
WINTER SEMESTER 2027..... 510
SPRING SEMESTER 2027.....510
ACADEMIC YEAR 2027-2028..... 510
FALL SEMESTER 2027.....510
WINTER SEMESTER 2028..... 511
SPRING SEMESTER 2028.....511
Academic Records..... 512
Academic Year..... 513
Accommodating a Disability..... 514
Notice of Non-Discrimination - Americans with Disabilities Act (ADA).....514
Assessment..... 515
College Learning Objectives and Outcomes.....516
The Berkeley College Learning Objectives are:.....516
The Berkeley College Learning Outcomes are:..... 517
Copyright Policy..... 518
Credit for Prior Learning..... 519
Enrollment Verification..... 520
eText and Supplies Opt-Out Policy.....521
Evaluation and Grading.....522
GRADING SYSTEM.....522
General Academic Policies..... 526
Graduation..... 533
Honorary Posthumous Degrees.....534
Identity Verification of Students Taking Online Courses..... 535
Recording Classroom Lectures and Student Support Services..... 536
Satisfactory Academic Progress (SAP).....537
QUALITATIVE STANDARDS.....537
QUANTITATIVE STANDARDS.....538
PROBATIONS AND APPEALS.....539
Transfer Credit Policy.....542
Acceptance of Transfer Credits from a Previous Institution..... 542
Credit from Articulation Agreements..... 542
New Jersey Comprehensive Statewide Transfer Agreement.....543
Appeals..... 543
Foreign Transcripts.....543
Applicability of Credits to Programs..... 543
Transferring Berkeley College Credits to Another Institution..... 543
Reverse Transfer.....544
Steps to follow:.....544
All Other Appeals..... 545
Admissions.....546

Admissions Process....547
Immunization Requirements....552
Undergraduate Degree Program Tuition and Fees 2026/2027....553
2026-2027 UNDERGRADUATE DEGREE PROGRAM TUITION per semester....553
Certificate Program Tuition and Fees 2026/2027....565
2026-2027 CERTIFICATE PROGRAM TUITION*....565
Dual Enrollment....577
Guide to Financial Aid....578
Student Financial Literacy....579
Financial Aid Summary for students who started spring 2022 and prior....580
Annual Limits for Subsidized and Unsubsidized Federal Loans....581
Financial Aid Summary for students who started fall 2022 and later....587
Annual Limits for Subsidized and Unsubsidized Federal Loans....588
Financing an Education....594
Financial Aid Eligibility....596
How to Apply....598
Verification and File Review....599
Disbursement of Aid....601
Title IV Refunds....602
Seven-Week Session Students....603
Other Financial Aid Refunds....604
Federal Financial Aid Programs....605
New Jersey State Financial Aid....612
New York State Financial Aid....614
Types of Grants....614
TAP Requirements....614
TAP Eligibility....614
PURSUIT OF PROGRAM TAP TABLE EFFECTIVE SUMMER 2016....616
Term/Payment Must Receive a Grade For:....616
Associate's Degrees....617
Baccalaureate Program....618
Associate's Degrees....618
Baccalaureate Program....618
Senator José Peralta New York State DREAM Act....623
Alternate Eligibility Path....625
Berkeley College Grants and Scholarships for students who started spring 2022 and prior....626
Achievement Award....626
Alumni Legacy Scholarship....627
Berkeley College Associate’s to Bachelor’s Degree Grant....628
Berkeley College Project Graduation Grant....628
Berkeley College Surgical Technology Completion Scholarship....629
Corporate Learning Partnership....629
DECA/FBLA/HOSA Scholarship....630
Graphic Design Scholarship....630
Honors Scholarship....631

Interior Design Scholarship..... 631
International Achievement Award.....632
International Honors Scholarship..... 633
Law Enforcement Scholarship..... 633
NJCECA Scholarship..... 634
Phi Theta Kappa Scholarship..... 634
Power of ONE New Student Referral Program Grant.....634
Presidential Scholarship.....635
Berkeley College TAP Grant.....635
Berkeley College TAG.....636
Berkeley College Dreamers TAG.....636
Berkeley College Dreamers TAP..... 636
Berkeley College ETA Match..... 637
Transfer Opportunity Program Grant (TOP Grant).....637
Berkeley College Bachelor Grant.....638
Union 3+1 Scholarship.....639
Yellow Ribbon Grant..... 639
Berkeley College Grant (Need-Based).....640
International Grant (Need-Based)..... 640
Workforce Match..... 641
Woodland Park Scholarship.....641
Berkeley College Grants and Scholarships for students who started fall 2022 and later..... 642
Berkeley College Access Grant..... 642
Berkeley College Achievement Award..... 643
Berkeley College Alumni Legacy Scholarship.....644
Berkeley College Assistance Grant.....645
Berkeley College Athletic Grant..... 645
Berkeley College Completion Grant.....646
Berkeley College Corporate Learning Partnership.....647
Berkeley College Grant (Need-Based).....647
Berkeley College Honors Scholarship.....648
Berkeley College International Grant..... 648
Berkeley College Newark Promise Grant..... 649
Berkeley College New Jersey Opportunity Grant..... 650
Berkeley College New York City Program Scholarship.....651
Berkeley College Presidential Scholarship..... 651
Berkeley College Project Graduation Grant.....652
Berkeley College TAP Grant.....652
Berkeley College TAG.....652
Berkeley College Dreamers TAG.....653
Berkeley College Dreamers TAP..... 653
Berkeley College ETA Match..... 654
Berkeley College Transfer Opportunity Program Grant (T.O.P. Grants).... 654
Berkeley College Youth Empowerment Scholarship.....655
CH35 Assistance Scholarship.....656
Pay It Forward Scholarship.....656

Union 3+1 Scholarship....657
Yellow Ribbon Grant....657
Other Financial Assistance....659
Employment....659
Payment Plans....659
Other Financial Aid Policies....660
Lifetime Eligibility Disclosures....661
Military and Veteran Students....662
Information Resources....663
Student Experience....664
Academic Support....665
Libraries....665
Center for Academic Success....665
On-Site Services....665
Remote Services....666
Learning Strategies....666
Career Services....667
Internship Opportunities....667
Employment Opportunities....667
Office of Military and Veterans Affairs....668
Student Support....670
Registration....670
Academic Advisement....670
College Transfer Academic Advisement....671
Berkeley College Refund Disbursements....671
Administration, Faculty, and Staff....672
Administration....673
Board of Trustees....674
Office of the President....675
General Administration....676
Faculty....677
Larry L. Luing School of Business® Faculty....678
School of Health Studies Faculty....686
Division of General Education Faculty....691
School of Professional Studies Faculty....701
Staff....708
Midtown Manhattan Staff....709
Newark Staff....710
Woodbridge Staff....711
Woodland Park Staff....712
Online Staff....713
Contact Us....714
New Jersey Campuses....714
New York Campus....714
Online....714
Student Complaint Policy....715
Purpose....715

Scope....715
Definitions....715
I. Departmental Processes....715
II. Responsibility for Handling Particular Complaints....716
A. Complaints Handled by the Departments That Receive Them First....716
B. Multi Department / Shared Complaints (Referral)....716
C. Exclusions – Automatic Referrals....717
III. Assessment: Modifications and Improvements....717
A. Departments....717
B. Institutional....718
C. Periodic Review of Policy....718
IV. Compliance....718
V. Student Complaint Procedures....718
Grade Appeals....718
Academic Complaints....718
Academic Integrity Policy....719
Satisfactory Academic Progress (“SAP”)....719
Equal Opportunity....719
Title IX, VAWA, and NY 129-B....719
Accessibility Services....719
Criminal Activity....719
Student Records....720
Computer Access & Technology....720
Other Non-Academic Complaints....720
Unavailability of Decision-Maker and Potential Conflicts of Interest....720
Examples of Complaint Types by Department and Procedure for Filing a Written Complaint....720
Online Students Enrolled in Distance Education Across State Lines....721
Online Students Enrolled in New York Programs....721
Online Students Enrolled in New Jersey Programs....722
State Regulatory Information....722
Accreditation Information....723

# Berkeley College Undergraduate Overview

# 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 their 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 MBA 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.
- **We're affordable.** More than $30 million in Berkeley College institutional aid was provided to qualified students during the 2025-2026 award year.
- **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. Continuing Education programs are not eligible.

Today, more than 4,000 students choose Berkeley's proven, career-focused 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 (MBA) in Management, and a Master of Science in Nursing (MSN). 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.

- Mission, Vision, Values
- Accreditations and Approvals
- Campuses
- Berkeley College Online®
- International Students
- Military and Veteran Students

Berkeley College reserves the right to add, discontinue, or modify its programs and policies at any time. Modifications after 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.

**Mission, Vision, Values**

# Mission Statement:

Berkeley College empowers each student to achieve lifelong success.

# Vision:

Berkeley College will be the college of choice for those pursuing a career-focused education in a challenging and changing world.

# Values:

- We Put the Student First
- We Embrace Diversity
- We Demand Integrity
- We Commit to Continuous Improvement

## 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 Sterile 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).

Many 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).

The Larry L. Luing School of Business® at Berkeley College has received specialized business accreditation for the following programs through the International Accreditation Council for Business Education (IACBE) located at 11960 Quivira Road in Overland Park, Kansas, 66213, USA. The IACBE grants accreditation for business and accounting programs only. Locations and delivery modes for program offerings are at the sole discretion of the Member. For a list of accredited programs please view our IACBE member status page.

- Master of Business Administration in Management
- Bachelor of Business Administration in Accounting, Business Administration - Management, General Business, Fashion Merchandising and Management, Financial Services, Health Services Management, International Business*****, Marketing
- 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 Management, Information Technology Management, Marketing

The Larry L. Luing School of Business® at Berkeley College has received specialized accounting accreditation for the following accounting programs through the International Accreditation Council for Business Education (IACBE) located at 11960 Quivira Road in Overland Park, Kansas, 66213, USA. The IACBE grants accreditation for business and accounting programs only. Locations and delivery modes for program offerings are at the sole discretion of the Member. For a list of accredited programs please view our IACBE member status page.

- MBA in Management with an Accounting Concentration (Available Online only)
- BBA in Accounting
- AAS in Accounting

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 accredited by the Commission on Collegiate Nursing Education (www.aacnnursing.org/ccne-accreditation).

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 – 113$^{TH}$ 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 at Berkeley College has had its accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) withdrawn, effective January 16, 2025. As a result, this program is no longer recognized as meeting CAAHEP standards. Please note that all currently enrolled Surgical Technology students, as of January 16, 2025, are considered to be attending a CAAHEP accredited program.

Berkeley College New Jersey and Berkeley College New York participate in the 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 https://www.benefits.va.gov/gibill/

***As of Fall 2026, new applications to the BBA in International Business will no longer be accepted. The program will continue to be offered only through approved articulation agreements or academic partnership initiatives.**

## 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. 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 a 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 Jersey**

- Newark
- Woodbridge
- Woodland Park

**New York**

- New York City (Midtown Manhattan)

**Online**

- 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

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 College's midtown building (on 43rd Street, between 5th and Madison) is 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 College 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 New York City campus is home to Berkeley College’s International Student Department and attracts an extremely diverse student body, with 42 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 Harriet Tubman Square—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 College campus—trains and buses are within steps and it’s accessible from many major highways. Plenty of parking is available onsite. 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 25 years ago. As a result, Berkeley College's programs, infrastructure, and support system are exceptional, offering students the same quality education as in the College's on-campus programs. From Certificate, Associate's, Bachelor's, and Master's degree 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, social responsibilities, and work at your own pace within a weekly schedule of discussion topics, readings, and assignments.

**Career-focused programs** – Like the on-campus programs, Berkeley College curricula are developed and regularly updated with input from advisory boards of industry experts to ensure that you are 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 College 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.

### Recognitions for excellence

Berkeley College continues to receive important distinctions from media authority *U.S. News & World Report*:

- **Best Online Bachelor's Degree Programs** – for the 13th consecutive year!
- **Best Online Bachelor's Degree Programs for Veterans** – for the 13th consecutive year!

Berkeley has also earned multiple recognitions for:

- **Best Online Bachelor's Degree Programs – Business**
- **Best Online MBA Programs**
- **America's Top Online Colleges of 2026** by *Newsweek* and Statista, a global business data platform—for the fourth consecutive year!
- 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 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 are able to access the services of the Center for Academic Success for tutoring and other academic assistance at no additional charge.
- The online library provides electronic resources, as well as "Live Help available via a chat service."
- 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 diverse needs of international students with an intensive curriculum.
- **International Department** - Berkeley College's International 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 certain 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.)

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

BerkeleyCollege.edu/Admissions/International-Students

Or contact:

Berkeley College
International Department
3 East 43rd Street
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 Programs
- Veterans Graduation Dinners
- 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, 2014-2026 – *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, 2017-2025 – *Military Times*
- Best of the Best/Veteran-Friendly Schools, 2014-2015, 2017-2020, and 2024-2025 – *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 Berkeley College resources and student services, both on site 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.

## Degrees Offered

Berkeley College offers the following undergraduate programs of study:

- Associate in Applied Science (AAS)
- Bachelor of Business Administration (BBA)
- Bachelor of Fine Arts (BFA)
- Bachelor of Science (BS)
- Bachelor of Science in Nursing (BSN)

## Certificates Offered

The College also offers the following undergraduate healthcare certificate programs of study:

- Medical Assistant
- Patient Care Technician
- Practical Nurse
- Sterile Processing Technician

It is important to note that not all programs are offered at every campus or online, and not all courses are offered every term and/or at every campus or 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 College 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 four years, and Associate's degrees are designed to be completed in two years. The Sterile Processing Technician and Patient Care Technician Certificate programs are designed to be completed in 30 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. The Medical Assistant Certificate program is designed to be completed in 45 weeks.

## Programs of Study

### *3D Digital Visualization*

- BFA, 3D Digital Visualization

### *Accounting*

- AAS, Business Administration-Accounting
- BBA, Accounting

### *Business Analytics*

- BBA, Business Analytics
- Concentrations

### *Fashion Merchandising and Management*

- AAS, Fashion Merchandising and Management
- BBA, Fashion Merchandising and Management
- Concentrations

### *Financial Services*

- AAS, Financial Services
- BBA, Financial Services

### *General Business*

- BBA, General Business
- Concentrations

### *Graphic Design*

- AAS, Graphic Design
- BFA, Graphic Design

### *Health Sciences*

- AAS, Health Sciences
- Patient Care Technician Certificate
- Sterile Processing Technician Certificate

### *Health Services Management*

- AAS, Health Services Management*

  ***Students enrolled in this program prior to Fall 2024 will receive an AAS in Health Services Administration.**
- BBA, Health Services Management

### ***Information Technology Management***

- AAS, Information Technology Management
- BS, Information Technology Management
- Concentrations

### ***Interior Design***

- AAS, Interior Design
- BFA, Interior Design

### ***Justice Studies - Criminal Justice***

- AAS, Justice Studies - Criminal Justice
- BS, Justice Studies - Criminal Justice
- Concentrations

### ***Legal Studies***

- AAS, Legal Studies
- BS, Legal Studies

### ***Management***

- AAS, Business Administration - Management
- BBA, Business Administration - Management
- Concentrations

### ***Marketing****

- ***Students enrolled prior to Fall 2024 will graduate with a degree in Marketing Communications.**
- AAS, Marketing

- BBA, Marketing
- Concentrations

### ***Media Communications***

- BS, Media Communications
- Concentrations

### ***Medical Assistant***

- AAS, Medical Assistant
- Medical Assistant Certificate

### ***Medical Insurance, Billing, and Coding***

- AAS, Health Services Administration - Medical Insurance, Billing, and Coding

### *Nursing*

- BSN, LPN to BSN
- Practical Nurse Certificate

### *Surgical Technology*

- AAS, Surgical Technology

A four-year combined BBA/MBA option and a four-year combined BS/MBA option exist for students interested in pursuing graduate studies.

## Discontinued Programs

### *Business Data Science*

- BS, Business Data Science - Effective Fall 2025

### *International Business*

- AAS, International Business - Effective Fall 2026
- BBA, International Business - Effective Fall 2026

### *National Security*

- BS, National Security - Effective Fall 2025
- Concentrations - Effective Fall 2025

**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
- Supplemental Instruction (SI)
- Course Descriptions
- New York State Education Department (NYSED) - HEGIS Codes

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 continues to grow across many industries. In the Berkeley College 3D Digital Visualization Bachelor of Fine Arts (BFA) degree program, you'll learn to communicate architectural and graphical ideas using advanced 3D modeling and visualization tools. The program develops the design, modeling, and rendering skills employers seek in digital visualization professionals.
A BFA in 3D Digital Visualization prepares you for careers in fields such as architecture, interior design, construction, graphic design, industrial design, product visualization, and motion graphics animation. Potential job titles include 3D artist, multimedia artist, architectural visualizer, 3D rendering and graphic artist, visualization designer, and 3D graphic designer.

You'll complete a sequence of technical studio courses and select electives that support your professional interests.

## Benefit from:

- **Advanced 3D Software Skills:** Gain experience with industry-standard 3D software used in architecture, design, visualization, and media production. Develop the ability to model objects, environments, and visual assets used in professional workflows.
- **Industry-Relevant Applications:** Develop the ability to effectively communicate complex graphical concepts and information, a skill highly valued in the commercial design and art sectors. This proficiency is essential for roles that demand precision in digital visualization.
- **Emerging Technology Engagement:** Engage with cutting-edge technologies in virtual and augmented reality. Learn to create 3D graphic images using advanced software, opening doors to innovative fields and future technology trends.
- **Realistic Rendering Techniques:** Master a combination of techniques including 3D modeling, computer-generated imagery, and graphics rendering. This expertise allows you to produce photo-realistic images and immersive content that closely mimics real-world scenarios.

### Degree Program

- BFA, 3D Digital Visualization

**3D Digital Visualization Bachelor of Fine Arts Degree (BFA)**

*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.*

COLLEGE AND 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, standard symbols, scale, and line weight.

**VIZ1102 Illustrator and Digital Graphics**

**3 Credits**

Surveys the world of vector-based design and illustration using Adobe Illustrator. Students will explore the unique capabilities of vector graphics, enabling them to create original, scalable, and high-quality graphics for print and digital applications. Emphasis will be placed on mastering the tools and techniques specific to Illustrator and applying design principles effectively in vector-based projects.

Prerequisite: VIZ1100

**VIZ1110 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.

**VIZ1120 Conceptual Design**

**3 Credits**

Introduces the principles and elements of design. This course emphasizes conceptual analysis and problem solutions in two- and three-dimensional design. Students examine the psychological and cultural impact of form, space, and volume in making appropriate design decisions.

**VIZ1150 CAD I**

**3 Credits**

Students learn to use SketchUp, Layout, and Enscape to 3D model their designs and present them in Orthogonal Projections such as plan, sections and elevations, and rendered perspectives.

Prerequisite: VIZ1100

**VIZ1190 Typography I**

**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: VIZ1100

**VIZ2200 CAD II**

**3 Credits**

Instructs students in the use of Rhino 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 using Rhino's native rendering engine as well as Enscape.

Prerequisite: VIZ1150

**VIZ2205 Three-Dimensional Design**

**3 Credits**

Focuses on spatial organization, transforming two-dimensional ideas into three-dimensional experiences. Students will explore balance, form, and volume while experimenting with various construction methods and materials. Hands-on projects enable students to create, represent, and respond to form in physical space. The course combines lectures, guided assignments, and critiques to offer a well-rounded understanding of three-dimensional design.

Prerequisite: VIZ1100

**VIZ2220 3D Design and Modeling**

**3 Credits**

Introduces 3D design as a key method for visual communication. Students explore form, space, scale, lighting, and materials by creating 3D objects and typographic elements. The course emphasizes transforming two-dimensional design concepts into three-dimensional outcomes for real-world graphic design applications, such as branding, packaging, environmental graphics, and static campaign visuals.

Prerequisite: VIZ1110

**VIZ2260 Architectural Construction and Methods I**

**3 Credits**

Studies the relationship between Interior Design and Architectural systems. Topics include construction methods and materials. Focusing on wood-frame residential construction. This course covers foundation, floor, wall and roof systems; construction techniques and building materials; 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

**VIZ2295 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: VIZ1190

**VIZ3220 3D Design and Modeling II**

Builds on foundational three-dimensional design skills with an emphasis on applied visual communication. Students develop refined 3D assets and scenes focusing on composition, narrative, and integration across media. The course emphasizes how 3D design supports graphic systems, storytelling, and contemporary design practice.

Prerequisite: VIZ2220

**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 commercial buildings. Focusing on masonry, steel construction, green roofs, HVAC, plumbing, and acoustics. Introduction of fire suppression as well as circulation systems are discussed.

Prerequisite: VIZ2260

**VIZ3370 CAD III: Working Drawings**

**3 Credits**

Teaches students to use Revit to create industry-standard construction drawings used by the trade to build and renovate spaces. Symbols, graphic notations, sections, details, and schedules are taught for the proper representation of designs as legal construction documents.

Prerequisite: VIZ3350

**VIZ3380 Furniture Design**

**3 Credits**

Covers the basic principles and techniques of furniture design, emphasizing creativity, functionality, materials, and construction documentation. Focuses on understanding the design process, manufacturing techniques, and human factors for responsible design. Through a series of design projects, students will learn to use sketching and technical drawing skills, model making, and 3D prototyping.

Prerequisite: VIZ3350

**VIZ4405 Motions Graphics**

**3 Credits**

Provides a foundational introduction to Adobe After Effects and the core principles of motion design. Students explore timing, spacing, and kinetic typography for digital platforms. The course emphasizes software proficiency and the aesthetic requirements for creating short-form brand assets through movement.

Prerequisite: VIZ2295

**VIZ4406 Motion Graphics II**

Explores advanced motion workflows for multi-platform campaigns, focusing on the production standards required for digital out-of-home, broadcast, and streaming media. Students synthesize 2D and 3D assets into a comprehensive production pipeline, integrating media storytelling.

Prerequisite: VIZ4405

**GRD4455 Capstone Research**

**3 Credits**

Offers students an opportunity to conduct independent research on a topic of their choosing while concurrently devising a strategic plan for their upcoming Senior Showcase project. Successful completion involves the presentation and defense of the project proposal, affirming their expertise in their chosen area of concentration.

Prerequisite: VIZ3220 or VIZ3360

**GRD4460 Capstone Project**

**3 Credits**

Engages students in the hands-on production of their creative endeavors. Successful completion marks the pinnacle of their academic journey, showcasing their design expertise in a public exhibition.

Prerequisite: GRD4455

**GRD4470 Special Topics in Graphic Design**

**3 Credits**

Explores diverse subjects in design. It aims to provide students with a comprehensive understanding of concepts presented, culminating in the creation of polished, portfolio-ready projects.

Prerequisite: VIZ3220 or VIZ3360

**VIZ4481 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: VIZ3220 or VIZ3360

**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

**Graphic Design/Interior Design 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.

**SOC2110 AI-Powered Communication**

3 Credits

Explores emerging Artificial Intelligence (AI) trends and their social and ethical implications. Analyzes the impact of AI on content generation, creativity, media production, and employment. With a focus on academic and professional integrity, students will develop and apply AI literacy skills in a variety of contexts.

**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 - 6 Credits**

**Humanities Elective - 3 Credits**

**Mathematics/Science Elective - 3 Credits**

**English 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.

Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at https://berkeleycollege.edu/catalogs/undergraduate-2026-2027/admissions/undergraduate-degree-program-tuition-fees-2026-2027/index.html

## COLLEGE AND PROGRAM LEARNING OBJECTIVES

Objectives 1 through 6 are the College Learning Objectives. The remaining objectives are the Program Learning Objectives.

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1. **Reading and Written Communication:** Students will demonstrate competency in reading and writing.

2. **Oral Communication:** Students will demonstrate effective oral communication skills that incorporate emotional intelligence, empathy, and civility.

3. **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

4. **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.

5. **Information and AI Literacy:** Students will be able to locate, evaluate, and ethically utilize reliable information and artificial intelligence tools. They will develop an understanding of how AI systems function, recognize their limitations and biases, and apply them responsibly to support informed decision-making, problem-solving, and knowledge creation.

6. **Integration of Learning:** Students will develop the ability to make connections between different academic studies, emerging technologies such as AI, and specialized professional skills leading to more informed, creative, and productive decisions in life and career.

7. Students will demonstrate skills in a wide variety of advanced 3D modeling and computer graphic software to communicate design concepts into visual graphics.

8. Students will effectively communicate with members of collaborative multi-disciplinary teams in the architecture and design industry.

9. Students will demonstrate competency in the process of creating graphics and renderings through the use of 3D software knowledge gained from the various courses in the program.

10. Students will produce complex, technical, and quantitative information using 3D modeling, animation, and visual effects into digital media.

11. Students will learn to communicate graphical concepts and information in the design/art industry. They will develop advanced skills, knowledge and understanding of digital design and modeling.

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

## 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 interactions 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

- AAS, Business Administration - Accounting
- BBA, Accounting

**Business Administration - Accounting Associate in Applied Science Degree (AAS)**

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COLLEGE AND 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

**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

**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.

## 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.

### 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.

### 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.

### 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.

## 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.

**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.

**SOC2110 AI-Powered Communication**

**3 Credits**

Explores emerging Artificial Intelligence (AI) trends and their social and ethical implications. Analyzes the impact of AI on content generation, creativity, media production, and employment. With a focus on academic and professional integrity, students will develop and apply AI literacy skills in a variety of contexts.

**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

# College and Program Learning Objectives

Objectives 1 through 6 are the College Learning Objectives. The remaining objectives are the Program Learning Objectives.

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1. **Reading and Written Communication:** Students will demonstrate competency in reading and writing.

2. **Oral Communication:** Students will demonstrate effective oral communication skills that incorporate emotional intelligence, empathy, and civility.

3. **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

4. **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.

5. **Information and AI Literacy:**Students will be able to locate, evaluate, and ethically utilize reliable information and artificial intelligence tools. They will develop an understanding of how AI systems function, recognize their limitations and biases, and apply them responsibly to support informed decision-making, problem-solving, and knowledge creation.

6. **Integration of Learning:** Students will develop the ability to make connections between different academic studies, emerging technologies such as AI, and specialized professional skills leading to more informed, creative, and productive decisions in life and career.

7. Students will demonstrate appropriate knowledge of associate degree-level business core concepts.

8. Students will illustrate coherent forms of written communication.

9. Students will articulate effective oral presentations.

10. Students will describe the decision-support tools that inform evidence-based decision-making.

11. Students will explain the role of leadership as a driver of organizational success.

12. Students will identify the elements of teams that contribute to the accomplishment of organizational goals.

13. Students will exemplify work that is clear, rational, and informed by evidence.

14. Students will classify business transactions within the framework of the accounting model.

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**Accounting Bachelor of Business Administration Degree (BBA)**

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COLLEGE AND 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

**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

**ACC3351 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

**ACC3201 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

**ACC3202 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: ACC3201

**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: ACC3202

**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: ACC3202 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

**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.

**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

**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.

**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.

**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.

**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.

**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.

**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

## 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 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.

**SOC2110 AI-Powered Communication**

**3 Credits**

Explores emerging Artificial Intelligence (AI) trends and their social and ethical implications. Analyzes the impact of AI on content generation, creativity, media production, and employment. With a focus on academic and professional integrity, students will develop and apply AI literacy skills in a variety of contexts.

**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.

**Business Electives - 12 Credits***

**Free Electives - 6 Credits**

**120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION**

*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**
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

# College and Program Learning Objectives

Objectives 1 through 6 are the College Learning Objectives. The remaining objectives are the Program Learning Objectives.

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1. **Reading and Written Communication:** Students will demonstrate competency in reading and writing.

2. **Oral Communication:** Students will demonstrate effective oral communication skills that incorporate emotional intelligence, empathy, and civility.

3. **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

4. **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.

5. **Information and AI Literacy:**Students will be able to locate, evaluate, and ethically utilize reliable information and artificial intelligence tools. They will develop an understanding of how AI systems function, recognize their limitations and biases, and apply them responsibly to support informed decision-making, problem-solving, and knowledge creation.

6. **Integration of Learning:** Students will develop the ability to make connections between different academic studies, emerging technologies such as AI, and specialized professional skills leading to more informed, creative, and productive decisions in life and career.

7. Students will demonstrate appropriate knowledge of baccalaureate-level business core concepts.

8. Students will compose coherent forms of written communication.

9. Students will formulate effective oral presentations.

10. Students will utilize decision-support tools to inform evidence-based decision-making.

11. Students will appraise the role of leadership in driving organizational success.

12. Students will formulate solutions to organizational challenges in a team setting.

13. Students will execute work that is clear, rational, and informed by evidence.

14. Students will implement appropriate accounting principles and practices.

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## Business Analytics

# Learn to use business analytics to solve business problems.

The Bachelor of Business Administration degree in Business Analytics will teach students how to describe, predict, and inform business decisions in the specific areas of business and technology, marketing, finance, and operations. Students will also learn to solve business problems using analytics software and to understand, design, and utilize analytical models. The curriculum combines practical technology, applications, and processes to provide valuable insights into analytical decision-making.

The curriculum integrates critical thinking, data management, visualization, and analysis, preparing students for opportunities across many industries. Examples include logisticians, management analysts, market research analysts, and operations research analysts.

## Mission Statement:

The Business Analytics department of the Larry L. Luing School of Business® prepares students for lifelong success in dynamic careers in business and technology, marketing, finance, and operations.

## Benefit from:

- Critical-thinking and problem-solving skills in business settings
- The technology used by business professionals, including the use of analytics software, to understand, design, and utilize analytical models
- Hands-on learning from instructors chosen for academic excellence and relevant professional experience
- Enrollment in a capstone course designed to put theory into practice
- Participation in an internship or job-related assignment for a valuable learning experience

### Degree Programs

- BBA, Business Analytics
- Concentrations

**Business Analytics Bachelor of Business Administration Degree (BBA)**

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COLLEGE AND PROGRAM LEARNING OBJECTIVES

SAMPLE PROGRAM SEQUENCE

# 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.

**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.

**BDS 2240 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.

**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.

**ITM3310 Principles of Database Management**

**3 Credits**

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.

**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.

**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.

**MGT3345 Managing with Information Systems**

**3 Credits**

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.

**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.

**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.

**BUS4420 Data Mining for Business**

**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.

### BUS4451 Business Policy and Strategy

**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).

## 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.

### 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.

### 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

**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.

**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.

**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.

## 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

### SOC2110 AI-Powered Communication

### 3 Credits

Explores emerging Artificial Intelligence (AI) trends and their social and ethical implications. Analyzes the impact of AI on content generation, creativity, media production, and employment. With a focus on academic and professional integrity, students will develop and apply AI literacy skills in a variety of contexts.

### 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.

**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: 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.

**Business Electives - 9 Credits***

**Free Electives - 3 or 6 Credits**

Students opting to take a 15-credit concentration option will utilize 12 business elective credits plus 3 credits of free electives.

**120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION**

*Must be at the 3000 or 4000 level and must be selected from the Larry L. Luing School of Business® courses.

# College and Program Learning Objectives

Objectives 1 through 6 are the College Learning Objectives. The remaining objectives are the Program Learning Objectives.

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1. **Reading and Written Communication:** Students will demonstrate competency in reading and writing.

2. **Oral Communication:** Students will demonstrate effective oral communication skills that incorporate emotional intelligence, empathy, and civility.

3. **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

4. **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.

5. **Information and AI Literacy:**Students will be able to locate, evaluate, and ethically utilize reliable information and artificial intelligence tools. They will develop an understanding of how AI systems function, recognize their limitations and biases, and apply them responsibly to support informed decision-making, problem-solving, and knowledge creation.

6. **Integration of Learning:** Students will develop the ability to make connections between different academic studies, emerging technologies such as AI, and specialized professional skills leading to more informed, creative, and productive decisions in life and career.

7. Students will demonstrate appropriate knowledge of baccalaureate-level business core concepts.

8. Students will compose coherent forms of written communication.

9. Students will formulate effective oral presentations.

10. Students will utilize decision-support tools to inform evidence-based decision-making.

11. Students will appraise the role of leadership in driving organizational success.

12. Students will formulate solutions to organizational challenges in a team setting.

13. Students will execute work that is clear, rational, and informed by evidence.

14. Students will apply analytical techniques to support strategic and operational decision-making in various business concepts.

*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.*

**Business Analytics Concentrations**

Students may complete the Business Analytics Bachelor of Business Administration degree (BBA) with or without a concentration. Concentration courses will replace Business Electives and or Free Electives.

Students opting for a concentration may select one of the following ten:

- Compliance
- Cyber Security
- Digital and Social Media
- Entrepreneurship
- Human Resources 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.

**Compliance Concentration (15 Credits)**

The Compliance Concentration provides knowledge of regulatory compliance and legal issues faced in the day-to-day operations within diverse environments.

- LAW1105 Introduction to Compliance
- NTS3308 Systems Security and Auditing
- LAW3325 Intellectual Property Law
- JUS4403 Cyber Crime
- BUS3331 Business Law II

SAMPLE PROGRAM SEQUENCE - COMPLIANCE

**Cyber Security Concentration (12 Credits)**

This concentration allows for a specialization in network security. Students will study the fundamentals of network security, evaluating system security, maintaining security, detecting threats to systems, and learn procedures for finding and preserving evidence for legal proceedings.

- ITM3300 Fundamentals of Network Security
- NTS3308 Systems Security and Auditing
- JUS4403 Cybercrime
- NTS4402 Digital Forensics

SAMPLE PROGRAM SEQUENCE – CYBER SECURITY

**Digital and Social Media Concentration (12 Credits)**

The Digital and Social Media Concentration introduces students to the continuously growing field of digital and social media. Students will learn the basics of using social

media for engagement and branding and develop their personal digital reach with an eye toward influencer partnerships with existing brands.

- MKT2223 Digital and Social Media Strategy
- MKT2247 Advertising Management
- MKT3322 Digital Marketing: Strategy & Tactics
- MKT4447 Marketing Metrics and Analytics

SAMPLE PROGRAM SEQUENCE – DIGITAL AND SOCIAL MEDIA

**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 focuses 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

**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

## Fashion Merchandising and Management

# Business with style.

## Potential career paths include:

- Fashion merchandising
- Product development
- Retail buying
- Trend forecasting
- Fashion sustainability
- Allocation and planning
- Retail management
- Brand communications
- Fashion marketing
- Fashion styling
- Fashion event and show production
- Visual merchandising

Students  will learn from fashion faculty selected for their academic credentials and professional fashion-industry experience. As well, they will hear from industry guest lecturers, attend fashion industry field trips, and engage in brand-focused projects with feedback from fashion professionals in many required and elective classes.

In their final semesters, students will complete a portfolio in their capstone course and can participate in a fashion workplace internship. In the students are exposed to a variety of experiential-learning and resume-building experiences including visits to retailers, trade shows, factories, and showrooms, as well as volunteer opportunities during New York Fashion Week and more!

## Students will benefit from:

- A deep understanding of the complete global fashion supply chain from materials sourcing through omni-channel retail distribution to the various circular economy business possibilities.
- Opportunities to:
    - Work on fashion-brand and retail-focused projects
    - Meet, greet, listen, and learn from industry professionals at virtual and on-campus fashion industry speaking panels and networking events each semester
    - Explore and forecast consumer and buyer buying trends
    - Conceive and plan fashion product lines
    - Evaluate production needs and costs
    - Determine proper retail strategies

    - Gain an understanding of global sustainability practices and processes
    - Apply marketing and sales techniques to fashion business operations and receive professional feedback
    - Participate in New York fashion events, internships, and other fashion business-related activities
    - Develop a fashion merchandising portfolio
    - Use fashion-specific research support and industry technologies
- Plus, there's a seamless transition between Associate’s and Bachelor’s degree programs

**Degree Programs**

- AAS, Fashion Merchandising and Management
- BBA, Fashion Merchandising and Management
- Concentrations

**Fashion Merchandising and Management Associate in Applied Science Degree (AAS)**

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COLLEGE AND 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.

### FAS1111 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.

Equivalent: GRD1101

### 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

## 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.

**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.

## 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.

**SOC2110 AI-Powered Communication**

**3 Credits**

Explores emerging Artificial Intelligence (AI) trends and their social and ethical implications. Analyzes the impact of AI on content generation, creativity, media production, and employment. With a focus on academic and professional integrity, students will develop and apply AI literacy skills in a variety of contexts.

**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.

**Fashion Elective - 3 Credits**

**60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION**

Detailed information describing any required supplies is available at https://berkeleycollege.edu/catalogs/undergraduate-2026-2027/admissions/undergraduate-degree-program-tuition-fees-2026-2027/index.html

# COLLEGE AND PROGRAM LEARNING OBJECTIVES

Objectives 1 through 6 are the College Learning Objectives. The remaining objectives are the Program Learning Objectives.

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1. **Reading and Written Communication:** Students will demonstrate competency in reading and writing.

2. **Oral Communication:** Students will demonstrate effective oral communication skills that incorporate emotional intelligence, empathy, and civility.

3. **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

4. **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.

5. **Information and AI Literacy:** Students will be able to locate, evaluate, and ethically utilize reliable information, and artificial intelligence tools. They will develop an understanding of how AI systems function, recognize their limitations and biases, and apply them responsibly to support informed decision-making, problem-solving, and knowledge creation.

6. **Integration of Learning:** Students will develop the ability to make connections between different academic studies, emerging technologies such as AI, and specialized professional skills leading to more informed, creative, and productive decisions in life and career.

7. Students will demonstrate appropriate knowledge of associate degree-level business core concepts.

8. Students will illustrate coherent forms of written communication.

9. Students will articulate effective oral presentations.

10. Students will describe the decision-support tools that inform evidence-based decision-making.

11. Students will explain the role of leadership as a driver of organizational success.

12. Students will identify the elements of teams that contribute to the accomplishment of organizational goals.

13. Students will exemplify work that is clear, rational, and informed by evidence.

14. Students will explain basic fashion merchandising and management principles.

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**Fashion Merchandising and Management Bachelor of Business Administration Degree (BBA)**

*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.*

COLLEGE AND 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.

### FAS1111 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.

Equivalent: GRD1101

### FAS1112 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, fashion graphics, and marketing materials.

Prerequisite: FAS1111

Equivalent: GRD1102

### 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

**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.

**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

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.

**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.

## 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.

**SOC2110 AI-Powered Communication**

**3 Credits**

Explores emerging Artificial Intelligence (AI) trends and their social and ethical implications. Analyzes the impact of AI on content generation, creativity, media production, and employment. With a focus on academic and professional integrity, students will develop and apply AI literacy skills in a variety of contexts.

**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**

**Fashion or 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.

Detailed information describing any required supplies is available at https://berkeleycollege.edu/catalogs/undergraduate-2026-2027/admissions/undergraduate-degree-program-tuition-fees-2026-2027/index.html

## COLLEGE AND PROGRAM LEARNING OBJECTIVES

Objectives 1 through 6 are the College Learning Objectives. The remaining objectives are the Program Learning Objectives.

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1. **Reading and Written Communication:** Students will demonstrate competency in reading and writing.

2. **Oral Communication:** Students will demonstrate effective oral communication skills that incorporate emotional intelligence, empathy, and civility.

3. **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

4. **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.

5. **Information and AI Literacy:** Students will be able to locate, evaluate, and ethically utilize reliable information, and artificial intelligence tools. They will develop an understanding of how AI systems function, recognize their limitations and biases, and apply them responsibly to support informed decision-making, problem solving, and knowledge creation.

6. **Integration of Learning:** Students will develop the ability to make connections between different academic studies, emerging technologies such as AI, and specialized professional skills leading to more informed, creative, and productive decisions in life and career.

7. Students will demonstrate appropriate knowledge of baccalaureate-level business core concepts.

8. Students will compose coherent forms of written communication.

9. Students will formulate effective oral presentations.

10. Students will utilize decision-support tools to inform evidence-based decision-making.

11. Students will appraise the role of leadership in driving organizational success.

12. Students will formulate solutions to organizational challenges in a team setting.

13. Students will execute work that is clear, rational, and informed by evidence.

14. Students will utilize fashion merchandising and management principles.

*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.*

## Fashion Merchandising and Management Concentrations

Students have two options in completing the Fashion Merchandising and Management Bachelor of Business Administration degree (BBA). The first option is to complete the program without a concentration. The second option is to select an available concentration in lieu of 12 or 15 elective credits.

Students may select one of the thirteen Fashion Merchandising and Management Concentrations offered below:

- Artificial Intelligence and Machine Learning
- Business Analytics
- Compliance
- Digital and Social Media
- Entrepreneurship
- Graphic Design
- Human Resources 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

**Compliance Concentration (15 Credits)**

The Compliance Concentration provides knowledge of regulatory compliance and legal issues faced in the day-to-day operations within diverse environments.

- LAW1105 Introduction to Compliance
- NTS3308 Systems Security and Auditing
- LAW3325 Intellectual Property Law
- JUS4403 Cyber Crime
- BUS3331 Business Law II

SAMPLE PROGRAM SEQUENCE - COMPLIANCE

**Digital and Social Media Concentration (12 Credits)**

The Digital and Social Media Concentration introduces students to the continuously growing field of digital and social media. Students will learn the basics of using social media for engagement and branding and develop their personal digital reach with an eye toward influencer partnerships with existing brands.

- MKT2223 Digital and Social Media Strategy
- MKT2247 Advertising Management
- MKT3322 Digital Marketing: Strategy & Tactics
- MKT4447 Marketing Metrics and Analytics

SAMPLE PROGRAM SEQUENCE – DIGITAL AND SOCIAL MEDIA

**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

**Graphic Design Concentration (12 Credits)**

Students will learn how to communicate through typography, layout, image, and color using industry-standard software for print and multimedia design, including the Adobe Suite.

- GRD1190 Typography I
- GRD2233 Web Design
- GRD2240 Digital Publishing
- GRD3395 Branding

SAMPLE PROGRAM SEQUENCE – GRAPHIC DESIGN

**Human Resources Management Concentration (15 Credits)***

The Human Resources Management Concentration focuses 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

**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

## 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**

- AAS, Financial Services
- BBA, Financial Services

**Financial Services Associate in Applied Science Degree (AAS)**

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COLLEGE AND 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.

## 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.

### 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.

## 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.

### 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.

**SOC2110 AI-Powered Communication**

**3 Credits**

Explores emerging Artificial Intelligence (AI) trends and their social and ethical implications. Analyzes the impact of AI on content generation, creativity, media production, and employment. With a focus on academic and professional integrity, students will develop and apply AI literacy skills in a variety of contexts.

**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.

Business Electives - 3 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-2026-2027/admissions/undergraduate-degree-program-tuition-fees-2026-2027/index.html

**Associate in Applied Science Degree (AAS) Financial Services**

## COLLEGE AND PROGRAM LEARNING OBJECTIVES

Objectives 1 through 6 are the College Learning Objectives. The remaining objectives are the Program Learning Objectives.

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1. **Reading and Written Communication:** Students will demonstrate competency in reading and writing.

2. **Oral Communication:** Students will demonstrate effective oral communication skills that incorporate emotional intelligence, empathy, and civility.

3. **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

4. **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.

5. **Information and AI Literacy:**Students will be able to locate, evaluate, and ethically utilize reliable information and artificial intelligence tools. They will develop an understanding of how AI systems function, recognize their limitations and biases, and apply them responsibly to support informed decision-making, problem-solving, and knowledge creation.

6. **Integration of Learning:** Students will develop the ability to make connections between different academic studies, emerging technologies such as AI, and specialized professional skills leading to more informed, creative, and productive decisions in life and career.

7. Students will demonstrate appropriate knowledge of associate degree-level business core concepts.

8. Students will illustrate coherent forms of written communication.

9. Students will articulate effective oral presentations.

10. Students will describe the decision-support tools that inform evidence-based decision-making.

11. Students will explain the role of leadership as a driver of organizational success.

12. Students will identify the elements of teams that contribute to the accomplishment of organizational goals.

13. Students will exemplify work that is clear, rational, and informed by evidence.

14. Students will illustrate basic financial services principles.

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**Financial Services Bachelor of Business Administration Degree (BBA)**

*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.*

COLLEGE AND 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.

**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.

## 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.

**SOC2110 AI-Powered Communication**

**3 Credits**

Explores emerging Artificial Intelligence (AI) trends and their social and ethical implications. Analyzes the impact of AI on content generation, creativity, media production, and employment. With a focus on academic and professional integrity, students will develop and apply AI literacy skills in a variety of contexts.

**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**** - 9 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-2026-2027/admissions/undergraduate-degree-program-tuition-fees-2026-2027/index.html

**Bachelor of Business Administration Degree (BBA) Financial Services**

## COLLEGE AND PROGRAM LEARNING OBJECTIVES

Objectives 1 through 6 are the College Learning Objectives. The remaining objectives are the Program Learning Objectives.

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1. **Reading and Written Communication:** Students will demonstrate competency in reading and writing.

2. **Oral Communication:** Students will demonstrate effective oral communication skills that incorporate emotional intelligence, empathy, and civility.

3. **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

4. **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.

5. **Information and AI Literacy:**Students will be able to locate, evaluate, and ethically utilize reliable information and artificial intelligence tools. They will develop an understanding of how AI systems function, recognize their limitations and biases, and apply them responsibly to support informed decision-making, problem-solving, and knowledge creation.

6. **Integration of Learning:** Students will develop the ability to make connections between different academic studies, emerging technologies such as AI, and specialized professional skills leading to more informed, creative, and productive decisions in life and career.7. Students will demonstrate appropriate knowledge of baccalaureate-level business core concepts.

8. Students will compose coherent forms of written communication.

9. Students will formulate effective oral presentations.

10. Students will utilize decision-support tools to inform evidence-based decision-making.

11. Students will appraise the role of leadership in driving organizational success.

12. Students will formulate solutions to organizational challenges in a team setting.

13. Students will execute work that is clear, rational, and informed by evidence.

14. Students will utilize financial services principles.

*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.*

## 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 BBA option, which gives students the opportunity to take concentrated courses in 7-week intervals

**Degree Program**

- BBA, General Business
- Concentrations

**General Business Bachelor of Business Administration Degree (BBA)**

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COLLEGE AND 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- 36 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.

**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.

# 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.

**SOC2110 AI-Powered Communication**

**3 Credits**

Explores emerging Artificial Intelligence (AI) trends and their social and ethical implications. Analyzes the impact of AI on content generation, creativity, media production, and employment. With a focus on academic and professional integrity, students will develop and apply AI literacy skills in a variety of contexts.

**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* - 36 Credits**

**Free Electives - 6 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.

**Bachelor of Business Administration Degree (BBA) General Business**

## COLLEGE AND PROGRAM LEARNING OBJECTIVES

Objectives 1 through 6 are the College Learning Objectives. The remaining objectives are the Program Learning Objectives.

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- Scientific Reasoning

4. **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.

5. **Information and AI Literacy:** Students will be able to locate, evaluate, and ethically utilize reliable information and artificial intelligence tools. They will develop an understanding of how AI systems function, recognize their limitations and biases, and apply them responsibly to support informed decision-making, problem-solving, and knowledge creation.

6. **Integration of Learning:** Students will develop the ability to make connections between different academic studies, emerging technologies such as AI, and specialized professional skills leading to more informed, creative, and productive decisions in life and career.

7. Students will demonstrate appropriate knowledge of baccalaureate-level business core concepts.

8. Students will compose coherent forms of written communication.

9. Students will formulate effective oral presentations.

10. Students will utilize decision-support tools to inform evidence-based decision-making.

11. Students will appraise the role of leadership in driving organizational success.

12. Students will formulate solutions to organizational challenges in a team setting.

13. Students will execute work that is clear, rational, and informed by evidence.

14. Students will utilize general management principles.

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## General Business Concentrations

Students have two options in completing the General Business Bachelor of Business Administration degree (BBA). The first option is to complete the program without a concentration. The second option is to select an available concentration in lieu of 12 or 15 elective credits.

Students may select one of the General Business Concentrations offered below:

- Artificial Intelligence and Machine Learning
- Business Analytics
- Compliance
- Digital and Social Media
- Entrepreneurship
- Human Resources 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

**Compliance Concentration (15 Credits)**

The Compliance Concentration provides knowledge of regulatory compliance and legal issues faced in the day-to-day operations within diverse environments.

- LAW1105 Introduction to Compliance
- NTS3308 Systems Security and Auditing
- LAW3325 Intellectual Property Law
- JUS4403 Cyber Crime
- BUS3331 Business Law II

SAMPLE PROGRAM SEQUENCE - COMPLIANCE

**Digital and Social Media Concentration (12 Credits)**

The Digital and Social Media Concentration introduces students to the continuously growing field of digital and social media. Students will learn the basics of using social media for engagement and branding and develop their personal digital reach with an eye toward influencer partnerships with existing brands.

- MKT2223 Digital and Social Media Strategy
- MKT2247 Advertising Management
- MKT3322 Digital Marketing: Strategy & Tactics
- MKT4447 Marketing Metrics and Analytics

SAMPLE PROGRAM SEQUENCE – DIGITAL AND SOCIAL MEDIA

**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 focuses 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

**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

## Graphic Design

**Develop creative thinking and design skills for careers in graphic design.**

Organizations rely on clear visual communication to convey ideas, build brands, and connect with audiences across print and digital media. The Graphic Design program at Berkeley College prepares students to develop thoughtful visual solutions that address real communication challenges. Students build a strong foundation in design principles, typography, and visual communication while exploring how design works across multiple platforms.

Along with the study of graphic design history and core design principles, the curriculum introduces the design process using traditional, digital, and emerging media. Students also examine the responsible use of artificial intelligence and other emerging tools as part of the creative workflow. Critical thinking, conceptual development, and creativity are emphasized as students learn about:

- Branding and visual identity systems
- Packaging design and product presentation
- User Interface (UI) design and User Experience (UX) principles
- Motion graphics and 3D Design
- Illustration and visual storytelling
- Publication and editorial design
- Web and interactive media design
- Professional design production
- Design history and its cultural influence
- Concept development, research, and creative problem solving
- Emerging technologies and contemporary tools

Our instructors combine strong academic credentials with extensive industry experience, offering students practical insights that support career readiness. Internship opportunities allow students to apply their learning in professional settings, while our Career Services department provides personalized guidance in career planning and resume development.

The Graphic Design program provides a variety of ways for students to showcase their work and gain professional exposure. Depending on the project scope and campus location, students may participate in student exhibitions, guest lectures, and networking events with members of the design community. Portfolios and capstone projects are completed prior to graduation.

**Benefit from:**

- **Innovative design thinking:** Develop critical and creative problem-solving skills to address complex design challenges
- **Hands-on project experience:** Master industry-standard tools by solving real-world design challenges through project-based learning.

- **Professional portfolio development:** Create a compelling professional portfolio with expert guidance, essential for launching a career in graphic design.
- **Exposure to industry professionals:** Receive valuable industry insights directly from experienced designers and guest lecturers actively working in the field.
- **Internship and job placement support:** Leverage our industry connections to explore internship opportunities and receive support in pursuing your career goals.
- **Entrepreneurial skills:** Learn essential entrepreneurial skills to freelance effectively or launch your own design business.

**Degree Programs**

- AAS, Graphic Design
- BFA, Graphic Design

**Graphic Design Bachelor of Fine Arts Degree (BFA)**

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COLLEGE AND PROGRAM LEARNING OBJECTIVES

SAMPLE PROGRAM SEQUENCE

# Course Requirements

## MAJOR CORE COURSES

**GRD1100 Graphic Design Principles**

**3 Credits**

Introduces foundational concepts of two-dimensional design and color theory. Students examine the elements and principles of design and their role in visual communication. Emphasis is placed on the graphic design process, concept development, and thumbnail sketching. Students also study influential designers and movements to understand how theory informs contemporary design practice.

**GRD1101 Photoshop and Digital Graphics**

**3 Credits**

Investigates the principles of visual design using Adobe Photoshop, emphasizing creative expression, technical proficiency, and critical thinking to produce professional-grade visual assets.

**GRD1102 Illustrator and Digital Graphics**

**3 Credits**

Surveys the world of vector-based design and illustration using Adobe Illustrator. Students will explore the unique capabilities of vector graphics, enabling them to create original, scalable, and high-quality graphics for print and digital applications. Emphasis will be placed on mastering the tools and techniques specific to Illustrator and applying design principles effectively in vector-based projects.

Prerequisite: GRD1101

**GRD1106 Survey of Graphic Design History**

**3 Credits**

Traces the development of visual communication from early image making to contemporary graphic design practice. Emphasizes how cultural, social, and technological developments shape the use of images and typography.

**GRD1170 Drawing**

**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 I**

**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

**GRD2205 Three-Dimensional Design**

**3 Credits**

Focuses on spatial organization, transforming two-dimensional ideas into three-dimensional experiences. Students will explore balance, form, and volume while experimenting with various construction methods and materials. Hands-on projects enable students to create, represent, and respond to form in physical space. The course combines lectures, guided assignments, and critiques to offer a well-rounded understanding of three-dimensional design.

Prerequisite: GRD1170

**GRD2211 Modern Art History**

**3 Credits**

Surveys the development and methodology of art from the late 19th through the 20th century within its historical, social, political, and technological contexts. This course emphasizes aesthetics, art appreciation, and the global perspectives that contributed to the Modernist movement.

**GRD2216 Interactive Design I**

**3 Credits**

Explores fundamental interactive design issues, focusing on psychological frameworks and design thinking methodologies. Students apply user experience (UX) principles and research strategies to develop empathy-driven design concepts.

**GRD2220 3D Design and Modeling**

**3 Credits**

Introduces 3D design as a key method for visual communication. Students explore form, space, scale, lighting, and materials by creating 3D objects and typographic elements. The course emphasizes transforming two-dimensional design concepts into three-dimensional outcomes for real-world graphic design applications, such as branding, packaging, environmental graphics, and static campaign visuals.

**GRD2231 History of Film and Animation**

**3 Credits**

Examines the technological and narrative development of film and animation across diverse cultures and eras. This course explores the evolution from early optical devices to contemporary digital media, emphasizing the influence of major milestones on modern motion-based design practice.

**GRD2240 Digital Publishing**

**3 Credits**

Explores the integration of 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: GRD1102 or 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

**GRD3305 Design Production**

**3 Credits**

Emphasizes a comprehensive exploration of design production techniques. Students will learn the intricacies of pre-press operations, mastering color separations, file formats, and color modes. Through rigorous study, they will gain proficiency in font management and develop a nuanced understanding of paper types, including crops and bleeds.

Prerequisite GRD2240

**GRD3316 Interactive Design II**

**3 Credits**

Focuses on systems thinking and collaborative design-to-development processes used in professional teams. Students synthesize research into high-fidelity products using AI-assisted workflows and usability validation to create scalable digital solutions.

Prerequisite GRD2216

**GRD3220 3D Design and Modeling II**

**3 Credits**

Builds on foundational three-dimensional design skills with an emphasis on applied visual communication. Students develop refined 3D assets and scenes focusing on composition, narrative, and integration across media. The course emphasizes how 3D design supports graphic systems, storytelling, and contemporary design practice.

Prerequisite GRD2220

**GRD3360 Packaging Design**

**3 Credits**

Covers the practical and creative aspects of packaging from concept to completion. Students learn to design and construct packaging using industry-standard methods, including 3D modeling and physical prototype creation. An emphasis is placed on the critical integration of typography, color, and branding in developing functional and aesthetically pleasing packaging solutions.

Prerequisite: GRD1102

**GRD3395 Branding**

**3 Credits**

Acquaints students with the various aspects of branding and brand identity design. Students explore brand values, storytelling, tone, and other components of the brand development process. Through hands-on projects, they craft authentic brand identities for consistent representation across platforms.

Prerequisite: GRD2240

**GRD4405 Motion Graphics**

**3 Credits**

Provides a foundational introduction to Adobe After Effects and the core principles of motion design. Students explore timing, spacing, and kinetic typography for digital platforms. The course emphasizes software proficiency and the aesthetic requirements for creating short-form brand assets through movement.

Prerequisites GRD2290

**GRD4406 Motion Graphics II**

**3 Credits**

Explores advanced motion workflows for multi-platform campaigns, focusing on the production standards required for digital out-of-home, broadcast, and streaming media. Students synthesize 2D and 3D assets into a comprehensive production pipeline, integrating media storytelling.

Prerequisite GRD4405

**GRD4411 Emerging Technology in Design**

**3 Credits**

Explores how creative assistants like AI, interactive media, and smart systems are transforming the design world. Students will learn to use emerging tools to accelerate brainstorming, automate repetitive tasks, and create designs that interact with the physical world. Topics in copyright, ethics, and human-centered responsibility within contemporary graphic design practice contexts are also covered.

Prerequisite GRD3316

**GRD4430 Contemporary Issues in Art & Design**

**3 Credits**

Investigates contemporary art and design issues and their application to professional creative practice. Students utilize research and writing methodologies to examine

the social, economic, ethical, and technological forces that shape the modern design landscape.

**GRD4455 Capstone Research**

**3 Credits**

Offers students an opportunity to conduct independent research on a topic of their choosing while concurrently devising a strategic plan for their upcoming Senior Showcase project. Successful completion involves the presentation and defense of the project proposal, affirming their expertise in their chosen area of concentration.

Prerequisite: GRD3360

**GRD4460 Capstone Project**

**3 Credits**

Engages students in the hands-on production of their creative endeavors. Successful completion marks the pinnacle of their academic journey, showcasing their design expertise in a public exhibition.

Prerequisite: GRD4455

**GRD4470 Special Topics in Graphic Design**

**3 Credits**

Explores diverse subjects in graphic design. It aims to provide students with a comprehensive understanding of concepts presented, culminating in the creation of polished, portfolio-ready projects.

Prerequisite: GRD3395

**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

**SOC2110 AI-Powered Communication**

**3 Credits**

Explores emerging Artificial Intelligence (AI) trends and their social and ethical implications. Analyzes the impact of AI on content generation, creativity, media production, and employment. With a focus on academic and professional integrity, students will develop and apply AI literacy skills in a variety of contexts.

**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**

**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 $200.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at https://berkeleycollege.edu/catalogs/undergraduate-2026-2027/admissions/undergraduate-degree-program-tuition-fees-2026-2027/index.html

## COLLEGE AND PROGRAM LEARNING OBJECTIVES

Objectives 1 through 6 are the College Learning Objectives. The remaining objectives are the Program Learning Objectives.

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1. **Reading and Written Communication:** Students will demonstrate competency in reading and writing.

2. **Oral Communication:** Students will demonstrate effective oral communication skills that incorporate emotional intelligence, empathy, and civility.

3. **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

4. **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.

5. **Information and AI Literacy:** Students will be able to locate, evaluate, and ethically utilize reliable information and artificial intelligence tools. They will develop an understanding of how AI systems function, recognize their limitations and biases, and apply them responsibly to support informed decision-making, problem-solving, and knowledge creation.

6. **Integration of Learning:** Students will develop the ability to make connections between different academic studies, emerging technologies such as AI, and specialized professional skills leading to more informed, creative, and productive decisions in life and career.

7. Students will design creative solutions for complex graphic design needs with conceptual thinking reflecting innovative graphic design practices connecting theories, tools, and best practices tailored to specific audiences.

8. Students will create a portfolio of practice to illustrate a progression of growth in their personal graphic design methods for different purposes using industry-specific tools, including their role in producing visual messages.

9. Students will critique visual communications work within a specific historical, cultural, and/or commercial context to assess the effectiveness of creative design solutions for specific stakeholders and target audiences.

10. Students will produce communications in a variety of forms tailored to stakeholders' needs at each stage of the graphic design process using the language of the field and appropriate tools to clearly convey ideas.

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**Graphic Design Associate in Applied Science Degree (AAS)**

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COLLEGE AND PROGRAM LEARNING OBJECTIVES

SAMPLE PROGRAM SEQUENCE

# Course Requirements

## MAJOR CORE COURSES

**GRD1100 Graphic Design Principles**

**3 Credits**

Introduces foundational concepts of two-dimensional design and color theory. Students examine the elements and principles of design and their role in visual communication. Emphasis is placed on the graphic design process, concept development, and thumbnail sketching. Students also study influential designers and movements to understand how theory informs contemporary design practice.

**GRD1101 Photoshop and Digital Graphics**

**3 Credits**

Investigates the principles of visual design using Adobe Photoshop, emphasizing creative expression, technical proficiency, and critical thinking to produce professional-grade visual assets.

**GRD1102 Illustrator and Digital Graphics**

**3 Credits**

Surveys the world of vector-based design and illustration using Adobe Illustrator. Students will explore the unique capabilities of vector graphics, enabling them to create original, scalable, and high-quality graphics for print and digital applications. Emphasis will be placed on mastering the tools and techniques specific to Illustrator and applying design principles effectively in vector-based projects.

Prerequisite: GRD1101

**GRD1106 Survey of Graphic Design History**

Traces the development of visual communication from early image making to contemporary graphic design practice. Emphasizes how cultural, social, and technological developments shape the use of images and typography.

**GRD1170 Drawing**

**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 I**

**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

**GRD2205 Three-Dimensional Design**

**3 Credits**

Focuses on spatial organization, transforming two-dimensional ideas into three-dimensional experiences. Students will explore balance, form, and volume while experimenting with various construction methods and materials. Hands-on projects enable students to create, represent, and respond to form in physical space. The course combines lectures, guided assignments, and critiques to offer a well-rounded understanding of three-dimensional design.

Prerequisite: GRD1170

**GRD2211 Modern Art History**

**3 Credits**

Surveys the development and methodology of art from the late 19th through the 20th century within its historical, social, political, and technological contexts. This course emphasizes aesthetics, art appreciation, and the global perspectives that contributed to the Modernist movement.

**GRD2216 Interactive Design I**

**3 Credits**

Explores fundamental interactive design issues, focusing on psychological frameworks and design thinking methodologies. Students apply user experience (UX) principles and research strategies to develop empathy-driven design concepts.

**GRD2220 3D Design and Modeling**

**3 Credits**

Introduces 3D design as a key method for visual communication. Students explore form, space, scale, lighting, and materials by creating 3D objects and typographic elements. The course emphasizes transforming two-dimensional design concepts into three-dimensional outcomes for real-world graphic design applications, such as branding, packaging, environmental graphics, and static campaign visuals.

**GRD2231 History of Film and Animation**

**3 Credits**

Examines the technological and narrative development of film and animation across diverse cultures and eras. This course explores the evolution from early optical devices to contemporary digital media, emphasizing the influence of major milestones on modern motion-based design practice

**GRD2240 Digital Publishing**

**3 Credits**

Explores the integration of type and images in digital page layouts and multi-page projects. Emphasis is placed on applying industry-standard software to produce work for both print and digital output.

Prerequisite: GRD1102 or 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

## 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.

**3 Credits**

**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

**3 Credits**

**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 Credits**

**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 Credits**

**SOC2110 AI-Powered Communication**

Explores emerging Artificial Intelligence (AI) trends and their social and ethical implications. Analyzes the impact of AI on content generation, creativity, media production, and employment. With a focus on academic and professional integrity, students will develop and apply AI literacy skills in a variety of contexts.

**3 Credits**

**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 Credits**

**SOC2231 Human Relations**

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.

**3 Credits**

**60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION**

This program also requires students to obtain specific supplies, the cost of which totals approximately $150.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at https://berkeleycollege.edu/catalogs/undergraduate-2026-2027/admissions/undergraduate-degree-program-tuition-fees-2026-2027/index.html.

**Associate in Applied Science Degree (AAS) - Graphic Design**

## COLLEGE AND PROGRAM LEARNING OBJECTIVES

Objectives 1 through 6 are the College Learning Objectives. The remaining objectives are the Program Learning Objectives.

---

1. **Reading and Written Communication:** Students will demonstrate competency in reading and writing.

2. **Oral Communication:** Students will demonstrate effective oral communication skills that incorporate emotional intelligence, empathy, and civility.

3. **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

4. **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.

5. **Information and AI Literacy:** Students will be able to locate, evaluate, and ethically utilize reliable information and artificial intelligence tools. They will develop an understanding of how AI systems function, recognize their limitations and biases, and apply them responsibly to support informed decision-making, problem-solving, and knowledge creation.

6. **Integration of Learning:** Students will develop the ability to make connections between different academic studies, emerging technologies such as AI, and specialized professional skills leading to more informed, creative, and productive decisions in life and career.

7. Students will design creative solutions for graphic design needs with conceptual thinking reflecting innovative graphic design practices connecting theories, tools, and best practices tailored to specific audiences.

8. Students will produce communications in a variety of forms tailored to stakeholders' needs at each stage of the graphic design process using the language of the field and appropriate tools to clearly convey ideas.

9. Students will critique visual communication work within a specific historical, cultural, and/or commercial context to assess the effectiveness of creative design solutions for specific stakeholders and target audiences.

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*is offered. Additionally, all students may be required to take some courses at another campus or online.*

## 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 Sterile 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**

- AAS, Health Sciences
- Patient Care Technician Certificate
- Sterile Processing Technician Certificate

**Health Sciences Associate in Applied Science Degree (AAS)**

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COLLEGE AND PROGRAM LEARNING OBJECTIVES
SAMPLE PROGRAM SEQUENCE - Patient Care Technician Specialization
SAMPLE PROGRAM SEQUENCE - Sterile 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 Sterile 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

**STERILE PROCESSING TECHNICIAN SPECIALIZATION**

| | |
|---|---|
| SPT1110 Fundamentals of Surgical Processing | 4 |
| SPT2100 Surgical Instrumentation | 4 |
| SPT2150 Surgical Processing Clinical Practicum | 8 |
| SPT2151 Surgical Processing Clinical Seminar | 2 |
| SCI2228 Microbiology | 3 |
| SOC2231 Human Relations | 3 |

**Additional Program Information**

Students enrolled in the Health Sciences Associate's degree program must provide authorization for a criminal background check prior to participating in clinical rotations. In instances where a student’s criminal background check contains information related to past criminal activity, Berkeley College cannot 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. If the student is denied clinical placement by the clinical affiliate due to criminal history information, that student will not be permitted to continue in the program. If the offense is expungable, the student is encouraged to seek legal counsel. If the student's record is cleared, and the record shows as "clear," the student is eligible for progression, provided all other clinical eligibility requirements are met.

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; 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 Sterile 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:

Patient Care Technician Student Handbook Supplement: https://berkeleycollege.edu/catalogs/patient-care-technician-student-handbook-supplement-2026-2027/index.html

Sterile Processing Technician Student Handbook Supplement: https://berkeleycollege.edu/catalogs/sterile-processing-technician-student-handbook-supplement-2026-2027/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-2026-2027/admissions/undergraduate-degree-program-tuition-fees-2026-2027/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

**Associate in Applied Science Degree (AAS) - Health Sciences**

## COLLEGE AND PROGRAM LEARNING OBJECTIVES

Objectives 1 through 6 are the College Learning Objectives. The remaining objectives are the Program Learning Objectives.

---

1. **Reading and Written Communication:** Students will demonstrate competency in reading and writing.

2. **Oral Communication:** Students will demonstrate effective oral communication skills that incorporate emotional intelligence, empathy, and civility.

3. **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

4. **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.

5. **Information and AI Literacy:** Students will be able to locate, evaluate, and ethically utilize reliable information and artificial intelligence tools. They will develop an understanding of how AI systems function, recognize their limitations and biases, and apply them responsibly to support informed decision-making, problem-solving, and knowledge creation.

6. **Integration of Learning:** Students will develop the ability to make connections between different academic studies, emerging technologies such as AI, and specialized professional skills leading to more informed, creative, and productive decisions in life and career.

**Patient Care Technician Specialization**

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1. Provide students with a solid foundation in general sciences to provide safe and effective care across the life span to patients in a variety of healthcare settings.
2. Provide students with the knowledge and skills to work collaboratively with members of the healthcare team to provide patient care and manage medical emergencies.
3. Ensure students enter the workforce as qualified and technically skilled healthcare professionals in the ever-changing healthcare environment.
4. Provide students with the knowledge and skills required for pursuing professional certification offered in the field including certified patient care technician (CPCT), certified electrocardiography technician (CET), and/or certified phlebotomy technician (CPT).

5. Educate students regarding the ethical, legal, and professional principles of the healthcare profession and the scope of their practice as a patient advocate.
6. Instruct students to employ HIPAA, OSHA, Standard Precautions, and other infection control measures in the healthcare setting.
7. Prepare students to effectively interact with patients, families, and members of the healthcare team in a therapeutic and professional manner.
8. Prepare graduates for success in career advancement.

**Sterile Processing Technician Specialization**

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1. Prepare students for successful completion of the Certified Registered Central Service Technician exam administered by the Healthcare Sterile Processing Association (HSPA).
2. Ensure students enter the workforce as qualified and technically skilled healthcare professionals in the ever-changing healthcare environment.
3. Instruct students to employ HIPAA, OSHA, Standard Precautions, and other infection control measures in the healthcare setting.
4. Prepare students to effectively interact with patients, families, and members of the healthcare team in a therapeutic and professional manner.
5. Educate students to prepare and assemble instruments for distribution, and to process supplies and equipment from operating rooms and nursing units throughout the healthcare facility.
6. Provide students with a background in the basic sciences and a mastery of decontamination and sterilization processes.
7. Educate students regarding the ethical, legal, and professional principles of the healthcare profession and the scope of their practice as a patient advocate.
8. Prepare graduates for success in career advancement.

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**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

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COLLEGE AND PROGRAM LEARNING OBJECTIVES

SAMPLE PROGRAM SEQUENCE**(Effective Fall 2024, this program is no longer being offered)**

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.

**HEA2310 Patient Care Communication**

**3 Credits**

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.

**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: SCI1100 (Medical Assistant and Health Sciences - Patient Care Technician students only), HEA2200

**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: SCI2100 (Medical Assistant and Health Sciences - Patient Care Technician students only), HEA2200

**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

**30 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION**

**Additional Program Information**

Students enrolled in the Patient Care Technician program must provide authorization for a criminal background check prior to participating in clinical rotations. In instances where a student’s criminal background check contains information related to past criminal activity, Berkeley College cannot 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. If the student is denied clinical placement by the clinical affiliate due to criminal history information, that student will not be permitted to continue in the program. If the offense is expungable, the student is encouraged to seek legal counsel. If the student's record is cleared, and the record shows as "clear," the student is eligible for progression, provided all other clinical eligibility requirements are met.

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; 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:

Patient Care Technician Student Handbook Supplement: https://berkeleycollege.edu/catalogs/patient-care-technician-student-handbook-supplement-2026-2027/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-2026-2027/admissions/undergraduate-degree-program-tuition-fees-2026-2027/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**

## COLLEGE AND PROGRAM LEARNING OBJECTIVES

Objectives 1 through 6 are the College Learning Objectives. The remaining objectives are the Program Learning Objectives.

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1. **Reading and Written Communication:** Students will demonstrate competency in reading and writing.

2. **Oral Communication:** Students will demonstrate effective oral communication skills that incorporate emotional intelligence, empathy, and civility.

3. **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

4. **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.

5. **Information and AI Literacy:** Students will be able to locate, evaluate, and ethically utilize reliable information and artificial intelligence tools. They will develop an understanding of how AI systems function, recognize their limitations and biases, and apply them responsibly to support informed decision-making, problem-solving, and knowledge creation.

6. **Integration of Learning:** Students will develop the ability to make connections between different academic studies, emerging technologies such as AI, and specialized professional skills leading to more informed, creative, and productive decisions in life and career.

7. Provide students with a solid foundation in general sciences to provide safe and effective care across the life span to patients in a variety of healthcare settings.

8. Provide students with the knowledge and skills to work collaboratively with members of the healthcare team to provide patient care and manage medical emergencies.

9. Prepare students for employment in an ever-changing healthcare environment.

10. Provide students with the knowledge and skills required for pursuing professional certification offered in the field including certified patient care technician (CPCT), certified electrocardiography technician (CET), and/or certified phlebotomy technician (CPT).

*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.*

## Sterile Processing Technician Certificate Program

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

The Sterile 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 sterile processing procedures and techniques for maintaining medical instruments and devices that must be decontaminated, processed, sterilized, and distributed in hospitals and surgical centers. Graduates are prepared to work as sterile processing technicians (or central supply technicians) and gain 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 Sterile 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 as it relates to sterile processing
- Hands-on learning in on-site medical laboratories that simulate the surgical/sterile 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 Sterile Processing Technician program meets the requirements of the Healthcare Sterile Processing Association (HSPA). As a result, graduates of the Sterile Processing Technician program are eligible to sit for the Certified Registered Central Service Technician (CRCST) examination.

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COLLEGE AND PROGRAM LEARNING OBJECTIVES

Sterile Processing Technician 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.

### 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

### 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

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

### 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.

### 27 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

### Additional Program Information

Students enrolled in the Sterile Processing Technician program must provide authorization for a criminal background check prior to participating in clinical rotations. In instances where a student's criminal background check contains information related to past criminal activity, Berkeley College cannot 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. If the student is denied clinical placement by the clinical affiliate due to criminal history information, that student will not be permitted to continue in the program. If the offense is expungable, the student is encouraged to seek legal counsel. If the student's record is cleared, and the record shows as "clear," the student is eligible for progression, provided all other clinical eligibility requirements are met.

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; and drug screenings.

Students enrolled in the Sterile 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:

Sterile Processing Technician Student Handbook Supplement https://berkeleycollege.edu/catalogs/sterile-processing-technician-student-handbook-supplement-2026-2027/index.html

### Program Costs

Information about program costs (including tuition, fees, books, and supplies) is available at: https://berkeleycollege.edu/catalogs/undergraduate-2026-2027/admissions/certificate-program-tuition-fees-2026-2027/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

## COLLEGE AND PROGRAM LEARNING OBJECTIVES

Objectives 1 through 6 are the College Learning Objectives. The remaining objectives are the Program Learning Objectives.

---

1. **Reading and Written Communication:** Students will demonstrate competency in reading and writing.

2. **Oral Communication:** Students will demonstrate effective oral communication skills that incorporate emotional intelligence, empathy, and civility.

3. **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

4. **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.

5. **Information and AI Literacy:** Students will be able to locate, evaluate, and ethically utilize reliable information and artificial intelligence tools. They will develop an understanding of how AI systems function, recognize their limitations and biases, and apply them responsibly to support informed decision-making, problem-solving, and knowledge creation.

6. **Integration of Learning:** Students will develop the ability to make connections between different academic studies, emerging technologies such as AI, and specialized professional skills leading to more informed, creative, and productive decisions in life and career.

7. Prepare students for successful completion of the Certified Registered Central Service Technician exam, administered by the Healthcare Sterile Processing Association (HSPA).

8. To ensure students enter the workforce as qualified and technically skilled sterile processing technicians.

9. To instruct students to employ HIPAA, OSHA, Standard Precautions, and other infection control measures in the healthcare setting.

10. To educate students to prepare and assemble instruments for distribution, and to process supplies and equipment from operating rooms and nursing units throughout the healthcare facility.

11. To prepare students to interact effectively, in a therapeutic and professional manner, with members of the healthcare team.

12. To provide students with a background in the basic sciences and a mastery of decontamination and sterilization processes.

13. To educate students regarding the ethical, legal, and professional principles of surgical processing and the scope of their practice as a patient advocate.

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## Health Services Management

### Help manage the business of health.

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

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

**Benefit from:**

- Curricula that focus on the structure and dynamics of the healthcare industry
- An exploration of the role and contributions of hospitals, rehabilitation centers, long-term care facilities, and practitioners
- Opportunities for student interactions with healthcare providers and other industry professionals
- An emphasis on the use of technology to collect, process, and use information essential to the industry
- 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
- A seamless transition between Associate's and Bachelor's degrees

**Degree Programs**

- AAS, Health Services Management*****
- BBA, Health Services Management

***Students enrolled in this program prior to Fall 2024 will receive an AAS in Health Services Administration.**

**Health Services Management Associate in Applied Science Degree (AAS)***

*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.*

***Students enrolled in this program prior to Fall 2024 will receive an AAS in Health Services Administration.**

COLLEGE AND 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.

### HSM1000 Introduction to the U.S. Healthcare System

### 3 Credits

This course provides students with foundational knowledge of the United States healthcare system from a business perspective. Students will gain insights into the structure and operation of the U.S. healthcare system and explore the challenges in delivering effective healthcare. The course covers key stakeholders in the healthcare industry, the organization, administration, and financing of healthcare services, the role of government in healthcare delivery, and key ethical and legal considerations in today's healthcare environment. This course will emphasize the importance of a systems perspective in understanding and addressing the complex challenges of today's healthcare industry.

### HSM2000 Foundations of Law and Ethics in Health Services Management

### 3 Credits

This course will introduce the learner to basic concepts of healthcare law, ethics, and human rights from a health services management perspective. Case studies, source documents, laws, rules and regulations, and current events will be used to examine

how healthcare administrators can effectively act within legal and ethical constraints to improve quality of care, social justice, and equity in healthcare institutions.

### 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: HSM1000, 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.

### 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.

### 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.

## 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.

**SOC2110 AI-Powered Communication**

**3 Credits**

Explores emerging Artificial Intelligence (AI) trends and their social and ethical implications. Analyzes the impact of AI on content generation, creativity, media production, and employment. With a focus on academic and professional integrity, students will develop and apply AI literacy skills in a variety of contexts.

**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.

**60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION**

**Associate in Applied Science Degree (AAS) Health Services Management***

## COLLEGE AND PROGRAM LEARNING OBJECTIVES

Objectives 1 through 6 are the College Learning Objectives. The remaining objectives are the Program Learning Objectives.

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1. **Reading and Written Communication:** Students will demonstrate competency in reading and writing.

2. **Oral Communication:** Students will demonstrate effective oral communication skills that incorporate emotional intelligence, empathy, and civility.

3. **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

4. **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.

5. **Information and AI Literacy:** Students will be able to locate, evaluate, and ethically utilize reliable information and artificial intelligence tools. They will develop an understanding of how AI systems function, recognize their limitations and biases, and apply them responsibly to support informed decision-making, problem-solving, and knowledge creation.

6. **Integration of Learning:** Students will develop the ability to make connections between different academic studies, emerging technologies such as AI, and specialized professional skills leading to more informed, creative, and productive decisions in life and career.

7. Students will demonstrate appropriate knowledge of associate degree-level business core concepts.

8. Students will illustrate coherent forms of written communication.

9. Students will articulate effective oral presentations.

10. Students will describe the decision-support tools that inform evidence-based decision-making.

11. Students will explain the role of leadership as a driver of organizational success.

12. Students will identify the elements of teams that contribute to the accomplishment of organizational goals.

13. Students will exemplify work that is clear, rational, and informed by evidence.

14. Students will explain basic health services management principles.

***Students enrolled in this program prior to Fall 2024 will receive an AAS in Health Services Administration.**

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**Health Services Management Bachelor of Business Administration Degree (BBA)**

*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.*

COLLEGE AND 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.

**HSM1000 Introduction to the U.S. Healthcare System**

**3 Credits**

This course provides students with foundational knowledge of the United States healthcare system from a business perspective. Students will gain insights into the structure and operation of the U.S. healthcare system and explore the challenges in delivering effective healthcare. The course covers key stakeholders in the healthcare industry, the organization, administration, and financing of healthcare services, the role of government in healthcare delivery, and key ethical and legal considerations in today's healthcare environment. This course will emphasize the importance of a systems perspective in understanding and addressing the complex challenges of today's healthcare industry.

**HSM2000 Foundations of Law and Ethics in Health Services Management**

**3 Credits**

This course will introduce the learner to basic concepts of healthcare law, ethics and human rights from a health services management perspective. Case studies, source documents, laws, rules and regulations, and current events will be used to examine how healthcare administrators can effectively act within legal and ethical constraints to improve quality of care, social justice and equity in healthcare institutions.

**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: HSM1000, 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, HSM1000, CIS2201

**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: HSM1000

**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: HSM1000

**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: HSM2220

**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: HSM2000, 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.

**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.

## 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.

**SOC2110 AI-Powered Communication**

**3 Credits**

Explores emerging Artificial Intelligence (AI) trends and their social and ethical implications. Analyzes the impact of AI on content generation, creativity, media

production, and employment. With a focus on academic and professional integrity, students will develop and apply AI literacy skills in a variety of contexts.

**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**

**Science Elective- 3 Credits**

**Social Science Elective- 3 Credits**

**Business Electives* - 6 Credits**

**Free Electives - 6 Credits**

**120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION**

*Business Electives must be at the 3000 or 4000 level and must be selected from the Larry L. Luing School of Business® courses.

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

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

Eligibility for internships required to obtain a Berkeley College degree and employment opportunities in the healthcare field may be contingent upon the results of a post-offer medical examination, which may include drug and alcohol testing, and receipt of satisfactory references. Applicants for whom such requirements may be matters of concern are strongly advised to contact an Admissions counselor prior to enrolling in a healthcare-related program.

## COLLEGE AND PROGRAM LEARNING OBJECTIVES

Objectives 1 through 6 are the College Learning Objectives. The remaining objectives are the Program Learning Objectives.

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1. **Reading and Written Communication:** Students will demonstrate competency in reading and writing.

2. **Oral Communication:** Students will demonstrate effective oral communication skills that incorporate emotional intelligence, empathy, and civility.

3. **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

4. **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.

5. **Information and AI Literacy:** Students will be able to locate, evaluate, and ethically utilize reliable information and artificial intelligence tools. They will develop an understanding of how AI systems function, recognize their limitations and biases, and apply them responsibly to support informed decision-making, problem-solving, and knowledge creation.

6. **Integration of Learning:** Students will develop the ability to make connections between different academic studies, emerging technologies such as AI, and specialized professional skills leading to more informed, creative, and productive decisions in life and career.

7. Students will demonstrate appropriate knowledge of baccalaureate-level business core concepts.

8. Students will compose coherent forms of written communication.

9. Students will formulate effective oral presentations.

10. Students will utilize decision-support tools to inform evidence-based decision-making.

11. Students will appraise the role of leadership in driving organizational success.

12. Students will formulate solutions to organizational challenges in a team setting.

13. Students will execute work that is clear, rational, and informed by evidence.

14. Students will examine the principles of health services management.

*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.*

## 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**

- AAS, Information Technology Management
- BS, Information Technology Management
- Concentrations

**Information Technology Management Associate in Applied Science Degree (AAS)**

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COLLEGE AND 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

## 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.

### 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.

## 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.

### SOC2110 AI-Powered Communication

### 3 Credits

Explores emerging Artificial Intelligence (AI) trends and their social and ethical implications. Analyzes the impact of AI on content generation, creativity, media production, and employment. With a focus on academic and professional integrity, students will develop and apply AI literacy skills in a variety of contexts.

**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.

## COLLEGE AND PROGRAM LEARNING OBJECTIVES

Objectives 1 through 6 are the College Learning Objectives. The remaining objectives are the Program Learning Objectives.

---

1. **Reading and Written Communication:** Students will demonstrate competency in reading and writing.

2. **Oral Communication:** Students will demonstrate effective oral communication skills that incorporate emotional intelligence, empathy, and civility.

3. **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

4. **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.

5. **Information and AI Literacy:**Students will be able to locate, evaluate, and ethically utilize reliable information and artificial intelligence tools. They will develop an understanding of how AI systems function, recognize their limitations and biases, and apply them responsibly to support informed decision-making, problem-solving, and knowledge creation.

6. **Integration of Learning:** Students will develop the ability to make connections between different academic studies, emerging technologies such as AI, and specialized professional skills leading to more informed, creative, and productive decisions in life and career.

7. Students will demonstrate appropriate knowledge of associate degree-level business core concepts.

8. Students will illustrate coherent forms of written communication.

9. Students will articulate effective oral presentations.

10. Students will describe the decision-support tools that inform evidence-based decision-making.

11. Students will explain the role of leadership as a driver of organizational success.

12. Students will identify the elements of teams that contribute to the accomplishment of organizational goals.

13. Students will exemplify work that is clear, rational, and informed by evidence.

14. Students will explain the basic principles of information technology management.

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**Information Technology Management Bachelor of Science Degree (BS)**

*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.*

COLLEGE AND 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.

### 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.

## 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.

**SOC2110 AI-Powered Communication**

**3 Credits**

Explores emerging Artificial Intelligence (AI) trends and their social and ethical implications. Analyzes the impact of AI on content generation, creativity, media production, and employment. With a focus on academic and professional integrity, students will develop and apply AI literacy skills in a variety of contexts.

**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-2026-2027/admissions/undergraduate-degree-program-tuition-fees-2026-2027/index.html.

**Bachelor of Science Degree (BS) Information Technology Management**

## COLLEGE AND PROGRAM LEARNING OBJECTIVES

Objectives 1 through 6 are the College Learning Objectives. The remaining objectives are the Program Learning Objectives.

---

1. **Reading and Written Communication:** Students will demonstrate competency in reading and writing.

2. **Oral Communication:** Students will demonstrate effective oral communication skills that incorporate emotional intelligence, empathy, and civility.

3. **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

4. **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.

5. **Information and AI Literacy:Students will be able to locate, evaluate, and ethically utilize reliable information**

6. **Integration of Learning:** Students will develop the ability to make connections between different academic studies, emerging technologies such as AI, and specialized professional skills leading to more informed, creative, and productive decisions in life and career.

7. Students will demonstrate appropriate knowledge of baccalaureate-level business core concepts.

8. Students will compose coherent forms of written communication.

9. Students will formulate effective oral presentations.

10. Students will utilize decision-support tools to inform evidence-based decision-making.

11. Students will appraise the role of leadership in driving organizational success.

12. Students will formulate solutions to organizational challenges in a team setting.

13. Students will execute work that is clear, rational, and informed by evidence.

14. Students will utilize information technology management principles.

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*is offered. Additionally, all students may be required to take some courses at another campus or online.*

## Information Technology Management Concentrations

Students have two options in completing the Information Technology Management Bachelor of Business Administration degree (BBA). The first option is to complete the program without a concentration. The second option is to select an available concentration in lieu of 12 or 15 elective credits.

Students may select one of the Information Technology Management Concentrations offered below:

- Artificial Intelligence and Machine Learning
- Business Analytics
- Compliance
- Cyber Security
- Digital and Social Media
- Entrepreneurship
- 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

**Compliance Concentration (15 Credits)**

The Compliance Concentration provides knowledge of regulatory compliance and legal issues faced in the day-to-day operations within diverse environments.

- LAW1105 Introduction to Compliance
- NTS3308 Systems Security and Auditing
- LAW3325 Intellectual Property Law
- JUS4403 Cyber Crime
- BUS3331 Business Law II

SAMPLE PROGRAM SEQUENCE - COMPLIANCE

**Cyber Security Concentration (12 Credits)**

This concentration allows for a specialization in network security. Students will study the fundamentals of network security, evaluating system security, maintaining security, detecting threats to systems, and learn procedures for finding and preserving evidence for legal proceedings.

- ITM3300 Fundamentals of Network Security
- NTS3308 Systems Security and Auditing
- JUS4403 Cybercrime
- NTS4402 Digital Forensics

SAMPLE PROGRAM SEQUENCE – CYBER SECURITY

**Digital and Social Media Concentration (12 Credits)**

The Digital and Social Media Concentration introduces students to the continuously growing field of digital and social media. Students will learn the basics of using social media for engagement and branding and develop their personal digital reach with an eye toward influencer partnerships with existing brands.

- MKT2223 Digital and Social Media Strategy
- MKT2247 Advertising Management
- MKT3322 Digital Marketing: Strategy & Tactics
- MKT4447 Marketing Metrics and Analytics

SAMPLE PROGRAM SEQUENCE – DIGITAL AND SOCIAL MEDIA

**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

**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

## 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 BFA in Interior Design at the Woodland Park campus**.**

Bachelor of Fine Arts (BFA) and Associate's degree (AAS) programs prepare students for careers in creative fields, including residential and commercial interior design, exhibit design, roles within architectural firms, positions in the furniture and 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 with classroom instruction to provide a comprehensive education that prepares students for entry into the professional world.

**Students 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). View CIDA Information. Note: this data is separate and apart from the retention, graduation, and employment rates calculated and disclosed in accordance with federal law.

**Degree Programs**

- AAS, Interior Design
- BFA, Interior Design

**Interior Design Associate in Applied Science Degree (AAS)**

*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.*

COLLEGE AND 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 SketchUp, Layout, and Enscape to 3D model their designs and present them in Orthogonal Projections such as plan, sections and elevations, and rendered perspectives. Students are also introduced to Photoshop.

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: INT1100 and 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 Rhino 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 using Rhino's native rendering engine as well as Enscape.

Prerequisite: INT1150

**INT2220 Studio III: Residential I**

**3 Credits**

Instructs students in the use of Rhino 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 using Rhino's native rendering engine as well as Enscape.

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. Focusing on wood frame residential construction. This course covers foundation, floor, wall and roof systems; construction techniques and building materials; 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

## 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-2026-2027/admissions/undergraduate-degree-program-tuition-fees-2026-2027/index.html.

## COLLEGE AND PROGRAM LEARNING OBJECTIVES

Objectives 1 through 6 are the College Learning Objectives. The remaining objectives are the Program Learning Objectives.

---

1. **Reading and Written Communication:** Students will demonstrate competency in reading and writing.

2. **Oral Communication:** Students will demonstrate effective oral communication skills that incorporate emotional intelligence, empathy, and civility.

3. **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

4. **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.

5. **Information and AI Literacy:** Students will be able to locate, evaluate, and ethically utilize reliable information and artificial intelligence tools. They will develop an understanding of how AI systems function, recognize their limitations and biases, and apply them responsibly to support informed decision-making, problem-solving, and knowledge creation.

6. **Integration of Learning:** Students will develop the ability to make connections between different academic studies, emerging technologies such as AI, and specialized professional skills leading to more informed, creative, and productive decisions in life and career.

7. Students will apply all aspects of the design process to creative problem solving in the context of interior design.

8. Students will apply knowledge of interior design within a historical and cultural significance to inform design solutions.

9. Students will communicate their knowledge of the design process through effective oral, visual, and
written communication.

10. Students will use computer and technology applications relevant to the current interior design industry.

11. Students will be professionally and ethically ready to meet current interior design industry standards.

*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.*

**Interior Design Bachelor of Fine Arts Degree (BFA)**

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 BFA 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/for-exam-candidates/eligibility/.

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COLLEGE AND 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,  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 SketchUp, Layout, and Enscape to 3D model their designs and present them in Orthogonal Projections such as plan, sections and elevations, and rendered perspectives.

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: INT1100 and 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 Rhino 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 using Rhino’s native rendering engine as well as Enscape.

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 the basic materials and products specified by interior designers. It explores the manufacturing processes and properties of materials and finishes to guide appropriate selection, specification, application, and installation, enhancing 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. It covers the evolution of modernism throughout Europe and the United States. Course material is presented chronologically, with various themes in the development of interior design traced across the period. Influence and originality in a design context are examined. The analysis considers how architects and designers are influenced by the social, political, economic, and religious aspects of their respective 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. Focusing on wood-frame residential construction. This course covers foundation, floor, wall and roof systems; construction techniques and building materials; elements of site analysis, regulatory factors, and zoning ordinances.

Prerequisite: INT1150

**INT2290 Lighting**

**3 Credits**

Introduces students to the basic principles of lighting design. This includes the technical, sustainable, and creative aspects of producing reflected ceiling plans and integrating lighting into the fabric of architecture. The course also covers the design and model-making processes 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 commercial buildings. Focusing on masonry, steel construction, green roofs, HVAC, plumbing and acoustics. Introduction of fire suppression as well as 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 with special needs. Students complete advanced-level commercial design studio projects. The course explores the practical, aesthetic, and social issues involved in designing non-residential interiors, with a focus on users with special needs.

Prerequisite: INT3330

**INT3370 CAD III: Working Drawings**

**3 Credits**

Teaches students to use Revit to create industry-standard construction drawings used by the trade to build and renovate spaces. Symbols, graphic notations, sections, details, and schedules are taught for the proper representation of designs as legal construction documents.

Prerequisite: INT3350

**INT3380 Furniture Design**

**3 Credits**

Covers the basic principles and techniques of furniture design, emphasizing creativity, functionality, materials, and construction documentation. Focuses on understanding the design process, manufacturing techniques, and human factors for responsible design. Through a series of design projects, students 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. The course emphasizes professional ethics, contracts, design fees, budgets, project management, marketing, and client-contractor-designer-trade relationships. It also explores all aspects of establishing a business, from developing a business plan to executing the required legal documents for business formation.

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 BFA 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.

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.

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## COLLEGE AND PROGRAM LEARNING OBJECTIVES

Objectives 1 through 6 are the College Learning Objectives. The remaining objectives are the Program Learning Objectives.

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1. **Reading and Written Communication:** Students will demonstrate competency in reading and writing.

2. **Oral Communication:** Students will demonstrate effective oral communication skills that incorporate emotional intelligence, empathy, and civility.

3. **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

4. **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.

5. **Information and AI Literacy:** Students will be able to locate, evaluate, and ethically utilize reliable information and artificial intelligence tools. They will develop an understanding of how AI systems function, recognize their limitations and biases, and apply them responsibly to support informed decision-making, problem-solving, and knowledge creation.

6. **Integration of Learning:** Students will develop the ability to make connections between different academic studies, emerging technologies such as AI, and specialized professional skills leading to more informed, creative, and productive decisions in life and career.

7. Students will apply all aspects of the design process to creative problem solving in the context of interior design.

8. Students will apply knowledge of interior design within a historical and cultural significance to inform design solutions.

9. Students will communicate their knowledge of the design process through effective oral, visual, and
written communication.

10. Students will use computer and technology applications relevant to the current interior design industry.

11. Students will be professionally and ethically ready to meet current interior design industry standards.

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## Justice Studies - Criminal Justice

**Learn the skills to help make the world more secure.**

Berkeley College's Bachelor's and Associate's degree programs in Justice Studies - Criminal Justice provide students with a comprehensive foundation in this important field. Armed with a combination of knowledge gained in the classroom and hands-on instruction from faculty with professional experience, graduates are prepared to enter a variety of careers in a wide range of organizations. Students take courses that focus on the theoretical, practical, technological, and management skills required for success in the field of criminal justice. Program-related group excursions and guest speakers from various areas of criminal justice are also an 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:

- Crime Scene Investigation (CSI) Forensics
- Cyber Security
- Homeland Security
- 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**

- AAS, Justice Studies - Criminal Justice

- BS, Justice Studies - Criminal Justice
- Concentrations

**Justice Studies - Criminal Justice Associate in Applied Science Degree (AAS)**

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COLLEGE AND 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.

**SOC2110 AI-Powered Communication**

Explores emerging Artificial Intelligence (AI) trends and their social and ethical implications. Analyzes the impact of AI on content generation, creativity, media production, and employment. With a focus on academic and professional integrity, students will develop and apply AI literacy skills in a variety of contexts.

**3 Credit Hours**

**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.

**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.

**Associate in Applied Science Degree (AAS) Justice Studies – Criminal Justice**

## COLLEGE AND PROGRAM LEARNING OBJECTIVES

Objectives 1 through 6 are the College Learning Objectives. The remaining objectives are the Program Learning Objectives.

---

1. **Reading and Written Communication:** Students will demonstrate competency in reading and writing.

2. **Oral Communication:** Students will demonstrate effective oral communication skills that incorporate emotional intelligence, empathy, and civility.

3. **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

4. **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.

5. **Information and AI Literacy:** Students will be able to locate, evaluate, and ethically utilize reliable information and artificial intelligence tools. They will develop an understanding of how AI systems function, recognize their limitations and biases, and apply them responsibly to support informed decision-making, problem-solving, and knowledge creation.

6. **Integration of Learning:** Students will develop the ability to make connections between different academic studies, emerging technologies such as AI, and specialized professional skills leading to more informed, creative, and productive decisions in life and career.

7. Students will demonstrate knowledge and comprehension of theory and concepts in criminal justice and how to apply these concepts.

8. Students will demonstrate knowledge, comprehension, and analysis of the American criminal justice system, including public policy and procedures as they impact the courts, law enforcement, and corrections.

9. Students will gain an understanding of ethical decision making in the field of criminal justice.

10. Students will demonstrate knowledge and understanding essential to the development of personal, civic, and social responsibility within the context of criminal justice.

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*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.*

**Justice Studies - Criminal Justice Bachelor of Science Degree (BS)**

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COLLEGE AND 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

**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

**JUS4460 Capstone Project**

**3 Credits**

The capstone experience is a culminating set of experiences that “captivate, encapsulate, synthesize, and demonstrate learning” (Rowles et al. 2004, 2008). In this Capstone Project course, students will complete Capstone projects and assignments that address and assess the program outcomes for the BS in Justice Studies-Criminal Justice program. Students will have the opportunity to demonstrate what they have learned throughout their degree program by applying creativity skills to real-world situations, critical thinking, leadership, and problem-solving. This course reemphasizes major topics students have learned throughout their coursework with implications on current or emerging trends along with best practices to explore concepts to help prepare for and succeed in, a career within the criminal justice system or indirectly related fields such as the private sector.

**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**

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**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.

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**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.

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**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

**Crime Scene Investigation (CSI) Forensics**
JUS2225 Criminal Investigations- 3 Credits
JUS3330 Crime Scene Investigation- 3 Credits
SOC4422 Forensic Psychology- 3 Credits
NTS4402 Digital Forensics- 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

**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**

*9 credits of Major Concentration 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.

**Bachelor of Science Degree (BS) Justice Studies – Criminal Justice**

## COLLEGE AND PROGRAM LEARNING OBJECTIVES

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7. Students will demonstrate knowledge and comprehension of theory and concepts in criminal justice and how to apply these concepts.

8. Students will demonstrate knowledge, comprehension, and analysis of the American criminal justice system, including public policy and procedures as they impact the courts, law enforcement, and corrections.

9. Students will gain an understanding of ethical decision making in the field of criminal justice.

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## Justice Studies - Criminal Justice Concentrations

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Students who are enrolled in a Bachelor of Science degree program in Justice Studies-Criminal Justice are encouraged to complete a concentration.

Students may select one of the following seven Justice Studies-Criminal Justice Concentrations:

### Crime Scene Investigation (CSI) Forensics

*A concentration in Crime Scene Investigation (CSI) Forensics is for students who:*

- Want to obtain knowledge and an overview of crime scene investigation and forensic analysis to assist in meeting the minimum requirements for this profession.
- Are interested in entry-level forensic science jobs/positions that combine the work of many fields, including chemical and biological analysis, crime scene investigation, laboratory technician work, and medical examination.

The CSI Forensics Concentration consists of the following four courses:

- JUS2225 Criminal Investigations- 3 Credits
- JUS3330 Crime Scene Investigation- 3 Credits
- SOC4422 Forensic Psychology- 3 Credits
- NTS4402 Digital Forensics- 3 Credits

SAMPLE PROGRAM SEQUENCE - CRIME SCENE INVESTIGATION CONCENTRATION

### Cyber Security

*A concentration in cyber security is for a student who:*

- Wants to develop competency and practical knowledge to work with various issues related to cybercrime or cyber security.
- Desires a critical understanding of the technological needs, threats, and cybersecurity weaknesses.
- Wishes to obtain an entry-level position in a rapidly growing and in-demand field with unlimited potential.

The Cyber Security Concentration consists of the following four courses:

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

- NTS4402 Digital Forensics- 3 Credits

SAMPLE PROGRAM SEQUENCE - CYBERSECURITY CONCENTRATION

**Homeland Security**

*A concentration in homeland security is for a student who:*

- Wants a career in federal government, emergency preparedness, policing, or security.
- Is interested in the theoretical and practical contemporary issues related to Homeland Security.
- Currently works as a first responder (i.e. EMS, firefighter, etc.)
- Wishes to apply for a wide range of positions within the federal and local government.

The Homeland Security Concentration consists of the following four courses:

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

SAMPLE PROGRAM SEQUENCE - HOMELAND SECURITY CONCENTRATION

**Social Justice**

*A concentration in social justice is for a student who:*

- Desires a broad background to focus their coursework on topics of social change, social inequality, and social justice. Areas such as civil rights, gender-based violence, immigration; public policy, and issues concerning marginalized populations.
- Is interested in equal access to a clean environment, education, employment, healthcare, food, legal protection from discrimination, and economic opportunity.

The Social Justice Concentration consists of the following four courses:

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

SAMPLE PROGRAM SEQUENCE - SOCIAL JUSTICE CONCENTRATION

**Social Welfare**

*A concentration in social welfare is for a student who:*

- Is passionate about working with vulnerable populations, transforming lives to help children & families thrive.
- Wishes to develop an understanding of the impact of trauma, poverty, and substance abuse on society.

- Wants to comprehend the underlying systemic issues related to disproportionality and disparities faced by communities.

The Social Welfare Concentration consists of the following four courses:

- 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

SAMPLE PROGRAM SEQUENCE - SOCIAL WELFARE CONCENTRATION

## 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**

- AAS, Legal Studies
- BS, Legal Studies

**Legal Studies Associate in Applied Science Degree (AAS)**

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COLLEGE AND 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 or BUS2231

**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

6 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.

**Choose ONE of the following Mathematics 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.

Prerequisite: Placement-based score

**or**

**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: Placement-based score

**or**

**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: Placement-based score

**or**

**MAT2270 Special Topics in Mathematics**

**3 Credits**

Involves readings and discussions, at an introductory level, organized around selected topics in mathematics. Topics vary each semester.

1 to 3 Credit Hours

**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.

**SOC2110 AI-Powered Communication**

**3 Credits**

Explores emerging Artificial Intelligence (AI) trends and their social and ethical implications. Analyzes the impact of AI on content generation, creativity, media production, and employment. With a focus on academic and professional integrity, students will develop and apply AI literacy skills in a variety of contexts.

**SOC2231 Human Relations**

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**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.

**Associate in Applied Science Degree (AAS) – Legal Studies**

## COLLEGE AND PROGRAM LEARNING OBJECTIVES

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6. **Integration of Learning:** Students will develop the ability to make connections between different academic studies, emerging technologies such as AI, and specialized professional skills leading to more informed, creative, and productive decisions in life and career.

7. Students will be able to demonstrate knowledge and comprehension of concepts in the law and to apply these concepts in the analysis of legal issues.

8. Students will be able to accurately interpret policies and procedures employed in the American legal system and to apply this knowledge in policy analysis and evaluation.

9. Students will gain an understanding of ethical decisions in the legal field.

10. Students will be able to demonstrate knowledge and understanding essential to the development of personal, civic, and social responsibility within a career in the law.

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**Legal Studies Bachelor of Science Degree (BS)**

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COLLEGE AND 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 or BUS2231

**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; LAW2000

**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.

**Choose ONE of the following Mathematics 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.

Prerequisite: Placement-based score

**or**

**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: Placement-based score

**or**

**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: Placement-based score

**or**

**MAT2270 Special Topics in Mathematics**

**3 Credits**

Involves readings and discussions, at an introductory level, organized around selected topics in mathematics. Topics vary each semester.

1 to 3 Credit Hours

**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.

**SOC2110 AI-Powered Communication**

**3 Credits**

Explores emerging Artificial Intelligence (AI) trends and their social and ethical implications. Analyzes the impact of AI on content generation, creativity, media production, and employment. With a focus on academic and professional integrity, students will develop and apply AI literacy skills in a variety of contexts.

**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**- 21 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.

**Bachelor of Science Degree (BS) – Legal Studies**

## COLLEGE AND PROGRAM LEARNING OBJECTIVES

Objectives 1 through 6 are the College Learning Objectives. The remaining objectives are the Program Learning Objectives.

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1. **Reading and Written Communication:** Students will demonstrate competency in reading and writing.

2. **Oral Communication:** Students will demonstrate effective oral communication skills that incorporate emotional intelligence, empathy, and civility.

3. **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

4. **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.

5. **Information and AI Literacy:** Students will be able to locate, evaluate, and ethically utilize reliable information and artificial intelligence tools. They will develop an understanding of how AI systems function, recognize their limitations and biases, and apply them responsibly to support informed decision-making, problem-solving, and knowledge creation.

6. **Integration of Learning:** Students will develop the ability to make connections between different academic studies, emerging technologies such as AI, and specialized professional skills leading to more informed, creative, and productive decisions in life and career.

7. Students will be able to demonstrate knowledge and comprehension of concepts in the law and to apply these concepts in the analysis of legal issues.

8. Students will be able to accurately interpret policies and procedures employed in the American legal system and to apply this knowledge in policy analysis and evaluation.

9. Students will gain an understanding of ethical decisions in the legal field.

10. Students will be able to demonstrate knowledge and understanding essential to the development of personal, civic, and social responsibility within a career in the law.

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## 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 (BBA) 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
- Compliance
- Entrepreneurship
- Human Resources Management
- Import/Export Management
- Information Systems Management
- International Business
- 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 BBA 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 MBA in Management program

**Degree Programs**

- AAS, Business Administration - Management
- BBA, Business Administration - Management
- Concentrations

**Business Administration - Management Associate in Applied Science Degree (AAS)**

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COLLEGE AND 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.

**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.

## 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.

### SOC2110 AI-Powered Communication

### 3 Credits

Explores emerging Artificial Intelligence (AI) trends and their social and ethical implications. Analyzes the impact of AI on content generation, creativity, media production, and employment. With a focus on academic and professional integrity, students will develop and apply AI literacy skills in a variety of contexts.

### 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 Credit**

**Management Elective - 3 Credits**

**60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION**

## COLLEGE AND PROGRAM LEARNING OBJECTIVES

Objectives 1 through 6 are the College Learning Objectives. The remaining objectives are the Program Learning Objectives.

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1. **Reading and Written Communication:** Students will demonstrate competency in reading and writing.

2. **Oral Communication:** Students will demonstrate effective oral communication skills that incorporate emotional intelligence, empathy, and civility.

3. **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

4. **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.

5. **Information and AI Literacy:** Students will be able to locate, evaluate, and ethically utilize reliable information and artificial intelligence tools. They will develop an understanding of how AI systems function, recognize their limitations and biases, and apply them responsibly to support informed decision-making, problem-solving, and knowledge creation.

6. **Integration of Learning:** Students will develop the ability to make connections between different academic studies, emerging technologies such as AI, and specialized professional skills leading to more informed, creative, and productive decisions in life and career.

7. Students will demonstrate appropriate knowledge of associate degree-level business core concepts.

8. Students will illustrate coherent forms of written communication.

9. Students will articulate effective oral presentations.

10. Students will describe the decision-support tools that inform evidence-based decision-making.

11. Students will explain the role of leadership as a driver of organizational success.

12. Students will identify the elements of teams that contribute to the accomplishment of organizational goals.

13. Students will exemplify work that is clear, rational, and informed by evidence.

14. Students will explain basic management principles.

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**Business Administration - Management Bachelor of Business Administration Degree (BBA)**

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COLLEGE AND 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.

**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**

## 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.

**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.

## 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.

**SOC2110 AI-Powered Communication**

**3 Credits**

Explores emerging Artificial Intelligence (AI) trends and their social and ethical implications. Analyzes the impact of AI on content generation, creativity, media production, and employment. With a focus on academic and professional integrity, students will develop and apply AI literacy skills in a variety of contexts.

**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 Elective- 3 Credits**

**Mathematics/Science Elective- 3 Credits**

**Science Elective- 3 Credits**

**Social Science Elective- 3 Credits**

**Business Electives* - 12 Credits**

**Free Electives - 6 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.

## COLLEGE AND PROGRAM LEARNING OBJECTIVES

Objectives 1 through 6 are the College Learning Objectives. The remaining objectives are the Program Learning Objectives.

---

1. **Reading and Written Communication:** Students will demonstrate competency in reading and writing.

2. **Oral Communication:** Students will demonstrate effective oral communication skills that incorporate emotional intelligence, empathy, and civility.

3. **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

4. **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.

5. **Information and AI Literacy:** Students will be able to locate, evaluate, and ethically utilize reliable information and artificial intelligence tools. They will develop an understanding of how AI systems function, recognize their limitations and biases, and apply them responsibly to support informed decision-making, problem-solving, and knowledge creation.

6. **Integration of Learning:** Students will develop the ability to make connections between different academic studies, emerging technologies such as AI, and specialized professional skills leading to more informed, creative, and productive decisions in life and career.

7. Students will demonstrate appropriate knowledge of baccalaureate-level business core concepts.

8. Students will compose coherent forms of written communication.

9. Students will formulate effective oral presentations.

10. Students will utilize decision-support tools to inform evidence-based decision-making.

11. Students will appraise the role of leadership in driving organizational success.

12. Students will formulate solutions to organizational challenges in a team setting.

13. Students will execute work that is clear, rational, and informed by evidence.

14. Students will utilize management principles.

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## Management Concentrations

Students have two options in completing the Business Administration – Management Bachelor of Business Administration degree (BBA). 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 Management Concentrations offered below:

- Artificial Intelligence and Machine Learning
- Business Analytics
- Compliance
- Entrepreneurship
- Human Resources 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

**Compliance Concentration (15 Credits)**

The Compliance Concentration provides knowledge of regulatory compliance and legal issues faced in the day-to-day operations within diverse environments.

- LAW1105 Introduction to Compliance
- NTS3308 Systems Security and Auditing
- LAW3325 Intellectual Property Law
- JUS4403 Cyber Crime
- BUS3331 Business Law II

SAMPLE PROGRAM SEQUENCE - COMPLIANCE

**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 focuses 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

**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

**Learn to think strategically and creatively with a degree in Marketing.**

Every great product, service, or idea needs effective development, distribution, promotion, and pricing 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 tools and strategies.

The Marketing program at Berkeley College is ideal for students who are interested in generating creative solutions to marketing problems through integrated strategies, tactics, and 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, 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
- 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**

- AAS, Marketing
- BBA, Marketing
- Concentrations

**Marketing Associate in Applied Science Degree (AAS)**

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**Students enrolled prior to Fall 2024 will graduate with a degree in Marketing Communications.**

COLLEGE AND 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 AAS in Marketing.

Prerequisite: MKT2220

## 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.

**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.

## 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**

**FREE ELECTIVES- 3 Credits**

**60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION**

**Associate in Applied Science Degree (AAS) Marketing**

## COLLEGE AND PROGRAM LEARNING OBJECTIVES

Objectives 1 through 6 are the College Learning Objectives. The remaining objectives are the Program Learning Objectives.

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1. **Reading and Written Communication:** Students will demonstrate competency in reading and writing.

2. **Oral Communication:** Students will demonstrate effective oral communication skills that incorporate emotional intelligence, empathy, and civility.

3. **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

4. **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.

5. **Information Literacy:** Students will be able to locate, evaluate, and ethically utilize reliable information and artificial intelligence tools. They will develop an understanding of how AI systems function, recognize their limitations and biases, and apply them responsibly to support informed decision-making, problem-solving, and knowledge creation.

6. **Integration of Learning:** Students will develop the ability to make connections between different academic studies, emerging technologies such as AI, and specialized professional skills leading to more informed, creative, and productive decisions in life and career.

7. Students will demonstrate appropriate knowledge of associate degree-level business core concepts.

8. Students will illustrate coherent forms of written communication.

9. Students will articulate effective oral presentations.

10. Students will describe the decision-support tools that inform evidence-based decision-making.

11. Students will explain the role of leadership as a driver of organizational success.

12. Students will identify the elements of teams that contribute to the accomplishment of organizational goals.

13. Students will exemplify work that is clear, rational, and informed by evidence.

14. Students will explain basic marketing principles.

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**Marketing Bachelor of Business Administration Degree (BBA)**

*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.*

**Students enrolled prior to Fall 2024 will graduate with a degree in Marketing Communications.**

COLLEGE AND 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 AAS. in Marketing.

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

**MKT3340 Consumer Insights and Analytics**

**3 Credits**

Provides students with an integrated framework for consumer insights and marketing analytics, merging qualitative and quantitative research methods into a single applied course. Students will learn the techniques of observational research, interviewing, focus groups, survey design, experimental research, and data analysis, as well as how to apply artificial intelligence tools to both quantitative and qualitative research tasks. Emphasis is placed on translating data into actionable consumer insights that support effective marketing decisions.

Prerequisites: MKT2220, MKT2222

**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 BBA. in Marketing Communications.

Prerequisites: MKT2220, MKT2222, MKT2241, MKT2242, MKT3310

**Marketing Electives*- 9 Credits**

**Business Electives** - 9 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.

**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.

## 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.

**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**

*6 credits of Marketing Electives must be at the 3000/4000 level.

**Must be at the 3000/4000 level and must be selected from courses in the Larry L. Luing School of Business.

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

## COLLEGE AND PROGRAM LEARNING OBJECTIVES

Objectives 1 through 6 are the College Learning Objectives. The remaining objectives are the Program Learning Objectives.

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- Quantitative Reasoning
- Scientific Reasoning

4. **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.

5. **Information Literacy:** Students will be able to locate, evaluate, and ethically utilize reliable information and artificial intelligence tools. They will develop an understanding of how AI systems function, recognize their limitations and biases, and apply them responsibly to support informed decision-making, problem-solving, and knowledge creation.

6. **Integration of Learning:** Students will develop the ability to make connections between different academic studies, emerging technologies such as AI, and specialized professional skills leading to more informed, creative, and productive decisions in life and career.

7. Students will demonstrate appropriate knowledge of baccalaureate-level business core concepts.

8. Students will compose coherent forms of written communication.

9. Students will formulate effective oral presentations.

10. Students will utilize decision-support tools to inform evidence-based decision-making.

11. Students will appraise the role of leadership in driving organizational success.

12. Students will formulate solutions to organizational challenges in a team setting.

13. Students will execute work that is clear, rational, and informed by evidence.

14. Students will utilize marketing principles.

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## Marketing Concentrations

Students have two options in completing the Marketing Bachelor of Business Administration degree (BBA). The first option is to complete the program without a concentration. The second option is to select an available concentration in lieu of 12 or 15 elective credits.

Students may select one of the Marketing Concentrations offered below:

- Artificial Intelligence and Machine Learning
- Business Analytics
- Compliance
- Digital and Social Media
- Entrepreneurship
- Graphic Design
- Human Resources 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

**Compliance Concentration (15 Credits)**

The Compliance Concentration provides knowledge of regulatory compliance and legal issues faced in the day-to-day operations within diverse environments.

- LAW1105 Introduction to Compliance
- NTS3308 Systems Security and Auditing
- LAW3325 Intellectual Property Law
- JUS4403 Cyber Crime
- BUS3331 Business Law II

SAMPLE PROGRAM SEQUENCE - COMPLIANCE

**Digital and Social Media Concentration (12 Credits)**

The Digital and Social Media Concentration introduces students to the continuously growing field of digital and social media. Students will learn the basics of using social media for engagement and branding and develop their personal digital reach with an eye toward influencer partnerships with existing brands.

- MKT2223 Digital and Social Media Strategy
- MKT2247 Advertising Management
- MKT3322 Digital Marketing: Strategy & Tactics
- MKT4447 Marketing Metrics and Analytics

SAMPLE PROGRAM SEQUENCE – DIGITAL AND SOCIAL MEDIA

**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

**Graphic Design Concentration (12 Credits)**

Students will learn how to communicate through typography, layout, image, and color using industry-standard software for print and multimedia design, including the Adobe Suite.

- GRD1190 Typography I
- GRD2233 Web Design
- GRD2240 Digital Publishing
- GRD3395 Branding

SAMPLE PROGRAM SEQUENCE – GRAPHIC DESIGN

**Human Resources Management Concentration (15 Credits)***

The Human Resources Management Concentration focuses 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

**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

## Media Communications

**Master the art of verbal, written, and visual communications to help shape the future of the ever-changing media industry.**

The Bachelor of Science in Media Communications program offers students an innovative and updated curriculum that reflects the state of the professional media world. With a focus on verbal communication, written communication, and visual communication, the program provides a well-rounded foundation in traditional and emerging media skills to prepare students for careers in a range of media content and communication areas, as well as admission into graduate programs. This degree program provides students with the skills to become innovative media producers, content critics, and problem-solvers for media-based jobs in areas such as public relations, marketing, advertising, techniacal writing, social media, journalism, news analysis, podcasting, and more.

The Bachelor of Science in Media Communications program offers areas of specialization, known as Concentrations, that allow students to take a series of focused elective courses that can help enhance a student's marketability in the professional world. Concentrations are offered in:

- Digital and Social Media
- Social and Cultural Responsibility

With its focus on the analysis, critique, and production of mass media, how people experience and understand media content, and the role of media in producing and transforming culture, the Media Communications program teaches a unique and comprehensive combination of skills that are in demand in an expanding number of industries. The program includes a creative focus that incorporates important concepts such as AI-powered communication, ethical, legal, and political issues involved in media production and consumption, as well as the importance of diversity, equity, and inclusion in the field of mass communication.

Students have the opportunity to interact with, and be instructed by, industry experts in the field of media and communications, and well as exhibit their work virtually, on campus, and beyond. Students may also participate in field trips, attend guest lectures and opening receptions, and network with members of the professional media and communications community.

**Benefit from:**

- A program that reflects the ever-changing media landscape, preparing students for innovative media production and problem solving
- Learning in small classes with personal attention from instructors who have real-world experience in the areas they teach
- Opportunities for field trips, guest lectures, and other media-related events

- Participation in a Capstone project, and an internship with a media-related organization or a job-related assignment for valuable hands-on learning experiences
- Exceptional networking opportunities through faculty and alumni connections

**Degree Program**

- BS, Media Communications
- Concentrations

**Media Communications Bachelor of Science Degree (BS)**

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COLLEGE AND PROGRAM LEARNING OBJECTIVES

SAMPLE PROGRAM SEQUENCE - MEDIA COMMUNICATIONS

# 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.

**COM2000 Introduction to Communications**

**3 Credits**

Introduces students to the fundamentals of human communication in its verbal and nonverbal manifestations. Students explore communication theories and techniques used in interpersonal, group, organizational, and mass media contexts to become a more flexible, engaged, and discerning individual in all forms of communication.

**COM2010 Survey of Mass Communications**

**3 Credits**

Examines how media works and the role it plays today. In addition to surveying the historical background on media in the United States, students explore the influence media has on the moral, social, and political mindset of individuals and groups. The course teaches media literacy, media criticism, and media repurposing.

**APM2000 Introduction to Social Media**

**3 Credits**

Surveys the ever-changing and dynamic world of social media, with special attention to its role in modern culture, its potential for marketing and social activism, and its positive and negative effects on users. In the course, students will examine a wide array of social media platforms, uncovering larger trends that may come and go as new platforms emerge.

**APM2010 Writing for Digital Media**

**3 Credits**

Introduces students to the techniques, social importance, and ethics of writing in various digital mediums. Students will practice how to write impactful, purpose-driven messages for a virtual audience, considering the quality of the content and how that content connects to an overarching digital media strategy. They will hone their abilities to write clear and concise prose within a dynamic, ever-changing environment.

Prerequisite: ENG2205 Writing Through Literature

**ENG3215 The Confident Speaker**

**3 Credits**

Designed to help students strengthen their oral communication, public speaking, and listening skills. Students learn how to use language for greater impact, their voice as an instrument, and to craft and deliver well-organized audience-centered speeches that engage the senses and mind.

Prerequisite: ENG2215

**APM3255 Media and Popular Culture**

**3 Credits**

Introduces students to the shifting trends, ideas, and competing forces that will lay the foundation for the cultural battleground of the future. Designed to facilitate the recognition, understanding, utilization, and appreciation of the basic theories, approaches, topics, and issues within popular culture, and their critical connections to the various communication processes. The course covers the following concepts: popular culture, high/low culture, mass culture, cultural values, culture of dissatisfaction, resistance, and consumer culture.

Prerequisite: APM2000 Introduction to Social Media

**APM3245 Media and Communications Ethics**

**3 Credits**

Explores ethical issues in gathering, composing/producing, and disseminating media content. Students will examine professional and ethical standards, such as honesty and confidentiality, that guide decision-making, and cultivate a tolerance for disagreement. Students address real-world cases involving media practitioners who faced ethical dilemmas. The course covers topics related to mass media, like the erosion of honesty, privacy, and civility in the age of social media, big data, and xenophobia.

Prerequisite: HUM2225 Introduction to Ethics

**APM3265 Media Communication Law**

**3 Credits**

This course will survey First Amendment issues involving freedom of speech and free press. It will also examine the laws pertaining to the communication industry with particular attention to issues of defamation, intellectual property, obscenity, political speech, and privacy.

**COM3000 The Art of Interviewing**

**3 Credits**

This course on interviewing will prepare beginning journalists, bloggers, social media professionals, public relations professionals, and researchers to conceive, set up, and execute interviews. The course covers interview and question preparation, source selection, techniques and exercises to gain effectiveness, conduct of the interview itself, and how to make the highest and best use of the material that sources provide. It also covers what can go wrong in an interview, how to ask hard questions, when to go off the record, and the ins and outs of difficult interviews.

Prerequisite: ENG2215

**APM4460 Capstone Project**

**3 Credits**

Provides a workshop for drafting and revising a communication strategy for a defined purpose from plan proposal to refined media products for a designated audience. Students will provide feedback to peers and use feedback from both peers and instructor mentors. This course culminates the program of study.

Prerequisite: Departmental permission

**GRD1101 Photoshop and Digital Graphics**

**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.

**GRD1102 Illustrator and Digital Graphics**

**3 Credits**

A continuation from Photoshop and Digital Graphics. 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

**GRD2240 Digital Publishing**

**3 Credits**

Explores the integration of 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. Software requirements:##Adobe Suite

Prerequisite: GRD1102

**GRD3395 Branding**

**3 Credits**

Acquaints students with the various aspects of branding and brand identity design. Students explore brand values, storytelling, tone, and other components of the brand development process. Through hands-on projects, they craft authentic brand identities for consistent representation across platforms.

Prerequisite: GRD2240

**GRD4425 Social Media Design**

**3 Credits**

Introduces students to design applications and implementation of social media concepts from the lens of a User Interface and User Experience designer. The course will include Web/Mobile design tools, video, and or other light 2D graphics software for final project campaigns.

Prerequisite: GRD3395

**MAJOR CONCENTRATION OPTION (12 credits) - Students choose one option**

**Option 1 - Digital and Social Media (12 credits)**

**MKT2223 Digital and Social Media Strategy**

**3 Credits**

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.

**MKT2247#Advertising Management**

**3 Credits**

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.

**MKT3322#Digital Marketing: Strategy & Tactics**

**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: MKT2220

**MKT4447#Marketing Metrics and Analytics**

**3 Credits**

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

**Option 2 - Social and Cultural Responsibility (12 credits)**

**SOC3120 Corporate Social Responsibility**

**3 Credits**

Examines the primary social responsibilities played by three types of institutions: businesses, governments, and nonprofit groups. Students will participate in a critical review and discussion of various perspectives on the meaning of Corporate Social Responsibility, its underlying philosophy, sustainable business practices, moral duties and obligations, and other related topics, as presented in this course.

**HUM3355 Social Justice Issues**

**3 Credits**

Focuses on western philosophies for justice in a society. Students explore debates from the courts of ancient Athens to the streets of present-day America to philosophically question how a society is arranged, opportunities for change, the distribution of wealth/power, and how morality is assessed.

**SCI4410 Eco-Friendly Living**

**3 Credits**

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.

**SCI3301 The Science of Addiction and Obsession**

**3 Credits**

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.

## 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.

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.

**SOC2110 AI-Powered Communication**

**3 Credits**

Explores emerging Artificial Intelligence (AI) trends and their social and ethical implications. Analyzes the impact of AI on content generation, creativity, media production, and employment. With a focus on academic and professional#integrity, students will develop and apply AI literacy skills in a variety of contexts.

**SOC3110 Create an Equitable Workforce**

**3 Credits**

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.

**SOC3310 Intercultural Communication**

**3 Credits**

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.

**English Elective - 3 Credits**

**Humanities Elective - 3 Credits**

**Mathematics/Science Elective - 3 Credits**

**Science Elective - 3 Credits**

**Liberal Arts Electives** - 18 Credits**

Free Electives (12 Credits) - If a Major Concentration Option is not selected.

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

**120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION**

## COLLEGE AND PROGRAM LEARNING OBJECTIVES

Objectives 1 through 6 are the College Learning Objectives. The remaining objectives are the Program Learning Objectives.

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1. **Reading and Written Communication:** Students will demonstrate competency in reading and writing.

2. **Oral Communication:** Students will demonstrate effective oral communication skills that incorporate emotional intelligence, empathy, and civility.

3. **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

4. **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.

5. **Information and AI Literacy:** Students will be able to locate, evaluate, and ethically utilize reliable information and artificial intelligence tools. They will develop an understanding of how AI systems function, recognize their limitations and biases, and apply them responsibly to support informed decision-making, problem-solving, and knowledge creation.

6. **Integration of Learning:** Students will develop the ability to make connections between different academic studies, emerging technologies such as AI, and specialized professional skills leading to more informed, creative, and productive decisions in life and career.

7. Analyze the media market from the perspective of both consumers and producers informed by political, cultural,
social, and economic contexts.

8. Communicate ideas and arguments effectively in written, oral, and visual form to diverse intercultural audiences.

9. Evaluate the ethical, legal, and political dimensions of media production, content, and reception.

10. Evaluate bias and discrimination in the field of mass communication through an intersectional examination of
gender, race, ethnicity, sexual orientation, and other categories of identity.

11. Create compelling media communication solutions that ethically target intended audiences.

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## Media Communications Concentrations

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Students who are enrolled in a Bachelor of Science degree program in Media Communications are encouraged to complete a concentration.

Students may select one of the following two Media Communications Concentrations:

### Digital and Social Media

**The Digital and Social Media Concentration prepares students for** jobs in social media marketing and advertising. Students learn to understand consumer data and use social media for product branding, advertising, and marketing to optimize customer engagement as influencers in partnership with existing brands or in creative entrepreneurial work.

The **Digital and Social Media** Concentration consists of the following four courses:

- MKT2223 Digital and Social Media Strategy - 3 Credits
- MKT2247#Advertising Management - 3 Credits
- MKT3322#Digital Marketing: Strategy & Tactics - 3 Credits
- MKT4447#Marketing Metrics and Analytics - 3 Credits

### Social and Cultural Responsibility

**The Social and Cultural Responsibility Concentration prepares students for** active social and critical engagement toward a more ethically responsible use of mass media at both individual and corporate levels. Students learn to evaluate bias and discrimination in mass media and create solutions for a better world.

The **Social and Cultural Responsibility** Concentration consists of the following four courses:

- SOC3120 Corporate Social Responsibility – 3 Credits
- HUM3355 Social Justice Issues – 3 Credits
- SCI4410 Eco-Friendly Living – 3 Credits
- SCI3301 The Science of Addiction and Obsession – 3 Credits

The following sample program sequence indicates when the major concentration courses would be taken:

SAMPLE PROGRAM SEQUENCE - MEDIA COMMUNICATIONS

## 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.

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.

The Medical Assistant Certificate program at Berkeley College has a five-year average of 76.38% for job placement, and 83.92% for exam pass rate for the years 2020-2024 as shown in the table below.

**Medical Assistant Certificate Program Table**

| Date | Job Placement | Exam Passage |
|---|---|---|
| 2024 | 77.78% | 96.30% |
| 2023 | 80.00% | 90.00% |
| 2022 | 78.79% | 84.85% |
| 2021 | 79.25% | 84.91% |
| 2020 | 67.39% | 69.57% |
| **Five-Year Average** | **76.38%** | **83.92%** |

**Academic Programs**

- AAS, Medical Assistant

- Medical Assistant Certificate

**Medical Assistant Associate in Applied Science Degree (AAS)**

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COLLEGE AND 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 Assistant program, grade requirements, and clinical requirements, see: Medical Assistant Student Handbook Supplement: https://berkeleycollege.edu/catalogs/medical-assistant-student-handbook-supplement-2026-2027/index.html

**Program Costs**

Information about program costs (including tuition, fees, books, and supplies) is available at: https://berkeleycollege.edu/catalogs/undergraduate-2026-2027/admissions/undergraduate-degree-program-tuition-fees-2026-2027/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

**Associate in Applied Science Degree (AAS) Medical Assistant**

## COLLEGE AND PROGRAM LEARNING OBJECTIVES

Objectives 1 through 6 are the College Learning Objectives. The remaining objectives are the Program Learning Objectives.

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1. **Reading and Written Communication:** Students will demonstrate competency in reading and writing.

2. **Oral Communication:** Students will demonstrate effective oral communication skills that incorporate emotional intelligence, empathy, and civility.

3. **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

4. **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.

5. **Information and AI Literacy:** Students will be able to locate, evaluate, and ethically utilize reliable information and artificial intelligence tools. They will develop an understanding of how AI systems function, recognize their limitations and biases, and apply them responsibly to support informed decision-making, problem-solving, and knowledge creation.

6. **Integration of Learning:** Students will develop the ability to make connections between different academic studies, emerging technologies such as AI, and specialized professional skills leading to more informed, creative, and productive decisions in life and career.

7. To prepare students as multi-skilled healthcare practitioners who perform a wide range of roles in physicians' offices and other healthcare settings.

8. To prepare students who are professional and proficient in such administrative and clinical tasks as patient
communication and clinical skills (EKG, venipuncture, vital signs, physical exam, cardiopulmonary resuscitation, etc.).

9. To prepare students in infection control procedures and OSHA training.

10. To prepare students for administrative routines such as medical record keeping and documentation.

11. To prepare students to become nationally credentialed healthcare practitioners who will be viewed by doctors as vital partners in providing medical care.

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**Medical Assistant Certificate Program**

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COLLEGE AND 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

## LIBERAL ARTS AND 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.

### 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.

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### Program Costs

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### 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

## COLLEGE AND PROGRAM LEARNING OBJECTIVES

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## 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. The Berkeley College 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

- AAS, Health Services Administration - Medical Insurance, Billing, and Coding

**Health Services Administration - Medical Insurance, Billing, and Coding**
**Associate in Applied Science Degree (AAS)**

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COLLEGE AND 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's 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 participate in

the Certified Billing and Coding Specialist (CBCS) examination. Students also are strongly encouraged to register for and participate in 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-2026-2027/admissions/undergraduate-degree-program-tuition-fees-2026-2027/index.html

**Associate in Applied Science Degree (AAS) – Health Services Administration – Medical Insurance, Billing, and Coding**

## COLLEGE AND PROGRAM LEARNING OBJECTIVES

Objectives 1 through 6 are the College Learning Objectives. The remaining objectives are the Program Learning Objectives.

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1. **Reading and Written Communication:** Students will demonstrate competency in reading and writing.

2. **Oral Communication:** Students will demonstrate effective oral communication skills that incorporate emotional intelligence, empathy, and civility.

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- Ethical Reasoning
- Quantitative Reasoning
- Scientific Reasoning

4. **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.

5. **Information and AI Literacy:** Students will be able to locate, evaluate, and ethically utilize reliable information and artificial intelligence tools. They will develop an understanding of how AI systems function, recognize their limitations and biases, and apply them responsibly to support informed decision-making, problem-solving, and knowledge creation.

6. **Integration of Learning:** Students will develop the ability to make connections between different academic studies, emerging technologies such as AI, and specialized professional skills leading to more informed, creative, and productive decisions in life and career.

7. To provide an understanding of medical terminology as well as anatomy and physiology to apply it to coding physician-documented patients' records.

8. To educate students on the ethical, legal, and professional principles of medical billing and coding.

9. To demonstrate proficiency in the electronic medical record, encoding software, word processing, spreadsheets, database, email, and the Internet.

10. To assign correct ICD, CPT, HCPCS codes in outpatient encounters and to understand compliance to implement coding changes and to educate appropriate office personnel.

11. To prepare students for administrative routines such as medical record keeping, documentation, and to evaluate/respond/resubmit claim denials.

12. To prepare students for successful completion of the national certification exam, administered by the National Healthcareer Association (NHA), the American Health Information Management Association (AHIMA) and/or the AAPC.

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## Nursing

Berkeley College's School of Health Studies is committed to excellence in nursing education and offers an LPN to BSN degree program and a Practical Nurse certificate program. 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 BSN program affords licensed, experienced LPNs an opportunity to earn a Bachelor of Science in Nursing (BSN) 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 consent to have a criminal history background check performed and they must be of 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

- BSN, LPN to BSN
- 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 Nurses 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

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COLLEGE AND PROGRAM LEARNING OBJECTIVES

SAMPLE PROGRAM SEQUENCE - 4-Term

SAMPLE PROGRAM SEQUENCE - 5-Term

# Course Requirements

## MAJOR CORE COURSES

### 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**

**4 Credits**

This course explores the concepts of maternal-child nursing as well as nursing in the pediatric population. It builds on the concepts of previous nursing courses with emphasis on utilizing the nursing process in dealing with maternal-child and pediatric patients. Hands-on care of maternal-child patients and the pediatric population, as well as the 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 the 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**

**5 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 enrolled in the Practical Nurse program must provide authorization for a criminal background check prior to participating in clinical rotations. In instances where a student's criminal background check contains information related to past criminal activity, Berkeley College cannot 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. If the student is denied clinical placement by the clinical affiliate due to criminal history information, that student will not be permitted to continue in the program. If the offense is expungable, the student is encouraged to seek legal counsel. If the student's record is cleared, and the record shows as "clear," the student is eligible for progression, provided all other clinical eligibility requirements are met.

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; 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 Student Handbook Supplement: https://berkeleycollege.edu/catalogs/practical-nurse-student-handbook-supplement-2026-2027/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-2026-2027/admissions/certificate-program-tuition-fees-2026-2027/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

## COLLEGE AND PROGRAM LEARNING OBJECTIVES

Objectives 1 through 6 are the College Learning Objectives. The remaining objectives are the Program Learning Objectives.

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1. **Reading and Written Communication:** Students will demonstrate competency in reading and writing.

2. **Oral Communication:** Students will demonstrate effective oral communication skills that incorporate emotional intelligence, empathy, and civility.

3. **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

4. **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.

5. **Information and AI Literacy:** Students will be able to locate, evaluate, and ethically utilize reliable information and artificial intelligence tools. They will develop an understanding of how AI systems function, recognize their limitations and biases, and apply them responsibly to support informed decision-making, problem-solving, and knowledge creation.

6. **Integration of Learning:** Students will develop the ability to make connections between different academic studies, emerging technologies such as AI, and specialized professional skills leading to more informed, creative, and productive decisions in life and career.

7. Demonstrate professional behaviors of accountability and professionalism according to the legal and ethical standards for a competent Licensed Practical Nurse.

8. Effectively communicate with patients, significant support systems, and members of the interdisciplinary healthcare team incorporating interpersonal and therapeutic communication skills.

9. Collect holistic assessment data from multiple sources, communicate the data to appropriate healthcare providers, and document client responses to interventions.

10. Collaborate with the registered nurse or other members of the healthcare team to organize and incorporate assessment data to plan/revise patient care and actions based on established nursing diagnoses, nursing protocols, and assessment and evaluation data.

11. Demonstrate a caring and empathic approach to the safe, therapeutic, and individualized care of each client.

12. Perform basic nursing skills utilizing the nursing process.

13. Utilize critical thinking skills in formulating positive conclusions as they relate to nursing practice.

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**BSN, LPN to BSN**

# The first LPN to BSN program in New Jersey!

## *(LPN License Required)*

Berkeley College's LPN to BSN 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 (BSN) 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 BSN 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 BSN. The BSN also prepares nurses to pursue graduate degrees.

The LPN to BSN 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 a 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 BSN 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 consent to have a criminal history background check performed and they must be of 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 BSN 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 BSN

# Bachelor of Science in Nursing (BSN)

To be accepted into the LPN to BSN 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 BSN 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.

*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.*

COLLEGE AND PROGRAM LEARNING OBJECTIVES

SAMPLE PROGRAM SEQUENCE - Accelerated Pathway

# Course Requirements

## MAJOR CORE COURSES

**NUR3310 Nursing Research for Evidence-Based Practice**

**2 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**

**4 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 BSN 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 along with clinical experience.

Students enrolled in the LPN to BSN program must provide authorization for a criminal background check prior to participating in clinical rotations. In instances where a student's criminal background check contains information related to past criminal activity, Berkeley College cannot 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. If the student is denied clinical placement by the clinical affiliate due to criminal history information, that student will not be permitted to continue in the program. If the offense is expungable, the student is encouraged to seek legal counsel. If the student's record is cleared, and the record shows as "clear," the student is eligible for progression, provided all other clinical eligibility requirements are met.

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; and drug screenings.

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

For more information about the LPN to BSN program, grade requirements, and clinical requirements, see: LPN to BSN Student Handbook Supplement: https://berkeleycollege.edu/catalogs/lpn-bsn-student-handbook-supplement-2026-2027/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-2026-2027/admissions/undergraduate-degree-program-tuition-fees-2026-2027/index.html and https://

berkeleycollege.edu/catalogs/undergraduate-2026-2027/admissions/certificate-program-tuition-fees-2026-2027/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

## COLLEGE AND PROGRAM LEARNING OBJECTIVES

Objectives 1 through 6 are the College Learning Objectives. The remaining objectives are the Program Learning Objectives.

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1. **Reading and Written Communication:** Students will demonstrate competency in reading and writing.

2. **Oral Communication:** Students will demonstrate effective oral communication skills that incorporate emotional intelligence, empathy, and civility.

3. **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

4. **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.

5. **Information and AI Literacy:** Students will be able to locate, evaluate, and ethically utilize reliable information and artificial intelligence tools. They will develop an understanding of how AI systems function, recognize their limitations and biases, and apply them responsibly to support informed decision-making, problem-solving, and knowledge creation.

6. **Integration of Learning:** Students will develop the ability to make connections between different academic studies, emerging technologies such as AI, and specialized professional skills leading to more informed, creative, and productive decisions in life and career.

7. Prepare graduates who are competent when assuming the role and responsibilities of a baccalaureate-prepared Registered Nurse.

8. Prepare graduates for success on the NLCEX-RN exam for entry into professional nursing practice.

9. Prepare graduates to serve in a diverse baccalaureate-prepared nursing workforce.

10. Prepare graduates for success in career advancement and graduate study.

11. Instruct students to employ HIPAA, OSHA, Standard Precautions, and other infection control measures in the healthcare setting.

12. Prepare students to effectively interact with patients, families, and members of the healthcare team in a therapeutic and professional manner.

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### Surgical Technology

# Specialized training for a specialized career.

The Surgical Technology program prepares students to work as valuable members of a surgical team, which most commonly includes surgeons, anesthesiologists, and circulating nurses. Surgical Technologists assist in surgical procedures under the supervision of surgeons, registered nurses, and other surgical personnel. They perform a variety of critical hands-on tasks, including:

- Preparing operating rooms by setting up surgical instruments and equipment
- Preparing patients for surgery by washing, shaving, and disinfecting incision sites
- Passing instruments and other sterile supplies to surgeons during surgical procedures
- Maintaining a proper sterile field throughout the surgical process
- Monitoring and assessing operating room conditions

## Benefit from:

- A strong foundation in both the theory and techniques of surgical technology
- Hands-on learning in on-site surgical laboratories that simulate the surgical environment
- Valuable, practical experience gained through the completion of clinical practicums at off-campus healthcare facilities, under the supervision of instructors and professional practitioners
- Liberal arts and sciences courses that provide students with a foundation of skills and knowledge necessary to reason clearly and communicate effectively

# Programmatic Accreditation

**Effective for Students Enrolled Prior to 2025:** The Surgical Technology Program at Berkeley College has had its accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) withdrawn, effective January 16, 2025. As a result, this program is no longer recognized as meeting CAAHEP standards. Please note that all currently enrolled Surgical Technology students, as of January 16, 2025, are considered to be attending a CAAHEP accredited program. For additional information, please visit the CAAHEP website at www.caahep.org.

**Effective for Students Enrolled Fall 2026 and After:** The Surgical Technology program at Berkeley College is currently not accredited by any programmatic accrediting agency for Surgical Technology education.

Berkeley College is seeking programmatic accreditation; however, there is no guarantee that accreditation will be granted or achieved within a specific timeframe.

Applicants should understand that graduating from a non-accredited Surgical Technology program may affect eligibility for certain certifications and employment

opportunities and that some employers and credentialing organizations may require graduation from an accredited Surgical Technology program.

Students are encouraged to review certification eligibility requirements and employment expectations within the state(s) where they intend to seek employment.

**Degree Program**

- AAS, Surgical Technology

**Surgical Technology Associate in Applied Science Degree (AAS)**

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COLLEGE AND 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.

**SUR2100 Surgical Technology Application and Practice**

**2 Credits**

This intensive course is designed to prepare students for success in the National Board of Surgical Technology and Surgical Assisting (NBSTSA) certification examination. Aspiring surgical technologists will engage in comprehensive review sessions covering key topics and concepts essential for passing the exam with confidence.

**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

**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: SUR2100, SUR2280, 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 enrolled in the Surgical Technology program must provide authorization for a criminal background check prior to participating in clinical rotations. In instances where a student's criminal background check contains information related to past criminal activity, Berkeley College cannot 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. If the student is denied clinical placement by the clinical affiliate due to criminal history information, that student will not be permitted to continue in the program. If the offense is expungable, the student is encouraged to seek legal counsel. If the student's record is cleared, and the record shows as "clear," the student is eligible for progression, provided all other clinical eligibility requirements are met.

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; 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 Student Handbook Supplement: https://berkeleycollege.edu/catalogs/surgical-technology-student-handbook-supplement-2026-2027/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-2026-2027/admissions/undergraduate-degree-program-tuition-fees-2026-2027/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

**Associate in Applied Science Degree (AAS) - Surgical Technology**

## COLLEGE AND PROGRAM LEARNING OBJECTIVES

Objectives 1 through 6 are the College Learning Objectives. The remaining objectives are the Program Learning Objectives.

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1. **Reading and Written Communication:** Students will demonstrate competency in reading and writing.

2. **Oral Communication:** Students will demonstrate effective oral communication skills that incorporate emotional intelligence, empathy, and civility.

3. **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

4. **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.

5. **Information and AI Literacy:** Students will be able to locate, evaluate, and ethically utilize reliable information and artificial intelligence tools. They will develop an understanding of how AI systems function, recognize their limitations and biases, and apply them responsibly to support informed decision-making, problem-solving, and knowledge creation.

6. **Integration of Learning:** Students will develop the ability to make connections between different academic studies, emerging technologies such as AI, and specialized professional skills leading to more informed, creative, and productive decisions in life and career.

7. To provide students with a comprehensive background in the basic sciences, with mastery of aseptic technique, with perfection of surgical skills, and with a keenly developed surgical conscience as established in the AST Core Curriculum.

8. To educate students as to the scope of their practice as the patient’s advocate, as well as to the ethical, legal, and professional principles of surgical technology.

9. To prepare students for successful completion of the national certification exam, administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

10. To ensure that students enter the workforce as qualified and technically skilled surgical technologists.

11. To educate students with practices of safe patient care and of anticipating the needs of the surgical team in the perioperative setting.

12. To instruct students to employ HIPAA, OSHA, Standard Precautions, and other infection control measures in the healthcare setting.

13. To prepare students to effectively interact with patients, families, and members of the healthcare team in a therapeutic and professional manner.

14. To help students achieve respect for the diversity factors of others including but not limited to socio-cultural, socio-economic, spiritual, and lifestyle choices.

15. To stimulate and develop within students a pattern of personal growth and improvement and a commitment to lifelong learning.

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*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.*

## Four-Year Combined BBA/MBA Option

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

High-performing students in certain Berkeley College BBA 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 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 BBA programs:

- Accounting (Note: **The MBA Concentration in Accounting** is only offered Online)
- Business Analytics
- Fashion Merchandising and Management
- Financial Services
- General Business
- Health Services Management
- Business Administration - Management
- Marketing

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

- Full-time enrollment or intention to study full-time
- Successful completion of 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 $8^{th}$ (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 BBA in Accounting

SAMPLE PROGRAM SEQUENCE - Four-year Combined BBA in Business Analytics

SAMPLE PROGRAM SEQUENCE - Four-year Combined BBA in Fashion Merchandising and Management

SAMPLE PROGRAM SEQUENCE - Four-year Combined BBA in Financial Services

SAMPLE PROGRAM SEQUENCE - Four-year Combined BBA in General Business

SAMPLE PROGRAM SEQUENCE - Four-year Combined BBA in Health Services Management

SAMPLE PROGRAM SEQUENCE - Four-year Combined BBA in Business Administration - Management

SAMPLE PROGRAM SEQUENCE - Four-year Combined BBA in Marketing

## 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
- 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:

- Full-time enrollment or intention to study full-time
- Successful completion of undergraduate courses considered core courses in the student's chosen major

In addition:

- Justice Studies-Criminal Justice 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 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 Information Technology Management

## Business Data Science (Effective Fall 2025 - Discontinued)

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

Business data science is an in-demand, multi-disciplinary career field that combines a variety 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**

- BS, Business Data Science

**Business Data Science Bachelor of Science Degree (BS) - (Effective Fall 2025 - Discontinued)**

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COLLEGE AND 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

## 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

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.

**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.

**Bachelor of Science Degree (BS) Business Data Science**

## COLLEGE AND PROGRAM LEARNING OBJECTIVES

Objectives 1 through 6 are the College Learning Objectives. The remaining objectives are the Program Learning Objectives.

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1. **Reading and Written Communication:** Students will demonstrate competency in reading and writing.

2. **Oral Communication:** Students will demonstrate effective oral communication skills that incorporate emotional intelligence, empathy, and civility.

3. **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

4. **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.

5. **Information Literacy:** Students will be able to locate, evaluate, and ethically utilize reliable information, empowering them as informed and responsible citizens.

6. **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.

7. Students will demonstrate appropriate knowledge of baccalaureate-level business core concepts.

8. Students will compose coherent forms of written communication.

9. Students will formulate effective oral presentations.

10. Students will utilize decision-support tools to inform evidence-based decision-making.

11. Students will appraise the role of leadership in driving organizational success.

12. Students will formulate solutions to organizational challenges in a team setting.

13. Students will execute work that is clear, rational, and informed by evidence.

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## 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 experiences 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**

- AAS, International Business*****
- BBA, International Business******

***As of Fall 2026, new applications to the AAS in International Business will no longer be accepted.**

****As of Fall 2026, new applications to the BBA in International Business will no longer be accepted. The program will continue to be offered only through approved articulation agreements or academic partnership initiatives.**

**International Business Associate in Applied Science Degree (AAS)***

*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.*

***As of Fall 2026, new applications to the AAS in International Business will no longer be accepted.**

COLLEGE AND 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.

**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.

**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.

## 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 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.

**SOC2110 AI-Powered Communication**

**3 Credits**

Explores emerging Artificial Intelligence (AI) trends and their social and ethical implications. Analyzes the impact of AI on content generation, creativity, media production, and employment. With a focus on academic and professional integrity, students will develop and apply AI literacy skills in a variety of contexts.

**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.

**Business Electives* - 3 Credits**

**60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION**

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

**Associate in Applied Science Degree (AAS) International Business***

***As of Fall 2026, new applications to the AAS in International Business will no longer be accepted.**

## COLLEGE AND PROGRAM LEARNING OBJECTIVES

Objectives 1 through 6 are the College Learning Objectives. The remaining objectives are the Program Learning Objectives.

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1. **Reading and Written Communication:** Students will demonstrate competency in reading and writing.

2. **Oral Communication:** Students will demonstrate effective oral communication skills that incorporate emotional intelligence, empathy, and civility.

3. **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

4. **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.

5. **Information Literacy:** Students will be able to locate, evaluate, and ethically utilize reliable information and artificial intelligence tools. They will develop an understanding of how AI systems function, recognize their limitations and biases, and apply them responsibly to support informed decision-making, problem-solving, and knowledge creation.

6. **Integration of Learning:** Students will develop the ability to make connections between different academic studies, emerging technologies such as AI, and specialized professional skills leading to more informed, creative, and productive decisions in life and career.

7. Students will demonstrate appropriate knowledge of associate degree-level business core concepts.

8. Students will illustrate coherent forms of written communication.

9. Students will articulate effective oral presentations.

10. Students will describe the decision-support tools that inform evidence-based decision-making.

11. Students will explain the role of leadership as a driver of organizational success.

12. Students will identify the elements of teams that contribute to the accomplishment of organizational goals.

13. Students will exemplify work that is clear, rational, and informed by evidence.

14. Students will illustrate basic international business principles.

*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.*

**International Business Bachelor of Business Administration Degree (BBA)***

*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.*

***As of Fall 2026, new applications to the BBA in International Business will no longer be accepted. The program will continue to be offered only through approved articulation agreements or academic partnership initiatives.**

COLLEGE AND 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

**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

**IBS3344 Global Supply Chain Management and Logistics**

**3 Credits**

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

**IBS4420 Global FinTech, AI, Blockchain, and Financial Modeling**

**3 Credits**

This course introduces students to the key concepts, applications, and implications of innovations in emerging technologies, including financial technology (FinTech), artificial intelligence, blockchain, and financial modeling with applications in business and finance. Students will receive a structured understanding of AI and its impact with real-life examples and use cases, and will explore how technological advances in data and analytics are enabling financial sector innovations with special emphasis on blockchain, financial modeling, and algorithmic trading and investment strategies.

Prerequisite: Financial Accounting ACC1111

**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 - 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.

**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.

**BUS2210 Business Analytics and Intelligence**

**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.

**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.

**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.

**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.

## 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.

**SOC2110 AI-Powered Communication**

**3 Credits**

Explores emerging Artificial Intelligence (AI) trends and their social and ethical implications. Analyzes the impact of AI on content generation, creativity, media production, and employment. With a focus on academic and professional integrity, students will develop and apply AI literacy skills in a variety of contexts.

**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**

9 credits of International Business Electives must be at the 3000/4000 level.

9 credits of Business Electives must be from the Larry L. Luing School of Business courses and must be at the 3000/4000 level.

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

**Bachelor of Business Administration Degree (BBA) International Business***

***As of Fall 2026, new applications to the BBA in International Business will no longer be accepted. The program will continue to be offered only through approved articulation agreements or academic partnership initiatives.**

## COLLEGE AND PROGRAM LEARNING OBJECTIVES

Objectives 1 through 6 are the College Learning Objectives. The remaining objectives are the Program Learning Objectives.

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1. **Reading and Written Communication:** Students will demonstrate competency in reading and writing.

2. **Oral Communication:** Students will demonstrate effective oral communication skills that incorporate emotional intelligence, empathy, and civility.

3. **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

4. **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.

5. **Information Literacy:** Students will be able to locate, evaluate, and ethically utilize reliable information and artificial intelligence tools. They will develop an understanding of how AI systems function, recognize their limitations and biases, and apply them responsibly to support informed decision-making, problem-solving, and knowledge creation.

6. **Integration of Learning:** Students will develop the ability to make connections between different academic studies, emerging technologies such as AI, and specialized professional skills leading to more informed, creative, and productive decisions in life and career.

7. Students will demonstrate appropriate knowledge of baccalaureate-level business core concepts.

8. Students will compose coherent forms of written communication.

9. Students will formulate effective oral presentations.

10. Students will utilize decision-support tools to inform evidence-based decision-making.

11. Students will appraise the role of leadership in driving organizational success.

12. Students will formulate solutions to organizational challenges in a team setting.

13. Students will execute work that is clear, rational, and informed by evidence.

14. Students will utilize international business principles.

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# National Security - (Effective Fall 2025 - Discontinued)

## 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.

### Specialization

The National Security program offers **five 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.

**Pre-Law**

This concentration focuses on Americanl law, judicial process, and national security law while enhancing legal writing, analytical thinking, and research skills. Students in this concentration take courses that cover a range of legal topics and issues, developing the ability to read with clear understanding, think critically, solve problems, and communicate with precision and clarity. The Pre-Law Concentration, along with the Pre-Law Advisory Center (PLAC), will guide students in the law school admission process.

**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**

- BS, National Security
- Concentrations

**National Security - Bachelor of Science Degree (BS) - (Effective Fall 2025 - Discontinued)**

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COLLEGE AND PROGRAM LEARNING OBJECTIVES

SAMPLE PROGRAM SEQUENCE

# 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

**NTS4460 Capstone Project**

**3 Credit Hours**

The capstone experience is a culminating set of experiences that “captivate, encapsulate, synthesize, and demonstrate learning” (Rowles et al. 2004, 2008). In this Capstone Project course, students will complete Capstone projects and assignments that address and assess the program outcomes for the BS in Justice Studies-Criminal Justice and National Security programs. Students will have the opportunity to demonstrate what they have learned throughout their degree program by applying creativity skills to real-world situations, critical thinking, leadership, and problem-solving. This course reemphasizes major topics students have learned throughout their coursework with implications on current or emerging trends along with best practices to explore concepts to help prepare for and succeed in, a career within the criminal justice system or indirectly related fields such as the private sector.

**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

**Pre-Law**

LAW1100 Introduction to Law- 3 Credits
Three Upper-Level Electives (3000/4000) selected from the following list- 9 Credits
NTS4403 National Security Law or any 3000/4000 LAW course except LAW4430 (Advanced Legal Research, Writing, and Advocacy, which requires LAW2210 as a prerequisite and a grade of C or better in ENG1105 and ENG2205) unless otherwise permitted by the Legal Studies Chair

**120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION**

*9 credits of Major Concentration 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.

**Bachelor of Science Degree (BS) - National Security**

## COLLEGE AND PROGRAM LEARNING OBJECTIVES

Objectives 1 through 6 are the College Learning Objectives. The remaining objectives are the Program Learning Objectives.

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1. **Reading and Written Communication:** Students will demonstrate competency in reading and writing.

2. **Oral Communication:** Students will demonstrate effective oral communication skills that incorporate emotional intelligence, empathy, and civility.

3. **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

4. **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.

5. **Information Literacy:** Students will be able to locate, evaluate, and ethically utilize reliable information, empowering them as informed and responsible citizens.

6. **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.

7. Assess and justify decision-making considerations in policymaking to address the needs of stakeholders, as well as national security, ethical, and practical challenges domestically and globally.

8. Formulate plans that include human capital, physical assets, finances/funding, and public/private partnerships to combat security concerns, risks, and threats in the national security arena.

9. Appraise and recommend effective mitigation strategies, response procedures, and preventative measures based on the current and emerging security and emergency management landscape for both man-made and natural incidents.

10. Students will demonstrate an understanding of the computer applications utilized in addressing security and privacy issues and the role of technology and its implications for national security.

11. Students will demonstrate an understanding of ethical and sound decision making in dealing with issues
of national security.

*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.*

**National Security Concentrations - (Effective Fall 2025 - 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.*

Students who are enrolled in a Bachelor of Science degree program in National Security are encouraged to complete a concentration.

Students may select one of the following five National Security Concentrations:

**Critical Infrastructure**

The Critical Infrastructure Concentration is for students who:

- Are interested in developing competency and knowledge to manage the increasingly complex security concerns, challenges, and threats throughout the nation.
- Wish to obtain a position/career in one of the 16 critical infrastructure sectors that The Department of Homeland Security has identified whose assets, systems, and networks are so vital that incapacitation or destruction would debilitate the nation's security, economy, public health, and safety.

The Critical Infrastructure Concentration consists of the following four courses:

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

SAMPLE PROGRAM SEQUENCE-CONCENTRATION IN CRITICAL INFRASTRUCTURE

**Information Security**

The Information Security Concentration is for students who:

- Are interested in knowledge and understanding of information security and cybersecurity along with the risks to organizations.
- Seek to obtain a position/career that addresses the challenges and increasing concerns or threats to computer privacy and security.

The Information Security Concentration consists of the following five courses:

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

SAMPLE PROGRAM SEQUENCE-CONCENTRATION IN INFORMATION SECURITY

**Intelligence**

The Intelligence Concentration is for students who:

- Are interested in acquiring an understanding of the practical dimensions of intelligence, including intelligence collection and analysis, the intelligence cycle and disciplines, intelligence-policy nexus, and covert/clandestine action.
- Would like to obtain a position/career within the intelligence community to analyze, collect, or convey the essential information that members of the public and private sector communities require to execute their appointed duties.

The Intelligence Concentration consists of the following four courses:

- 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

SAMPLE PROGRAM SEQUENCE-CONCENTRATION IN INTELLIGENCE

**Pre-Law**

A concentration in Pre-Law is for students who:

- Are interested in exploring legal careers in the criminal justice field by developing basic legal knowledge and skills.
- Are interested in exploring a law degree upon graduation.
- Career paths for a Pre-Law Concentration include government and public service focused on legal compliance, criminal investigations, criminal defense and policy analysis, and jobs in the private sector such as corporate compliance.
- Please note, while the Pre-Law concentration provides a solid introductory foundation to the law, it is not meant to be comprehensive. Berkeley offers an associate and bachelor’s degree in Legal Studies for students interested in detailed comprehensive legal instruction needed to become a paralegal or prepare for a law school curriculum.

The Pre-Law Concentration consists of the following four courses:

- LAW1100 Introduction to Law- 3 Credits
- Three Upper-Level Electives (3000/4000) selected from the following list- 9 Credits
    - NTS4403 National Security Law or any 3000/4000 LAW course except LAW4430 (Advanced Legal Research, Writing, and Advocacy, which requires LAW2210 as a prerequisite and a grade of C or better in ENG1105 and ENG2205) unless otherwise permitted by the Legal Studies Chair

SAMPLE PROGRAM SEQUENCE-CONCENTRATION IN PRE-LAW

**Public-Private Partnerships**

The Public-Private Partnerships Concentration is for students who:

- Are interested in obtaining a position/career within a wide range of critical Infrastructure/key resources, social services, public safety, transportation, emergency preparedness and response, and environmental concerns.
- Wish to expand their knowledge and understanding of the concepts and methods of public-private partnerships in a variety of applications and sectors.

The Public-Private Partnerships Concentration consists of the following four courses:

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

SAMPLE PROGRAM SEQUENCE-CONCENTRATION IN PUBLIC-PRIVATE PARTNERSHIPS

## 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 Analytics
- Business Data Science - As of Fall 2025, no new applications will be accepted to this program.
- Fashion Merchandising and Management
- Financial Services
- General Business
- Health Services Management
- Information Technology Management
- International Business*
- Management
- Marketing
- Four-Year Combined BBA/MBA Option
- Four-Year Combined BS/MBA 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
- 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 Management, Information Technology Management, International Business, Marketing
- 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.

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***International Business**

**As of Fall 2026, new applications to the AAS in International Business will no longer be accepted.**

**As of Fall 2026, new applications to the BBA in International Business will no longer be accepted. The program will continue to be offered only through approved articulation agreements or academic partnership initiatives.**

## 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
- Sterile 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
- Media Communications
- Four-Year Combined BS/MBA option
- Graphic Design
- Interior Design
- Justice Studies - Criminal Justice
- Legal Studies
- National Security - (Effective Fall 2025 - Discontinued)

**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's 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 skills, 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 campus and learning community. On-site 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's or Bachelor’s degree program and continuing/transfer students enrolled in a Bachelor’s degree program. Incoming first-year domestic students seeking Associate's or Bachelor’s degrees who have either high school GPAs of at least 3.5 or special approval from the Honors Program Director are eligible to apply for the first-year Honors program. Incoming first-year international students seeking Associate's or Bachelor’s degrees who have either high school GPAs of at least 3.0 or special approval from the Honors Program Director are eligible to apply for the first-year Honors program. Full-time enrollment in an Associate's 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 domestic students seeking a Bachelor’s degree with a cumulative 3.5 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. Berkeley College continuing/transfer international students seeking a Bachelor’s degree with a cumulative 3.0 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 consecutively in each of the fall, winter, and spring semesters, 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. The application deadline is June 1 for domestic applicants seeking to join the first-year Honors Program the following fall. Applications should be emailed 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 June 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, whether domestic or international, must sign an Honors Program Acknowledgement stating that, among other requirements, the student must maintain a cumulative 3.0 Berkeley College GPA to remain in the program. Credits earned in the Honors Program will contribute toward the fulfillment of students' general education or free elective requirements.

SAMPLE PROGRAM SEQUENCE

## Supplemental Instruction (SI)

The Supplemental Instruction (SI) program at Berkeley College provides additional support to underprepared students in introductory college-level English and Math courses. Launched in Fall 2024 after a successful pilot in the 2023-2024 academic year, the SI program uses a non-remedial, corequisite model. It offers an extra hour of instruction per week for the following 15-week, 3-credit first-semester or second-semester courses:

- ENG1105 Writing and Research
- MAT2211 College Algebra
- MAT2212 Quantitative Methods
- MAT2215 Statistics I

The faculty member of each course (ENG1105, MAT2211, MAT2212, and MAT2215) provides the additional hour of supplementary instruction. Faculty facilitate these sessions using collaborative activities to promote peer-to-peer interaction in small groups and one-on-one interactions based on students' needs. The Berkeley College SI program is designed to support college success for underprepared students by supporting the successful completion of their required college-level Math and English courses.

## 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 Analytics
- Business Data Science
- Computer Information Systems
- Economics
- Fashion
- Finance
- Health Services Management
- Information Technology Management
- International Business
- Management
- Marketing

### 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

### 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

**ACC3201 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

**ACC3202 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: ACC3201

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: ACC3202

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: ACC3202

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: ACC3202 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

### 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

### BUS2270 Special Topics in Business

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

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

**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.

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

**Fashion Courses**

### 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

### FAS1111 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

Equivalent: GRD1101

### FAS1112 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: FAS1111

3 Credit Hours

Equivalent: GRD1102

### 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

**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

**FAS3100 Creating Sustainable Fashion**

Students will explore innovative strategies for ethical and circular fashion, focusing on materials, practices, and construction methods to create sustainable fashion collections. Through a combination of interactive class activities, insightful readings, guest lectures from industry experts, immersive field trips, and practical product-making sessions, students will learn the comprehensive steps involved in developing and producing low-impact fashion items that promote an equitable and just future. By the end of the course, students will have developed a professional portfolio showcasing their sustainable fashion business acumen. The course will culminate in an exciting fashion show, where students will present their zero-waste fashion creations.

Prerequisites: FAS1101

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 2000-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

### HSM1000 Introduction to the U.S. Healthcare System

This course provides students with foundational knowledge of the United States healthcare system from a business perspective. Students will gain insights into the structure and operation of the U.S. healthcare system and explore the challenges in delivering effective healthcare. The course covers key stakeholders in the healthcare industry, the organization, administration, and financing of healthcare services, the role of government in healthcare delivery, and key ethical and legal considerations in today's healthcare environment. This course will emphasize the importance of a systems perspective in understanding and addressing the complex challenges of today's healthcare industry.

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

### HSM2000 Foundations of Law and Ethics in Health Services Management

This course will introduce the learner to basic concepts of healthcare law, ethics and human rights from a health services management perspective. Case studies, source documents, laws, rules and regulations, and current events will be used to examine how healthcare administrators can effectively act within legal and ethical constraints to improve quality of care, social justice and equity in healthcare institutions.

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: HSM1000, MGT2220

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, HSM1000, CIS2201

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: HSM1000

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: HSM1000

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, HSM1000

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 workforce.

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: HSM2000, HSM2220, HSM3309

3 Credit Hours

**Information Technology Management Courses**

### 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

**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

**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

**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

**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 examines the concept that the destination is a competitive component in tourism. Students will study and apply management tools to assess the proper planning, development, and marketing of a destination. The course will also address the sustainable management of tourism destinations.

3 Credit Hours

**MGT3235 Human Resources Management in Tourism**

This course examines the Human Resource Management (HRM) process as it relates to the tourism industry. Students will study and assess the key HRM elements and challenges that are specific to the tourism industry. In addition, the course will discuss decision-making, personnel management, leadership, and the use of software as it relates to HRM.

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

**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

**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

**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

### 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.

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 AAS 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

**MKT3340 Consumer Insights and Analytics**

Provides students with an integrated framework for consumer insights and marketing analytics, merging qualitative and quantitative research methods into a single applied course. Students will learn the techniques of observational research, interviewing, focus groups, survey design, experimental research, and data analysis, as well as how to apply artificial intelligence tools to both quantitative and qualitative research tasks. Emphasis is placed on translating data into actionable consumer insights that support effective marketing decisions.

Prerequisite: MKT2220, MKT2222

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

**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 BBA. in Marketing Communications.

Prerequisites: MKT2220, MKT2222, MKT2241, MKT2242, MKT3310

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

**School of Health Studies Courses**

- Health Services Administration
- Medical Assistant
- Medical Billing and Coding
- Patient Care
- Nursing
- Sterile 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: SCI1100 (Medical Assistant and Health Sciences - Patient Care Technician students only), MED1120 (Medical Assistant students only), HEA2200

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: SCI2100 (Medical Assistant and Health Sciences - Patient Care Technician students only), HEA2200

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's 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 explores the concepts of maternal-child nursing as well as nursing in the pediatric population. It builds on the concepts of previous nursing courses with emphasis on utilizing the nursing process in dealing with maternal-child and pediatric patients. Hands-on care of maternal-child patients and the pediatric population, as well as the 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.

4 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

5 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

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

4 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 under 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

### 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

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

### SUR2100 Surgical Technology Application and Practice

This intensive course is designed to prepare students for success in the National Board of Surgical Technology and Surgical Assisting (NBSTSA) certification examination. Aspiring surgical technologists will engage in comprehensive review sessions covering key topics and concepts essential for passing the exam with confidence.

2 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

### 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: SUR2100, SUR2280, and 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
- Supplemental Instruction (SI)

### 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

### 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

### ENG3215 The Confident Speaker

Designed to help students strengthen their oral communication, public speaking, and listening skills. Students learn how to use language for greater impact, their voice as an instrument, and to craft and deliver well-organized audience-centered speeches that engage the senses and mind.

Prerequisite: ENG2215

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

Develop basic skills in speaking, comprehension, reading, and writing in Spanish with an emphasis on language skills that can be useful in a variety of workplace, home, and travel settings. Students will also be introduced to some key elements of Hispanic culture, history and traditions.

3 Credit Hours

### HUM2103 Introduction to French I

Develop 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

**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

**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

**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

**HUM4100 Belief and Grief**

This course explores the historical and cultural beliefs, rituals, and values associated with dying, death, and mourning across culture within the world’s major religions. Attention is given to psychology factors, myths, and meanings on the nature of the soul; the afterlife; reincarnation, and the relevance these ancient customs have for today.

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

### 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: 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: 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: 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: 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

### 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

**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 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

### SOC2100 Introduction to Social Work and Social Welfare

The course introduces students to the field of social work and the U.S. social welfare system. Students will explore the profession's history, values, ethics, and methods while examining how social welfare policies address contemporary social issues. The course also includes overviews of social welfare history, the range of contemporary services and agencies, and professional values, ethics, licensing, and associations

3 Credit Hours

### SOC2110 AI-Powered Communication

Explores emerging Artificial Intelligence (AI) trends and their social and ethical implications. Analyzes the impact of AI on content generation, creativity, media production, and employment. With a focus on academic and professional integrity, students will develop and apply AI literacy skills in a variety of contexts.

3 Credit Hours

### SOC2205 World Cultures

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.

3 Credit Hours

### SOC2210 Introduction to Sociology

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.

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**

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.

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 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

**SOC2235 Artificial Intelligence and Society**

Artificial intelligence (AI) is transforming decision-making throughout society. For example, these changes in the justice system raise questions about fairness, accountability, and civil liberties. This course offers students the opportunity to explore real-world applications of AI in areas such as policing, sentencing, surveillance, and risk assessment. Through case studies and legal controversies, students will develop ethical reasoning, critical thinking, and digital literacy skills to evaluate the impact of AI on individuals, institutions, and public trust.

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

**SOC3120 Corporate Social Responsibility**

Examines the primary social responsibilities played by three types of institutions: businesses, governments, and nonprofit groups. Students will participate in a critical review and discussion of various perspectives on the meaning of Corporate Social Responsibility, its underlying philosophy, sustainable business practices, moral duties and obligations, and other related topics, as presented in this course.

3 Credit Hours

**SOC3305 Marriage and Family**

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.

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**

Explores how people think about, interact with, and influence others. Social and practical problems facing individuals, groups, and communities are examined using social psychological theory and research. Students investigate possible solutions to media framing of stories, creating stronger communities, building cohesive teams, predicting criminal behaviors, and valuing human diversity.

3 Credit Hours

**SOC3350 Psychology of Design**

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 in 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.

3 Credit Hours

**SOC3360 Law and Society**

Introduces basic concepts in law and examines functions of law in society, such as resolving disputes and protecting liberties. The course explores the relationship of law to societal values of equality, justice, and order and how law shapes the everyday lives of individuals. Social forces and events are studied for how they bring equitable legal change, including civil rights.

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 impacting all societies. This course examines major social, economic, and cultural issues confronting nations and affecting the lives and well-being of individuals worldwide. The development and spread of the contemporary world system and capitalist culture are explored, including associated benefits of wealth and technology and problems of inequality and unrest.

3 Credit Hours

**SOC4422 Forensic Psychology**

Examines the psychology of issues related to the law and legal systems, such as determination of competency and insanity, expert testimony, the social psychology of the courtroom, and credibility of witnesses. Covers a broad array of subtopics such as severe mental illness and criminal behavior, juvenile delinquency, risk assessments, criminal profiling, false confessions, eyewitness testimony, and current trends in corrections and sentencing. Students will review research methods and case studies to enhance their understanding of this discipline.

3 Credit Hours

**SOC4425 Abnormal Psychology**

Provides a broad overview of the various psychological disorders and their etiology. Students gain an understanding of the complex processes involved with classifying, diagnosing, and treating mental illness. Encourages positive attitudes toward people with 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

**School of Professional Studies Courses**

- 3D Digital Visualization
- Media Communications
- Interior Design
- Graphic Design
- Justice Studies - Criminal Justice
- Legal Studies
- National Security

### GRD1100 Graphic Design Principles

Introduces foundational concepts of two-dimensional design and color theory. Students examine the elements and principles of design and their role in visual communication. Emphasis is placed on the graphic design process, concept development, and thumbnail sketching. Students also study influential designers and movements to understand how theory informs contemporary design practice.

3 Credit Hours

### GRD1101 Photoshop and Digital Graphics

Investigates the principles of visual design using Adobe Photoshop, emphasizing creative expression, technical proficiency, and critical thinking to produce professional-grade visual assets.

3 Credit Hours

### GRD1102 Illustrator and Digital Graphics

Surveys the world of vector-based design and illustration using Adobe Illustrator. Students will explore the unique capabilities of vector graphics, enabling them to create original, scalable, and high-quality graphics for print and digital applications. Emphasis will be placed on mastering the tools and techniques specific to Illustrator and applying design principles effectively in vector-based projects.

Prerequisite: GRD1101

3 Credit Hours

### GRD1105 Painting

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

### GRD1106 Survey of Graphic Design

Traces the development of visual communication from early image making to contemporary graphic design practice. Emphasizes how cultural, social, and technological developments shape the use of images and typography.

3 Credits Hours

### GRD1170 Drawing

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 I

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

**GRD2205 Three-Dimensional Design**

Focuses on spatial organization, transforming two-dimensional ideas into three-dimensional experiences. Students will explore balance, form, and volume while experimenting with various construction methods and materials. Hands-on projects enable students to create, represent, and respond to form in physical space. The course combines lectures, guided assignments, and critiques to offer a well-rounded understanding of three-dimensional design.

Prerequisite: GRD1170

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

**GRD2211 Modern Art History**

Surveys the development and methodology of art from the late 19th through the 20th century within its historical, social, political, and technological contexts. This course emphasizes aesthetics, art appreciation, and the global perspectives that contributed to the Modernist movement.

3 Credit Hours

**GRD2216 Interactive Design I**

Explores fundamental interactive design issues, focusing on psychological frameworks and design thinking methodologies. Students apply user experience (UX) principles and research strategies to develop empathy-driven design concepts.

3 Credit Hours

**GRD2220 3D Design and Modeling**

Introduces 3D design as a key method for visual communication. Students explore form, space, scale, lighting, and materials by creating 3D objects and typographic elements. The course emphasizes transforming two-dimensional design concepts into three-dimensional outcomes for real-world graphic design applications, such as branding, packaging, environmental graphics, and static campaign visuals.

3 Credit Hours

**GRD2226 Professional Development Seminar**

Investigates the landscape of career opportunities within the design industry, from freelance to agency roles. Through this course, students gain practical skills in resume writing, interviewing, and job searching, including navigating creative job platforms. Additionally, students will establish their online presence and personal brand across various social media platforms, crucial for career success in today's digital world.

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

**GRD2231 History of Film and Animation**

Examines the technological and narrative development of film and animation across diverse cultures and eras. This course explores the evolution from early optical devices to contemporary digital media, emphasizing the influence of major milestones on modern motion-based design practice

3 Credit Hours

**GRD2233 Web Design**

Introduces foundational web technologies and languages, including HTML, CSS, and JavaScript. Learn to create responsive websites, optimize images and graphics for speed and aesthetics, and ensure accessibility across diverse platforms.

3 Credit Hours

**GRD2240 Digital Publishing**

Explores the integration of 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: GRD1102 or 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

**GRD3305 Design Production**

Emphasizes a comprehensive exploration of design production techniques. Students will learn the intricacies of pre-press operations, mastering color separations, file formats, and color modes. Through rigorous study, they will gain proficiency in font

management and develop a nuanced understanding of paper types, including crops and bleeds.

Prerequisite GRD2240

3 Credit Hours

**GRD3315 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: GRD2233

3 Credit Hours

**GRD3316 Interactive Design II**

Focuses on systems thinking and collaborative design-to-development processes used in professional teams. Students synthesize research into high-fidelity products using AI-assisted workflows and usability validation to create scalable digital solutions.

Prerequisite GRD2216

3 Credit Hours

**GRD3220 3D Design and Modeling II**

Builds on foundational three-dimensional design skills with an emphasis on applied visual communication. Students develop refined 3D assets and scenes focusing on composition, narrative, and integration across media. The course emphasizes how 3D design supports graphic systems, storytelling, and contemporary design practice.

Prerequisite GRD2220

3 Credit Hours

**GRD3360 Packaging Design**

Covers the practical and creative aspects of packaging from concept to completion. Students learn to design and construct packaging using industry-standard methods, including 3D modeling and physical prototype creation. An emphasis is placed on the critical integration of typography, color, and branding in developing functional and aesthetically pleasing packaging solutions.

Prerequisite: GRD1102

3 Credit Hours

**GRD3395 Branding**

Acquaints students with the various aspects of branding and brand identity design. Students explore brand values, storytelling, tone, and other components of the brand development process. Through hands-on projects, they craft authentic brand identities for consistent representation across platforms.

Prerequisite: GRD2240

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: GRD2290

3 Credit Hours

**GRD4405 Motion Graphics**

Provides a foundational introduction to Adobe After Effects and the core principles of motion design. Students explore timing, spacing, and kinetic typography for digital platforms. The course emphasizes software proficiency and the aesthetic requirements for creating short-form brand assets through movement.

Prerequisites GRD2290

3 Credit Hours

**GRD4406 Motion Graphics II**

Explores advanced motion workflows for multi-platform campaigns, focusing on the production standards required for digital out-of-home, broadcast, and streaming media. Students synthesize 2D and 3D assets into a comprehensive production pipeline, integrating media storytelling.

Prerequisites GRD4405

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

**GRD4411 Emerging Technology in Design**

Explores how creative assistants like AI, interactive media, and smart systems are transforming the design world. Students will learn to use emerging tools to accelerate brainstorming, automate repetitive tasks, and create designs that interact with the physical world. Topics in copyright, ethics, and human-centered responsibility within contemporary graphic design practice contexts are also covered.

Prerequisite: GRD3315 or GRD3316

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: GRD2220

3 Credit Hours

**GRD4425 Social Media Design**

Introduces students to design applications and implementation of social media concepts from the lens of a UI/UX designer. The course will include Web/Mobile design tools, video, and other light 2D graphics software for final project campaigns.

Prerequisite: GRD3395

3 Credit Hours

**GRD4430 Contemporary Issues in Art & Design**

Investigates contemporary art and design issues and their application to professional creative practice. Students utilize research and writing methodologies to examine the social, economic, ethical, and technological forces that shape the modern design landscape.

3 Credit Hours

**GRD4455 Capstone Research**

Offers students an opportunity to conduct independent research on a topic of their choosing while concurrently devising a strategic plan for their upcoming Senior Showcase project. Successful completion involves the presentation and defense of the project proposal, affirming their expertise in their chosen area of concentration.

Prerequisite: GRD3360

3 Credit Hours

**GRD4460 Capstone Project**

Engages students in the hands-on production of their creative endeavors. Successful completion marks the pinnacle of their academic journey, showcasing their design expertise in a public exhibition.

Prerequisite: GRD4455

3 Credit Hours

**GRD4470 Special Topics in Graphic Design**

Explores diverse subjects in graphic design. It aims to provide students with a comprehensive understanding of concepts presented, culminating in the creation of polished, portfolio-ready projects.

Prerequisite: GRD3395

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, 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 SketchUp, Layout, and Enscape to 3D model their designs and present them in Orthogonal Projections such as plan, sections and elevations, and rendered perspectives.

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: INT1100 and 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 Rhino 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 using Rhino's native rendering engine as well as Enscape.

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 the basic materials and products specified by interior designers. It explores the manufacturing processes and properties of materials and finishes to guide appropriate selection, specification, application, and installation, enhancing 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. It covers the evolution of modernism throughout Europe and the United States. Course material is presented chronologically, with various themes in the development of interior design traced across the period. Influence and originality in a design context are examined. The analysis considers how architects and designers are influenced by the social, political, economic, and religious aspects of their respective 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. Focusing on wood frame residential construction. This course covers foundation, floor, wall and roof systems; construction techniques and building materials; elements of site analysis, regulatory factors, and zoning ordinances.

Prerequisite: INT1150

3 Credit Hours

**INT2290 Lighting**

Introduces students to the basic principles of lighting design. This includes the technical, sustainable, and creative aspects of producing reflected ceiling plans and integrating lighting into the fabric of architecture. The course also covers the design and model-making processes 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 commercial buildings. Focusing on masonry, steel construction, green roofs, HVAC, plumbing and acoustics. Introduction of fire suppression as well as 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 with special needs. Students complete advanced-level commercial design studio projects. The course explores the practical, aesthetic, and social issues involved in designing non-residential interiors, with a focus on users with special needs.

Prerequisite: INT3330

3 Credit Hours

**INT3370 CAD III: Working Drawings**

Teaches students to use Revit to create industry-standard construction drawings used by the trade to build and renovate spaces. Symbols, graphic notations, sections, details, and schedules are taught for the proper representation of designs as legal construction documents.

Prerequisite: INT3350

3 Credit Hours

**INT3380 Furniture Design**

Covers the basic principles and techniques of furniture design, emphasizing creativity, functionality, materials, and construction documentation. Focuses on understanding the design process, manufacturing techniques, and human factors for responsible design. Through a series of design projects, students 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. The course emphasizes professional ethics, contracts, design fees, budgets, project management, marketing, and client-contractor-designer-trade relationships. It also explores all aspects of establishing a business, from developing a business plan to executing the required legal documents for business formation.

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

**JUS2215 Criminal Evidence**

This course covers the individual rights protected under the U.S. Constitution related to evidence. Students will examine key constitutional cases and principles, including the exclusionary rule, exculpatory evidence, privacy rights, probable cause, and standards of reasonableness, with particular focus on the Fourth, Fifth, and Sixth Amendments. The course also emphasizes the legal foundations of admissions, search and seizure, and confessions. Additionally, students will learn the basic rules of evidence and how constitutional protections affect the admissibility of evidence in legal proceedings.

Prerequisite: JUS1100 or LAW1100

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

**JUS3330 Crime Scene Investigation (CSI) Forensics**

Students will learn about Crime Scene Investigation (CSI), from the first response on the crime scene to documenting crime scene evidence and preparing evidence for courtroom presentation. The course will focus on the day-to-day aspects, examining and learning the methodologies and technologies employed by crime scene personnel. The course also offers a comprehensive overview of the practical application of forensic science in crime scene investigation while identifying the interrelated components of the investigative and evidence-collection process.

Prerequisite: SCI2230

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

**JUS4460 Capstone Project**

The capstone experience is a culminating set of experiences that “captivate, encapsulate, synthesize, and demonstrate learning” (Rowles et al. 2004, 2008). In this Capstone Project course, students will complete Capstone projects and assignments that address and assess the program outcomes for the BS in Justice Studies-Criminal Justice and National Security programs. Students will have the opportunity to demonstrate what they have learned throughout their degree program by applying creativity skills to real-world situations, critical thinking, leadership, and problem-solving. This course reemphasizes major topics students have learned throughout their coursework with implications on current or emerging trends along with best practices to explore concepts to help prepare for and succeed in, a career within the criminal justice system or indirectly related fields such as the private sector.

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.

### 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 or BUS2231

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: LAW1100 or JUS1100

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: JUS1100 or 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

**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 or BUS2231

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 or BUS2231

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 or JUS1100 or BUS2231

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

### NTS3305 U.S. Domestic Terrorism & 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

**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 & 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

**NTS4460 Capstone Project**

3 Credit Hours

The capstone experience is a culminating set of experiences that “captivate, encapsulate, synthesize, and demonstrate learning” (Rowles et al. 2004, 2008). In this Capstone Project course, students will complete Capstone projects and assignments that address and assess the program outcomes for the BS in Justice Studies-Criminal Justice and National Security programs. Students will have the opportunity to demonstrate what they have learned throughout their degree program by applying creativity skills to real-world situations, critical thinking, leadership, and problem-solving. This course reemphasizes major topics students have learned throughout their coursework with implications on current or emerging trends along with best practices to explore concepts to help prepare for and succeed in, a career within the criminal justice system or indirectly related fields such as the private sector.

**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, standard symbols, scale, and line weight.

### VIZ1102 Illustrator and Digital Graphics

**3 Credits**

Surveys the world of vector-based design and illustration using Adobe Illustrator. Students will explore the unique capabilities of vector graphics, enabling them to create original, scalable, and high-quality graphics for print and digital applications. Emphasis will be placed on mastering the tools and techniques specific to Illustrator and applying design principles effectively in vector-based projects.

Prerequisite: VIZ1100

### VIZ1110 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.

### VIZ1120 Conceptual Design

**3 Credits**

Introduces the principles and elements of design. This course emphasizes conceptual analysis and problem solutions in two- and three-dimensional design. Students examine the psychological and cultural impact of form, space, and volume in making appropriate design decisions.

### VIZ1150 CAD I

**3 Credits**

Students learn to use SketchUp, Layout, and Enscape to 3D model their designs and present them in Orthogonal Projections such as plan, sections and elevations, and rendered perspectives.

Prerequisite: VIZ1100

### VIZ1190 Typography I

**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: VIZ1100

**VIZ2200 CAD II**

**3 Credits**

Instructs students in the use of Rhino 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 using Rhino's native rendering engine as well as Enscape.

Prerequisite: VIZ1150

**VIZ2205 Three-Dimensional Design**

**3 Credits**

Focuses on spatial organization, transforming two-dimensional ideas into three-dimensional experiences. Students will explore balance, form, and volume while experimenting with various construction methods and materials. Hands-on projects enable students to create, represent, and respond to form in physical space. The course combines lectures, guided assignments, and critiques to offer a well-rounded understanding of three-dimensional design.

Prerequisite: VIZ1100

**VIZ2220 3D Design and Modeling**

**3 Credits**

Introduces 3D design as a key method for visual communication. Students explore form, space, scale, lighting, and materials by creating 3D objects and typographic elements. The course emphasizes transforming two-dimensional design concepts into three-dimensional outcomes for real-world graphic design applications, such as branding, packaging, environmental graphics, and static campaign visuals.

Prerequisite: VIZ1100

**VIZ2260 Architectural Construction and Methods I**

**3 Credits**

Studies the relationship between Interior Design and Architectural systems. Topics include construction methods and materials. Focusing on wood-frame residential construction. This course covers foundation, floor, wall and roof systems; construction techniques and building materials; 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

**VIZ2295 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: VIZ1190

**VIZ3220 3D Design and Modeling II**

**3 Credits**

Builds on foundational three-dimensional design skills with an emphasis on applied visual communication. Students develop refined 3D assets and scenes focusing on composition, narrative, and integration across media. The course emphasizes how 3D design supports graphic systems, storytelling, and contemporary design practice.

Prerequisite: VIZ2220

**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 commercial buildings. Focusing on masonry, steel construction, green roofs, HVAC, plumbing and acoustics. Introduction of fire suppression as well as circulation systems are discussed.

Prerequisite: VIZ2260

**VIZ3360 Packaging Design**

**3 Credits**

Covers the practical and creative aspects of packaging from concept to completion. Students learn to design and construct packaging using industry-standard methods, including 3D modeling and physical prototype creation. An emphasis is placed on the critical integration of typography, color, and branding in developing functional and aesthetically pleasing packaging solutions.

Prerequisite: VIZ1102

**VIZ3370 CAD III: Working Drawings**

**3 Credits**

Teaches students Revit 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

**VIZ4405 Motions Graphics**

**3 Credits**

Explores motion graphics, focusing on theoretical and practical applications. Utilizing industry software, students will apply motion theory, typography, and color theory to create compelling visual narratives. The course also examines the applications of motion graphics across multiple platforms such as social media, film, animation, and web.

Prerequisites VIZ2295

**VIZ4406 Motions Graphics II**

**3 Credits**

Explores advanced motion workflows for multi-platform campaigns, focusing on the production standards required for digital out-of-home, broadcast, and streaming media. Students synthesize 2D and 3D assets into a comprehensive production pipeline, integrating media storytelling.

Prerequisites VIZ4405

**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: VIZ2220

**VIZ4481 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: VIZ3360 or VIZ3220

### APM2000 Introduction to Social Media

Surveys the ever-changing and dynamic world of social media, with special attention to its role in modern culture, its potential for marketing and social activism, and its positive and negative effects on users. In the course, students will examine a wide array of social media platforms, uncovering larger trends that may come and go as new platforms emerge.

3 Credit Hours

### APM2010 Writing for Digital Media

Introduces students to the techniques, social importance, and ethics of writing in various digital mediums. Students will practice how to write impactful, purpose-driven messages for a virtual audience, considering the quality of the content and how that content connects to an overarching digital media strategy. They will hone their abilities to write clear and concise prose within a dynamic, ever-changing environment.

Prerequisite: ENG2205

3 Credit Hours

### APM3255 Media and Popular Culture

Introduces students to the shifting trends, ideas, and competing forces that will lay the foundation for the cultural battleground of the future. Designed to facilitate the recognition, understanding, utilization, and appreciation of the basic theories, approaches, topics, and issues within popular culture, and their critical connections to the various communication processes. The course covers the following concepts: popular culture, high/low culture, mass culture, cultural values, culture of dissatisfaction, resistance, and consumer culture.

Prerequisite: APM2000

3 Credit Hours

### APM3245 Media and Communications Ethics

Explores ethical issues in gathering, composing/producing, and disseminating media content. Students will examine professional and ethical standards, such as honesty and confidentiality, that guide decision-making, and cultivate a tolerance for disagreement. Students address real-world cases involving media practitioners who faced ethical dilemmas. The course covers topics related to mass media, like the erosion of honesty, privacy, and civility in the age of social media, big data, and xenophobia.

Prerequisite: HUM2225

3 Credit Hours

### APM3265 Media Communication Law

This course will survey First Amendment issues involving freedom of speech and free press. It will also examine the laws pertaining to the communication industry with

particular attention to issues of defamation, intellectual property, obscenity, political speech, and privacy.

3 Credit Hours

**APM4460 Capstone Project**

Provides a workshop for drafting and revising a communication strategy for a defined purpose from plan proposal to refined media products for a designated audience. Students will provide feedback to peers and use feedback from both peers and instructor mentors. This course culminates the program of study.

Prerequisite: Departmental permission

3 Credit Hours

**COM2000 Introduction to Communications**

Introduces students to the fundamentals of human communication in its verbal and nonverbal manifestations. Students explore communication theories and techniques used in interpersonal, group, organizational, and mass media contexts to become a more flexible, engaged, and discerning individual in all forms of communication.

3 Credit Hours

**COM2010 Survey of Mass Communications**

Examines how media works and the role it plays today. In addition to surveying the historical background on media in the United States, students explore the influence media has on the moral, social, and political mindset of individuals and groups. The course teaches media literacy, media criticism, and media repurposing.

3 Credit Hours

**COM3000 The Art of Interviewing**

This course on interviewing will prepare beginning journalists, bloggers, social media professionals, public relations professionals, and researchers to conceive, set up, and execute interviews. The course covers interview and question preparation, source selection, techniques and exercises to gain effectiveness, conduct of the interview itself, and how to make the highest and best use of the material that sources provide. It also covers what can go wrong in an interview, how to ask hard questions, when to go off the record, and the ins and outs of difficult interviews.

Prerequisite: ENG2215

3 Credit Hours

**COM3010 Crisis Communications**

This course examines mass communication, highlighting its importance and limitations in today’s environment. Their cross-functional deployment is also explored in support of emergency management, homeland security, and public health emergency operations. In addition, this course assesses the role of the internet and social media within a larger media/public relations context, both as a mass notification/information-sharing platform and as a communications strategy for crisis/disaster response.

3 Credit Hours

## 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 | AAS |
| 5004 | Business Administration - Management | AAS |
| 5004 | Marketing | AAS |
| 5004 | Fashion Merchandising and Management | AAS |
| 5003 | Financial Services | AAS |
| 5012 | Graphic Design | AAS |
| 5299 | Health Services Administration | AAS |
| 5299 | Health Services Management | AAS |
| 5213 | Health Services Administration - Medical Insurance, Billing, and Coding | AAS |
| 5004 | Information Technology Management | AAS |
| 1009 | Interior Design | AAS |
| 5004 | International Business | AAS |
| 5505 | Justice Studies - Criminal Justice | AAS |
| 5099 | Legal Studies | AAS |
| 0502 | Accounting | BBA |
| 0506 | Business Administration - Management | BBA |
| 0506 | Business Analytics | BBA |
| 0509 | Marketing | BBA |
| 0509 | Fashion Merchandising and Management | BBA |
| 0504 | Financial Services | BBA |

| | | |
|---|---|---|
| 0501 | General Business | BBA |
| 1202 | Health Services Management | BBA |
| 0513 | International Business | BBA |
| 1009 | Graphic Design | BFA |
| 1009 | Interior Design | BFA |
| 0601 | Media Communications | BS |
| 0506 | Information Technology Management | BS |
| 2105 | Justice Studies - Criminal Justice | BS |
| 0599 | Legal Studies | BS |
| 2105 | National Security | BS |

# Academic Policies and Procedures

- Academic Calendar
- Academic Integrity Policy (PDF)
- Academic Records
- Academic Year
- Accommodating a Disability
- Assessment
- College Learning Objectives and Outcomes
- Copyright Policy
- Credit for Prior Learning
- Enrollment Verification
- eText and Supplies Opt-Out Policy
- Evaluation and Grading
- General Academic Policies
- Graduation
- Honorary Posthumous Degrees
- Identity Verification of Students Taking Online Courses
- Online Student Identity Verification Policy (PDF)
- Recording Classroom Lectures and Discussion
- Satisfactory Academic Progress (SAP)
- Student Complaint Policy (PDF)
- Transfer Credit Policy

## Academic Calendar

# ACADEMIC YEAR 2026-2027

## FALL SEMESTER 2026

Monday, September 7, 2026 – Labor Day – No Classes
Tuesday, September 8, 2026 – Classes Begin – 15-week and 7-week session I
Monday, October 12, 2026 - Columbus Day – No Classes
Saturday, October 24, 2026 – Classes End – 7-week session I
Monday, November 2, 2026 – Classes Begin – 7-week session II
Thursday, November 26, 2026- Thanksgiving – No Classes
Saturday, December 19, 2026 – Classes End – 15-week and 7-week session II
Sunday, December 20, 2026 - Sunday, January 3, 2027 – Recess

## WINTER SEMESTER 2027

Monday, January 4, 2027 – Classes Begin – 15-week and 7-week session I
Monday, January 18, 2027 – Martin Luther King Day – No Classes
Monday, February 15, 2027 – Presidents' Day - No classes
Saturday, February 20, 2027 – Classes End – 7-week session I
Monday, March 1, 2027 – Classes Begin - 7-week session II
Saturday, April 17, 2027 – Classes End – 15-week and 7-week session II
Sunday, April 18, 2027 - Sunday, April 25, 2027 – Recess

## SPRING SEMESTER 2027

Monday, April 26, 2027 – Classes Begin – 15-week and 7-week session I
Monday, May 31, 2027 – Memorial Day – No classes
Saturday, June 12, 2027 – Classes End – 7-week session I
Friday, June 18, 2027 – Juneteenth Observed – No Classes
Monday, June 21, 2027 – Classes Begin – 7-week session II
Monday, July 5, 2027 – Independence Day Observed – No classes
Saturday, August 7, 2027 – Classes End - 15-week and 7-week session II
Sunday, August 8, 2027 - Sunday, September 5, 2027 – Recess

# ACADEMIC YEAR 2027-2028

## FALL SEMESTER 2027

Monday, September 6, 2027 – Labor Day – No Classes
Tuesday, September 7, 2027 – Classes Begin – 15-week and 7-week session I
Monday, October 11, 2027 - Columbus Day – No Classes
Saturday, October 23, 2027 – Classes End – 7-week session I

Monday, November 1, 2027 – Classes Begin – 7-week session II
Thursday, November 25, 2027 - Sunday, November 28, 2027 – No Classes
Saturday, December 18, 2027 – Classes End – 15-week and 7-week session II
Sunday, December 19, 2027 - Sunday, January 2, 2027 – Recess

## WINTER SEMESTER 2028

Monday, January 3, 2028 – Classes Begin – 15-week and 7-week session I
Monday, January 17, 2028 – Martin Luther King Day – No Classes
Saturday, February 19, 2028 – Classes End – 7-week session I
Monday, February 21, 2028 – Presidents' Day - No classes
Monday, February 28, 2028 – Classes Begin - 7-week session II
Saturday, April 15, 2028 – Classes End – 15-week and 7-week session II
Sunday, April 16, 2028 - Sunday, April 23, 2028 – Recess

## SPRING SEMESTER 2028

Monday, April 24, 2028 – Classes Begin – 15-week and 7-week session I
Monday, May 29, 2028 – Memorial Day – No classes
Saturday, June 10, 2028 – Classes End – 7-week session I
Friday, June 16, 2028 – Juneteenth Observed – No Classes
Monday, June 19, 2028 – Classes Begin – 7-week session II
Tuesday, July 4, 2028 – Independence Day Observed – No classes
Saturday, August 5, 2028 – Classes End - 15-week and 7-week session II
Sunday, August 6, 2028 - Sunday, September 3, 2028 – Recess

## Academic Records

**Grade Reports:** Semester 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 within the academic year 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 within the academic year 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. Various delivery options are available.

**Unofficial Transcripts** must be requested in the "Special Instructions" under the Delivery Options field. Unofficial transcripts can be sent via all of the delivery methods except for the electronic PDF method.

**Transcript Processing Hours**: Transcripts are processed Monday through 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**: The Berkeley College calendar includes three terms organized on a 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 semesters 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 School of Health Studies programs should refer to their respective Student Handbook 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 individual requests for accommodations or questions regarding the implementation of Accessibility Services offered at Berkeley College, please contact Katherine Wu, Director of Accessibility Services and College ADA/Section 504 Coordinator, at 646-502-8237 or Katherine-Wu@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 Coordinator 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 Coordinator, 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 Berkeley 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

The Berkeley College Mission, Vision, and Values inform its assessment framework, which are designed to improve institutional effectiveness and to assess and enhance student achievement. Student mastery of the College's Learning Objectives and its Programs' Learning Objectives are 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 and Outcomes

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 College 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, artificial intelligence (AI) literacy, information literacy, respectful participation in a diverse society, connections between academic disciplines, and a specialized professional knowledge. Berkeley College students will learn about the issues - including emerging technologies such as artificial intelligence - 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. College Learning Objectives will be introduced in the required courses in the Division of General Education or in a student's major courses.

# 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 and AI Literacy:** Students will be able to locate, evaluate, and ethically utilize reliable information and artificial intelligence tools. They will develop an understanding of how AI systems function, recognize their limitations and biases, and apply them responsibly to support informed decision-making, problem-solving, and knowledge creation.

**Integration of Learning:** Students will develop the ability to make connections between different academic studies, emerging technologies such as AI, and specialized professional skills leading to more informed, creative, and productive decisions in life and career.

# The Berkeley College Learning Outcomes are:

**Reading and Written Communication:** Students are able to demonstrate competency in reading and writing.

**Oral Communication:** Students are able to demonstrate effective oral communication skills that incorporate emotional intelligence, empathy, and civility.

**Critical Analysis and Reasoning:** Students are able to 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 respect multiple perspectives and cultural contexts when making decisions independently or as part of a team.

**Information and AI Literacy:** Students are able to locate, evaluate, and ethically utilize reliable information and artificial intelligence tools. They understand how AI systems function, recognize their limitations and biases, and apply them responsibly to support informed decision-making, problem-solving, and knowledge creation.

**Integration of Learning:** Students are able to make connections between different academic studies, emerging technologies such as AI, 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).

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 College 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, see the Berkeley College Copyright Policy.

## 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 toward 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/or 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. Students must complete the last 25 percent of the credits required for their degree through courses taken at Berkeley College (either on site or online). **For more information, please click here for the** Credit for Prior Learning Guide.

Students enrolled in the LPN to BSN, Medical Assistant, Patient Care Technician, Practical Nurse, Sterile Processing Technician, and Surgical Technology programs should refer to their respective Student Handbook Supplements for additional information regarding credit for prior learning.

For information about transfer credits, see the Transfer Credit Policy.

## Enrollment Verification

The College operates on one 15-week term and two 7-week sessions. During the second, fourth, seventh, and eleventh week of each 15-week semester, by no later than the posting deadline, faculty members must submit an enrollment verification form for each class they teach. Enrollment verification occurs during the second and fourth weeks of 7-week courses. Enrollment verification is submitted online through Canvas.

Faculty will complete enrollment verification by assessing each student's participation in academically relevant 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 and/or course work, completing assessments, and/or other reasonable means in which the student demonstrates engagement or the intent to engage in the course.

## 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 their 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 their 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 their 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-2026-2027/admissions/undergraduate-degree-program-tuition-fees-2026-2027/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 Incomplete |
| W | None | – | Withdrawal/ Nonparticipation |
| WP | None | – | Withdrawal/ Passing |
| WF | | – | Withdrawal/ Failing |

**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, instructions for arranging for disability accommodations, and a list of major assignments.

**Course Withdrawal:** Students who wish to withdraw from a course must inform and receive approval from the Academic Advisement Department. Courses dropped during the 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 seven-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.

**Enrollment Verification:**

The College operates one 15-week semester and two 7-week sessions. During the second, fourth, seventh, and eleventh week of each semester, 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 relevant 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 semester 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(s) 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 semester.
3. Students must initiate the process using the Incomplete Grade Request eForm and obtain the approval of their faculty member. 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, faculty member, 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 Saturday of Week 7 for the 7-Week Session A term and Saturday of Week 15 for the 7-Week Session B and 15-Week terms. However, students are encouraged to engage in dialogue with their faculty member 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 semester in which the course was taken. Extensions are at the discretion of the faculty member and must be reported to the Office of the Registrar if approved. Students must initiate the extension using the Incomplete Grade Request eForm and obtaining the approval of their faculty member. This request must be made at least 72 hours before the established deadline of the original request.
8. When the work is turned in to the satisfaction of the faculty member, or the student fails to meet the agreed upon deadline, a Change of Grade form should be

submitted with the appropriate final grade. Absent exigent circumstances, this final grade is not subject to appeal.

**Repeating Courses:**

An undergraduate student who has achieved a grade of D 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. Students who need to repeat a course may do so at Berkeley College or another institution. However, if a student wishes to repeat a course at a different institution, they must adhere to the Berkeley College Transfer Credit Policy, and prior to enrolling in the course at a different institution, the student must ensure that the chosen course will be accepted at Berkeley College as needed.
2. Eligible courses may be repeated at Berkeley College once (2nd attempt) in consultation with an Academic Advisor.
3. A student wishing to take a course for a third time at Berkeley College, regardless of whether the repeated grade is passing or failing, must obtain written permission from the Dean or Associate Provost of the School/Division in which the course is offered.
    - 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. Repeating 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 their pursuit of the appropriate Bachelor's degree in their *final* term of study in the AAS 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. 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.**

**Supplemental Instruction:** 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 supplemental instruction designed to support their successful transition to college life. Supplemental instruction consists of instructional time added to the first college-level English and/or math courses required by the students program.

**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 they do 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 BSN, Medical Assistant, Patient Care Technician, Practical Nurse, Sterile 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 faculty member(s) 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/or 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, completing projects, and/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 the classroom. 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 an 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. An 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 the student 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 for 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

Faculty Member

- The first appeal is made to the faculty member 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 faculty member agrees that the grade assigned for the course is incorrect, they will approve the grade appeal request and submit a Change of Grade form to the Registrar within five business days.
- In the event that the faculty member is not available, either because they are 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, which is 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 the Chair/Director agrees that the grade assigned for the course is incorrect, they 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 or Associate Provost of the School/Division.

Final Appeal: Dean or Associate Provost 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 or Associate Provost is in the school/division in which the course was taught, not necessarily the student's major Dean or Associate Provost.
- The Dean or Associate Provost, 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 or Associate Provost agrees that the grade assigned for the course is incorrect, they 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 timelines 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 or Associate Provost may extend the timeline at their discretion.

**College Closings:** 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.

In the event of a catastrophic incident, Berkeley College will make all reasonable efforts to ensure the continuation of critical academic and administrative functions. This involves the implementation of emergency response and recovery plans to safeguard the welfare of our students, faculty, and associates. Our commitment extends to maintaining the continuity of education for students and preserving essential support services.

Schedules for delayed openings due to inclement weather are posted on the website and sent out via the BerkAlert System.

**Add/Drop Policy:** Students may add a course or courses to their schedules up until the first day of the semester for 7-week courses and prior to the start of the second week of the semester for non-clinical 15-week courses. Clinical and accelerated courses cannot be added after the start of the term.

Students may drop a 7-week course prior to the start of the second week of the semester and a 15-week course prior to the start of the third week of the semester. Courses dropped during these time periods will 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 and reduce their total term credit hours to fewer than 12 credit hours 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.

**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 their 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 term, 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 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 Director of International Student Services. New students who wish to defer enrolling in their first semester are not eligible for a LOA and instead must arrange to defer the semester they begin their studies through the Office of Undergraduate Admissions.

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.

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 their Academic Advisor immediately and complete the College withdrawal eForm. Failure to notify the College of a withdrawal on a timely basis may have significant financial consequences.

Students considering withdrawing should seek guidance from an Academic Advisor and a Financial Aid Advisor before doing so. As Berkeley College is not an attendance taking institution, federal guidelines require Berkeley College to use the 50% point of the semester in order to determine the amount of financial aid that a student can keep and the amount the College has to return. This is known as an R2T4. For official withdrawals, the College uses the students last date of attendance to determine the number of days the student was 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 a student can keep and the amount the College has to return. Students who stop attending without providing notice to the College are considered to be unofficial withdrawals.

**Voluntary Medical/Unforeseen Circumstance Withdrawal Policy:** A student may request an Academic Advisor to apply for the Voluntary Medical or Unforeseen Circumstance Withdrawal (MUCW) in extraordinary cases in which serious illness or injury (“medical”), or another significant personal situation (“unforeseen circumstance”), prevents a student from continuing their classes, and an incomplete grade or other arrangements with instructors are not possible. Students have one week from when the request is made to an Academic Advisor to submit the MUCW application and supporting documentation. They must also submit the application for the MUCW during the term the request is made.

Requests made after the end of the term may be considered for extreme circumstances only. Students who complete and sign the MUCW application authorize Berkeley College to return all of their financial aid for the semester for which the leave is applied. Likewise, the College will remove all related charges for that semester, which will generally leave the student with a zero balance for that semester. Prior balances and bad debt will not be waived. When a student is ready to return to Berkeley College, they shall first contact Academic Advisement. Students then complete a Return from Leave form and submit their application at least two weeks before the next semester to the MUCW Committee to be approved to return. Please read the Medical/Unforeseen Circumstance Withdrawal Policy to see it in its entirety.

**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 Withdrawal form. 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 may be advised to take a course load of 12 semester credits or fewer until they are restored to good academic standing. In some cases, students taking a reduced course load may require longer to complete their academic programs, leading to 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 the Academic Advisement department to enroll in more than 18 semester credits. Students may not enroll in more than 21 semester credits in any one term.

**Please Note:** Berkeley College reserves the right to revise course offerings, cancel scheduled courses, and/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 BSN, Medical Assistant, Patient Care Technician, Practical Nurse, Sterile Processing Technician, and Surgical Technology programs may differ. Students should refer to their respective Student Handbook Supplements for program-specific graduation policies.

Each spring the College conducts both an in-person Commencement ceremony and a separate online Virtual Commencement ceremony. All graduating students are automatically invited to the in-person Commencement and to the Virtual Commencement. Students who were expected to complete their degree requirements in the winter semester but did not, and are enrolled in an Associate's or Bachelor's degree program with no more than six semester credits remaining, can participate in the spring Commencement exercises. Students in certificate programs who have not completed their prescribed course of study by the end of the winter term are not eligible to participate 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 prior to the annual Commencement ceremony - where graduates can engage with faculty, staff, and other graduates. Additionally, graduates attending a Graduate Salute event on-site can have a formal graduation photo taken. In the months leading up to the annual Commencement ceremony, graduates will have the opportunity to order their caps and gowns to be shipped to them and purchase a class ring.

## Honorary Posthumous Degrees

Deceased students who were enrolled in a graduate or undergraduate degree program may be eligible for an honorary posthumous degree. Students would be eligible if they were:

(1) within two semesters of completing their undergraduate degree program or within one semester of completing their graduate degree program;

(2) registered in a Berkeley College degree program within 12 months of the date of death; and

(3) are in good academic standing at the time of death. Exceptions may be considered by the President of the College in extraordinary circumstances.

Inquiries can be submitted to the Office of the Registrar at Registrar@BerkeleyCollege.edu.

## 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 Classroom Lectures and Student Support Services

Students are not permitted to record classroom lectures, tutoring/support sessions with the Center for Academic Success, or support sessions with the Berkeley College Library 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 the above-mentioned support sessions only, and to the extent reasonably necessary, to affect 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 (PDF).

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.

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 semester. Failure to meet this standard after a probationary period or failing to fulfill the requirements of a prescribed academic plan, may lead to dismissal from the College. Academic plans will be prescribed at the sole discretion of the College and only after a successful appeal by the student to the Satisfactory Academic Progress (SAP) Committee. Some programs have more restrictive requirements and may use 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 to remain eligible for enrollment. Quantitative progress assessments are subject to the same probation and academic plan procedures every semester. Some programs have more restrictive requirements and may use 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

To remain in good academic standing, students must maintain the GPA specified below:

Table 1. Qualitative Standards for Degree Programs

| Credits Attempted | Required GPA |
|---|---|
| 0-15 | 1.5 |
| 16-30 | 1.75 |
| 31 or more | 2.0 |

Table 2. Qualitative Standards (continued)

| Program | Required GPA |
|---|---|
| LPN to BSN Program | 2.75 |
| Practical Nurse Program | 2.5 |
| Certificate Programs | 2.0 |

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 BSN 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 to remain eligible for enrollment.

### 150 Percent Rule

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 (AAS and AS) | 60 | 90 |
| Bachelor's degree (BBA, BFA, BS, and BSN) | 120 | 180 |
| Patient Care Technician Certificate | 30 | 45 |
| Practical Nurse Certificate | 50 | 75 |
| Medical Assistant Certificate | 33 | 49 |
| Medical Insurance, Billing, and Coding Certificate | 30 | 45 |
| Sterile Processing Technician Certificate | 27 | 40 |

### 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, are returning under a new catalog, and/or have returned to complete additional degrees, only the attempted credits applicable to their current program(s) will be counted in the 150 percent calculation, however, their qualitative measurements will continue to apply. Students will not be allowed to change programs without approval from the Academic Advisement Department.

Students for whom it is no longer possible to comply with the 150 percent rule before program completion may be declared ineligible to participate in Title IV or TAG programs.

### Progress Assessments

To help students avoid reaching the 150 percent point, the College reviews student progress every semester, based on earned vs. attempted benchmarks. The following standards are applied:

Table 4. Progress Assessments for Degree Programs

| Credits Attempted | Percentage Needed |
|---|---|
| 0-30 | 50% |
| 31-45 | 65% |
| 46 or more | 67% |

Table 5. Progress Assessments for Certificate Programs

| Credits Attempted | Percentage Needed |
|---|---|
| 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 with a passing grade.

Consult the Berkeley College Undergraduate Catalog or Student Handbook Supplements applicable to certain health studies programs for program- and grade-specific details.

## PROBATIONS AND APPEALS

### Failure to Meet Satisfactory Academic Progress (SAP) Requirements

Students who, for the first time, fail to meet standards will automatically be placed on Probation status for the following semester. Students on Probation status may continue to be enrolled and, if applicable, maintain their eligibility for financial aid. Students who meet the SAP standards during the Probation (subsequent) semester will be restored to good standing.

### Appeals for Academic Plan

Students who fail to meet standards during the Probation semester will need to appeal to be placed on Academic Plan status for the subsequent semester. Failure to submit an appeal will result in withdrawal from the College. Students Academic Plans will be reviewed at the end of each semester by Academic Advisement. Students who satisfy the terms and conditions of their Academic Plan may continue to be enrolled and, if applicable, maintain their eligibility for financial aid. Students who meet the SAP standards by the end of the semester will be restored to good standing.

### Appeals for M150

Students for whom it is no longer possible to comply with the 150 percent rule before program completion will need to submit an appeal to continue in their program. If the appeal is approved by both the SAP Committee and Financial Aid, the student will be placed on P150 SAP status. If the appeal is approved by the SAP Committee but not

Financial Aid, the student will be placed on M150. Students on either P150 or M150 cannot withdraw from or fail any courses. Students on P150 and M150 will be reviewed at the end of each semester by Academic Advisement. Students who withdraw or fail a course will be dismissed from the College.

### Academic Advisement

The College will promptly notify students placed on Probation or Academic Plan status to seek additional academic support services.

### Appeal Procedures

Students dismissed for failure to meet qualitative standards or prescribed quantitative benchmarks in semesterly progress assessments will have to sit out a full semester and appeal to return in the following semester. Dismissals for failure to satisfy the requirements of P150 or M150 are not appealable.

SAP Appeals will be reviewed by Academic Advisement and a member of the SAP Committee, which is comprised of representatives appointed by the Provost's Office. Financial Aid will review SAP Appeals for students who are M150. Decisions made by the members of the SAP 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 semester or continue enrollment by following their prescribed Academic Plan. Students will receive an email with a decision from the SAP Committee. Students approved to continue their program will receive an email outlining the terms of the approval. Approved appeals will be honored for one semester. Students who do not attend in the approved semester will need to submit a new appeal upon returning.

### Denial of an Appeal

If a student's appeal is denied, the student will be notified and academically dismissed from the College.

### SAP and Transfer Credits

In measuring compliance with Satisfactory Academic Progress (SAP) standards, transfer credits will be considered as credits attempted and earned. Therefore, because transfer credits are ungraded but are still counted in calculating SAP requirements, transfer students may be required to earn at least a 2.00 GPA in their first semester (and all subsequent semesters) at Berkeley College 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 Satisfactory Academic Progress (SAP) measure, however, each failed attempt will be included in the "courses attempted" portion of the evaluation.

### SAP and Incomplete Grades

Initial calculations of Satisfactory Academic Progress (SAP) will treat incomplete grades as F grades until such incompletes are replaced with passing letter grades. After the

first week of the following semester, 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 Satisfactory Academic Progress (SAP) measurements.

### SAP and Non-Matriculated Students

Students enrolled as non-matriculated students will not be held to the Satisfactory Academic Progress (SAP) standards. However, coursework completed as a non-matriculated student will be included in SAP calculations if the student switches to a matriculated program.

### 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 College.

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 a School of Health Studies program have additional transfer credit requirements. These include, but may not be limited to:

- Courses that contain clinical or laboratory credits are not eligible for transfer credit due to the affective and psychomotor learning domains covered in clinical and laboratory experiences.
- A grade of C+ or higher is required for all Science (SCI), Surgical Technology (SUR), Sterile Processing Technician (SPT), and SOC transfer credits, and the credits must have been earned within the last five years.
- No transfer credit will be awarded for Nursing (NUR) courses taken at other institutions.
- Transfer credit will be evaluated on a course-by-course basis based on the recommendation of the Department Chair/Director and/or School Dean.

Students enrolled in these programs should refer to their respective Student Handbook Supplements for additional information on transfer credit policies.

Incoming students must apply for any desired transfer credits, 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 AA or AS degree from a New Jersey community or county college will be fully transferable with 60 semester credits to be counted toward the degree requirements of a New Jersey Baccalaureate degree, with the given 60 semester credits to be granted as either course-by-course equivalencies between courses in the student's AA or AS 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 College 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 the control of Berkeley College. Effective June 2016, Berkeley College operates on a semester basis and awards semester credits. Prior to June 2016, the Berkeley College 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 College 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 College 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 and standardized testing), 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's 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. (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 requested transcripts 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.

# Admissions

- Admissions Process
- Immunization Requirement
- Undergraduate Degree Program Tuition and Fees 2026/2027
- Certificate Program Tuition and Fees 2026/2027
- Dual Enrollment

## Admissions Process

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.

Because Berkeley College 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 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 re-enter or even begin college. To meet these special requirements, Berkeley College has established an Adult Admissions Department, which provides an environment 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 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
- Students who earned a degree (Associate's or a Bachelor's) from an accredited college or university are exempt from an entrance exam

**Online Degree Applicants:** The Online Admissions Department works with applicants who seek 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.va.gov/education/about-gi-bill-benefits/. 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://berkeleycollege.etrieve.cloud/central/templates/137. 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 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 College'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.

Applicants seeking acceptance into the College's LPN to BSN, Surgical Technology, and Practical Nurse programs are required to take and successfully pass the HESI® Admission Assessment (A2) with Critical Thinking entrance examination. The current cost of the examination is $75, and an exam review is available for purchase. Additional information regarding the review guide can be obtained from the Admission Department.

Applicants interested in the LPN to BSN program, which is designed for nurses who have clinical experience, also must provide proof of having completed an accredited Practical Nurse program in the United States, or the Army Practical Nurse Program (68W-M6). Additional requirements include: a) possessing an unrestricted active practical nurse license, b) submitting proof of having completed a minimum of 2,080 hours of work as an LPN within the last two years, and c) submitting two (2) letters of recommendation.

Students enrolled in LPN to BSN, Medical Assistant, Patient Care Technician, Practical Nurse, Sterile Processing Technician, and Surgical Technology programs should refer

to their respective Student Handbook Supplements for program-specific immunization requirements.

In addition, applicants to the Health Sciences, LPN to BSN, Patient Care Technician, Practical Nurse, Sterile Processing Technician, and Surgical Technology programs must provide authorization for a criminal background check prior to participating in clinical rotations. In instances where a student's criminal background check contains information related to past criminal activity, Berkeley College cannot guarantee that it will find suitable clinical placement(s) because the decision to allow students to complete clinical rotations is at the sole discretion of the clinical affiliate. If the student is denied clinical placement by the clinical affiliate due to criminal history information, that student will not be permitted to continue in the program. If the offense is expungable, the student is encouraged to seek legal counsel.

Prior to participating in clinical rotations, students must also 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 Student Handbook 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 Student Handbook Supplements.

**Disclaimer:** Any potential candidate applying to the Practical Nurse or LPN to BSN program who has attended a school that may no longer be accredited or is currently under investigation by government agencies must meet with the Nursing Department Chair prior to being admitted into the Practical Nurse or LPN-BSN program. Potential applicants who fit this criterion are advised to reach out to the appropriate departments to make sure the application process goes smoothly. Should the applicant have any questions, they should communicate with their admissions representative or the Nursing Department Chair.

**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 must 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 by the designated deadline for each term.
- Students who have attended another college since last attending Berkeley College should have official transcripts sent from that institution to the attention of Berkeley College Readmissions, 44 Rifle Camp Road, Woodland Park, NJ 07424.
- Students who return to Berkeley College after having withdrawn for a period of time may find that program requirements have changed. All students who return to

Berkeley College a year or more after their most recent withdrawal will be required to fulfill current program requirements, which may necessitate taking additional courses or repeating courses originally taken. The Registrar has the authority to determine the extent to which credits earned prior to withdrawal may be used to fulfill current program requirements. Students who would like to return to the program based on requirements that were required when they last attended must obtain approval from the Dean or Associate Provost of the School which houses the program.

- Students wishing to seek readmission 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 Readmissions Department may be contacted via email at Readmissions@BerkeleyCollege.edu.

## Immunization Requirements

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 the 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 2026/2027

Students who are enrolled in the Tuition Freeze program as of Fall 2026 will continue under its current structure and requirements. These students will remain exempt from increases in full-time tuition rates (excluding fees). Full-time tuition rates shall not increase for students who maintain full-time or part-time continuous enrollment in an undergraduate degree program. This policy is subject to change in the future. Tuition Freeze Policy.

**Tuition and fees are applicable for the 2026/2027 academic year, effective date 9/1/2026.**

### 2026-2027 UNDERGRADUATE DEGREE PROGRAM TUITION per semester

| Academic Year 2026-2027 | Tuition and Fees |
|---|---|
| Full-Time Tuition (12-18 credits) per semester | $15,100 |
| Per Academic Year | $30,200 |
| Part-Time Tuition (1-11 credits) per semester | $985 per credit* |
| Semester Administrative Fee (12 or more credits) | $480 |
| Semester Administrative Fee (11 or fewer credits) | $240 |
| Semester Technology Fee (12 or more credits) | $535 |
| Semester Technology Fee (11 or fewer credits) | $268 |
| Application Fee | $50 (non-refundable) |
| Late Registration Fee | $50 per instance |
| Graduation Fee | $150 |
| Tuition Deposit | Up to $300 |
| BSN Program Fee (12 or more credits)** | $500 |
| BSN Program Fee (11 or fewer credits)** | $250 |
| International Application Processing Fee | $100 |
| International Student Fee per semester | $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 an agreement between Berkeley College and participating high schools. Dual enrollment students are not eligible for government-sponsored financial aid programs but may receive Berkeley College Grants. Students interested in the Dual Enrollment option should consult their high school guidance counselors for specific information applicable to their schools.

**Effective Fall 2026

**SEVEN-WEEK SESSIONS**

Students in a seven-week session 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 $15,100. If students are registered for fewer than 12 credits, then the tuition will be $985 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 up to $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 up to $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, wire transfer, PayPal, Google Pay, Venmo, and Klarna. 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 nonrefundable) will be issued as follows:

**SEMESTERS**

| Notification date during | Percentage |
|---|---|
| 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 | Percentage |
|---|---|
| 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:** Because 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 who are service members and/or active duty who 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 is 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% | N/A | N/A |
| 9 | 0% | 25% | N/A | N/A |
| 10 | 0% | 0% | N/A | N/A |
| 11 | 0% | 0% | N/A | N/A |
| 12 | 0% | 0% | N/A | N/A |

| 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 |
|---|---|---|---|---|
| 13 | 0% | 0% | N/A | N/A |
| 14 | 0% | 0% | N/A | N/A |
| 15 | 0% | 0% | N/A | N/A |

The Student Accounts Office 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.

**Optional Withdrawal Exception**

When the College determines that a student never attended any classes for a given semester, the College may apply this *exemption* on a case#by#case basis. In these situations:

- All institutional charges for the semester will be removed.
- All financial aid—Federal, State, and Institutional—will be returned if it was disbursed.
- Should a financial aid refund have been disbursed to the student before this determination, the institution will absorb the refunded funds
- Any non#institutional charges (e.g., bookstore purchases or other optional fees) will remain the responsibility of the student.

## 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 their 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 their understanding of the potential consequences as spelled out in the eForm and in the 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.

**AAS, Health Sciences - Patient Care Technician Specialization Additional Costs**

Students in the AAS, 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.

**AAS, Health Sciences - Sterile Processing Technician Specialization Additional Costs**

Students in the AAS, Health Sciences – Sterile 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.

**AAS, Medical Assistant Additional Costs**

Students in the AAS, 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.

### AAS, Surgical Technology Additional Costs

Students in the AAS, 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.

### BSN, LPN to BSN Additional Costs

Students in the LPN to BSN 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.

### AAS, Graphic Design Additional Costs

Students enrolled in studio-based fine arts courses such as GRD1100 Graphic Design Principles, GRD1170 Drawing, and GRD2205 Three-Dimensional Design will be required to purchase supplies including sketchbooks, pencils, paints, brushes, clay, and sculpting materials, among other art-related items. Estimated costs are approximately $125. A detailed supply list will be provided by the faculty member at the start of the semester. Whenever possible, students are encouraged to reuse supplies across courses. Access to the software used in Graphic Design courses is available through Apporto, a remote service, or students may wish to purchase their own educational subscriptions.

### BFA, Graphic Design Additional Costs

Students enrolled in studio-based fine arts courses such as GRD1100 Graphic Design Principles, GRD1170 Drawing, and GRD2205 Three-Dimensional Design will be required to purchase supplies including sketchbooks, pencils, paints, brushes, clay, and sculpting materials, among other art-related items. Production-based courses, such as GRD3305 Design Production, GRD3360 Packaging Design, and GRD4460 Capstone Project may require students to purchase print materials such as cardstock, cutting tools, and other production supplies, and to cover the cost of printing projects at local print shops. Estimated costs are approximately $200. A detailed supply list will be provided by the faculty member at the start of the semester. Whenever possible, students are encouraged to reuse supplies across courses. Access to the software used in Graphic Design courses is available through Apporto, a remote service, or students may wish to purchase their own educational subscriptions.

### BFA, 3D Digital Visualization Additional Costs

Students enrolled in Three-Dimensional Design will be required to purchase supplies including sketchbooks, pencils, paints, brushes, clay, and sculpting materials, among other art-related items. Production-based courses, such as Packaging Design and Capstone Project, may require students to purchase print materials such as cardstock, cutting tools, and other production supplies, and to cover the cost of printing projects at local print shops. Courses that include architecture related production, such as Construction I and Furniture Design, may require additional drafting tools and materials. Estimated costs are approximately $300. A detailed supply list will be provided by the faculty member at the start of the semester. Whenever possible, students are encouraged to reuse supplies across courses. Access to the software used in the program's courses is available through Apporto, a remote service, or students may wish to purchase their own educational subscriptions.

**AAS, Interior Design Additional Costs**

Students enrolled in the on-site or online programs will be required to purchase supplies including architect scale, vinyl eraser, fine line black marker, 18" tracing paper roll, sketchbook black-bound 8.5x11", 1/2" drafting tape, package of color pencils, a package of color markers, among other art-related items. Estimated costs are approximately $200.00. A detailed supply list will be provided by the faculty member at the start of the semester.  Access to the software used in Interior Design courses is available through Apporto, a remote service, or students may wish to purchase their own educational subscriptions.

**BFA, Interior Design Additional Costs**

Students enrolled in the on-site or online program will be required to purchase supplies including architect scale, vinyl eraser, fine line black marker, 18" tracing paper roll, sketchbook black-bound 8.5x11", 1/2" drafting tape, package of color pencils, a package of color markers, among other art-related items. Estimated costs are approximately $200.00. A detailed supply list will be provided by the faculty member at the start of the semester.  Access to the software used in Interior Design courses is available through Apporto, a remote service, or students may wish to purchase their own educational subscriptions.

**AAS, Fashion Merchandising and Management Additional Costs**

When taking the course FAS2230 students will be required to purchase a fashion swatch kit, which totals approximately $42.00.

**BBA, Fashion Merchandising and Management Additional Costs**

When taking the course FAS2230 students will be required to purchase a fashion swatch kit, which totals approximately $42.00.

**AAS, Financial Services Additional Costs**

This program recommends that students obtain a financial calculator, the cost of which totals approximately $35.00. Detailed, itemized information describing the recommended calculator will be provided by the Department Chair or faculty member.

**BBA, Financial Services Additional Costs**

This program recommends that students obtain a financial calculator, the cost of which totals approximately $35.00. Detailed, itemized information describing the recommended calculator will be provided by the Department Chair or faculty member.

**BS, Information Technology Management Additional Costs**

Students taking courses ITM3321 and ITM3322 online are required to use Adobe Creative Cloud. Access to this software is available through Apporto, a remote service, or students may wish to purchase their own educational subscription. The cost is approximately $20.00 per month. Detailed, itemized information describing the required software will be provided by the Department Chair or faculty member.

**MISCELLANEOUS COSTS**

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 BSN, Surgical Technology, and Health Sciences 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.

**Professional Judgment (PJ)** is the authority that the US Department of Education gives to Financial Aid Administrators. All students, who believe they have special or unusual circumstances are encouraged to contact Financial Aid for potential "Professional Judgment" determinations. Some conditions that can be considered for PJ:

- Extraordinary expenses such as Medical expenses (not covered by insurance), Dependent Care, Disability or any other unusual expenses.
- Adjustments to Dependency Status (Dependent to Independent).
- Adjustments to student/parent income when reported income no longer represents their current circumstances.
- Adjustments for more than one student in college.

**What Is Cost of Attendance?**

Federal law mandates that all institutions of higher education create and document the cost of attendance **(COA)**.

COA is the estimated amount it will cost a student to attend college and is comprised of an estimate of the following costs: tuition and fees, housing and food (or living expenses), books, supplies, transportation, loan fees, and miscellaneous expenses (including a reasonable amount for the documented cost of a personal computer). Allowance for childcare or other dependent care, costs related to a disability, and reasonable costs for eligible study-abroad programs is not included in the COA, but can be added based on “Professional Judgment.”* It is important to know that the direct costs (tuition and fees) are the only items a student will be charged while the COA is what the College uses to determine need and award packages.

Berkeley College calculates the COA to show the total cost for two semesters. The below COA charts can be difficult to understand, and the College recommends you read the following before reviewing them:

1. COA is customized based on your chosen program, your dependency status and whether or not you are living with your parent(s).
    - Due to the removal of the housing option from the FAFSA, we are defaulting Dependent students to "living with their parent(s)" and Independent students to "not living with their parent(s)". This information will be on the award notice giving the student the ability to tell the Financial Aid Office that they are living with their parent(s)/legal guardians or not.
2. Housing and food are required elements to be added to the COA. They are part of the COA; however, this does not mean that you will pay more for these items, just because you attend Berkeley College. These are expenses you and/or your parents likely already have.
3. The College is also required to include the cost of a laptop in the COA. That does not mean, however, that the College is providing you with a laptop, nor does it mean you have to purchase one, if you already have a suitable computer. If you do not have a laptop and need access to a computer, the College will assist when possible.
4. The College supplies are mostly eBooks that you pay for as part of your tuition. The College includes additional expenses for books and supplies for all applicable programs.
5. The federal student loan origination fees are also a required COA element. The College does not assume, however, that you will borrow, nor how much, should you choose to borrow loans. If you do not borrow loans, you will not incur this cost.
6. COA is used to determine need as part of the multiple levels of federal packaging methodology. It does not represent, however, the amount of aid that you can receive.
7. *If you believe your expenses are unusual and/or much higher than the COA estimates, you can appeal the COA by contacting the Financial Aid office. Financial Aid can make documented “Professional Judgment” adjustments. It is important to know, however, that increasing the COA does not always increase financial aid eligibility.

**Financial Aid: Student Budgets for Award Year 2026-2027 for Associate's and Bachelor's degrees**

| | **Full Time** | **Full Time** | **Full Time** | **Full Time** |
|---|---|---|---|---|
| | Not living with parent/ guardian Independent and Dependent | Living with parent/ guardian Dependent | Not living with parent/ guardian Independent and Dependent - Online | Living with parent/ guardian Dependent - Online |
| **eBooks** | $200 | $200 | $200 | $200 |
| **Personal** | $1,873 | $1,873 | $1,873 | $1,873 |

| | Full Time | Full Time | Full Time | Full Time |
|---|---|---|---|---|
| **Housing & Food*** | $8,677 | $3,038 | $8,677 | $3,038 |
| **Transportation** | $2,213 | $2,213 | $0 | $0 |
| **Average Loan Fees** | $31 | $31 | $31 | $31 |
| **Tuition**** | $14,436 | $14,436 | $14,436 | $14,436 |
| **Total, Term** | $27,930 | $22,291 | $25,707 | $20,078 |
| **Total, Annual** | $55.860 | $44,582 | $51,414 | $40,156 |

**Tuition is a weighted average of tuition charges (due to tuition freeze policy) + current fees.
LOAN FEES are the average for all degree students.
Students with Parent PLUS loan(s) may have their budget increased by $380 upon appeal.
The full-time budget (above) will be adjusted for part-time.

**ESTIMATED COST OF FOOD - Includes 3 meals***

| Not Living with Parent | Living with Parent |
|---|---|
| $2,760 | $1,656 |

**ADDITIONAL EXPENSES BEYOND eBooks**

| PROGRAM | SEMESTER | COST |
|---|---|---|
| **Associate's Sterile Processing Technician** | SECOND SEMESTER | $114 |
| | THIRD SEMESTER | $804 |
| **LPN to BSN** | FIRST SEMESTER | $114 |
| | FOURTH SEMESTER | $870 |
| | SEVENTH SEMESTER | $400 |
| **Associate's Medical Assistant** | SECOND SEMESTER | $143 |
| | THIRD SEMESTER | $804 |
| **Associate's Surgical Technician** | FIRST SEMESTER | $119 |
| | THIRD SEMESTER | $846 |

| PROGRAM | SEMESTER | COST |
|---|---|---|
| **Associate's Patient Care Technician** | FIRST SEMESTER | $66 |
| | SECOND SEMESTER | $92 |
| | THIRD SEMESTER | $846 |

**OTHER IMPORTANT COST OF ATTENDANCE INFORMATION FOR UNDERGRADUATE DEGREES**

First-time students at Berkeley College are budgeted $520 for the first term for a laptop.

Students who do not have internet access may need one of the more expensive laptops for the programs listed below. The COA can be adjusted if this is brought to Financial Aid’s attention on a case-by-case basis.

- Graphic Design
- Interior Design
- 3D Digital Visualization

## Certificate Program Tuition and Fees 2026/2027

**Tuition and fees are applicable for the 2026/2027 academic year, effective date 9/1/2026.**

### 2026-2027 CERTIFICATE PROGRAM TUITION*

| Academic Year 2026-2027 | Tuition |
|---|---|
| Medical Assistant | $23,200 |
| Patient Care Technician | $17,900 |
| Practical Nurse | $38,000 |
| Sterile Processing Technician | $17,900 |

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 fewer 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 examinations. Program tuition will be reduced for students who transfer courses into a certificate program.

### SEMESTER PROGRAM FEES (NON-REFUNDABLE)

| Matriculated Student | Fees |
|---|---|
| Technology | $535 per semester |
| 12 or more credits | $268 per semester |
| 11 or fewer credits | |
| Administrative | $480 per semester |
| 12 or more credits | $240 per semester |
| 11 or fewer credits | |
| Late Registration Fee | $50 per instance |
| Application Fee | $50 (non-refundable) |
| Tuition Deposit | Up to $300 |
| International Application Processing Fee | $100 |
| International Student Fee per semester** | $100 |

**Effective Fall 2025

### 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 nonrefundable) will be issued as follows:

**SEMESTERS**

| Notification date during | Percentage |
|---|---|
| First and second weeks | 90% |
| Third and fourth weeks | 50% |
| Fifth through seventh weeks | 25% |
| Weeks eight through fifteen | 0% |

**SEVEN-WEEK SESSIONS**

| Notification date during | Percentage |
|---|---|
| First week | 90% |
| Second week | 50% |
| Third week | 25% |
| Weeks four through seven | 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:** Because 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 College institutional aid awards are earned ratably during the semester.

For students who are service members and/or active duty who 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 is for the 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% | N/A | N/A |
| 9 | 0% | 25% | N/A | N/A |
| 10 | 0% | 0% | N/A | N/A |
| 11 | 0% | 0% | N/A | N/A |
| 12 | 0% | 0% | N/A | N/A |

| 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 |
|---|---|---|---|---|
| 13 | 0% | 0% | N/A | N/A |
| 14 | 0% | 0% | N/A | N/A |
| 15 | 0% | 0% | N/A | N/A |

The Student Accounts Office 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.

**Optional Withdrawal Exception:**

When the College determines that a student never attended any classes for a given semester, the college may apply this *exemption* on a case#by#case basis. In these situations:

- All institutional charges for the semester will be removed.
- All financial aid—Federal, State, and Institutional—will be returned if it was disbursed.
- Should a financial aid refund have been disbursed to the student before this determination, the institution will absorb the refunded funds.
- Any non#institutional charges (e.g., bookstore purchases or other optional fees) will remain the responsibility of the student.

## 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, wire transfer, PayPal, Google Pay, Venmo, and Klarna. 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.

## 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 their 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 their 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 their 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.

### Sterile Processing Technician Certificate Additional Costs

Students in the Sterile 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

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 BSN, Practical Nurse, Patient Care Technician, Surgical Technology, and Sterile 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.

**Professional Judgment (PJ)** is the authority that the US Department of Education gives to Financial Aid Administrators. All students who believe they have special or unusual circumstances are encouraged to contact Financial Aid for potential "Professional Judgment" determinations. Some Conditions that can be considered for PJ:

- Extraordinary expenses such as Medical expenses (not covered by insurance), Dependent Care, Disability or any other unusual expenses.

- Adjustments to Dependency Status (Dependent to Independent).
- Adjustments to student/parent income when reported income no longer represents their current circumstances.
- Adjustments for more than one student in college.

**What Is Cost of Attendance?**

Federal law mandates that all institutions of higher education create and document the cost of attendance (**COA**).

COA is the estimated amount it will cost a student to attend college and is comprised of an estimate of the following costs: tuition and fees, housing and food (or living expenses), books, supplies, transportation, loan fees, and miscellaneous expenses (including a reasonable amount for the documented cost of a personal computer). Allowance for childcare or other dependent care, costs related to a disability, and reasonable costs for eligible study-abroad programs is not included in the COA, but can be added based on “Professional Judgment.”* It is important to know that the direct costs (tuition and fees) are the only items a student will be charged while the COA is what the College uses to determine need and award packages.

Berkeley College calculates the COA to show the total cost for two semesters. The below COA charts can be difficult to understand, and the College recommends you read the following before reviewing them:

1. COA is customized based on your chosen program, your dependency status and whether or not you are living with your parent(s)/legal guardians(s).
    - Due to the removal of the housing option from the FAFSA, we are defaulting Dependent students to "living with their parent(s)" and Independent students to "not living with their parent(s)". This information will be on the award notice giving the student the ability to tell the Financial Aid Office that they are living with their parent(s) or not.
2. Housing and food are required elements to be added to the COA. They are part of the COA; however, this does not mean that you will pay more for these items, just because you attend Berkeley College. These are expenses you and/or your parents/legal guardians likely already have.
3. The College is also required to include the cost of a laptop in the COA. That does not mean, however, that the College is providing you with a laptop, nor does it mean you have to purchase one, if you already have a suitable computer. If you do not have a laptop and need access to a computer, the College will assist when possible.
4. The College supplies are mostly eBooks that you pay for as part of your tuition. The College includes additional expenses for books and supplies for all applicable programs.
5. The federal student loan origination fees are also a required COA element. The College does not assume, however, that you will borrow, nor how much, should you choose to borrow loans. If you do not borrow loans, you will not incur this cost.
6. COA is used to determine need as part of the multiple levels of federal packaging methodology. It does not represent, however, the amount of aid that you can receive.

7. *If you believe your expenses are unusual and/or much higher than the COA estimates, you can appeal the COA by contacting the Financial Aid office. Financial Aid can make documented “Professional Judgement” adjustments. It is important to know, however, that increasing the COA does not always increase financial aid eligibility.

**Financial Aid: Student Budgets for Award Year 2026-2027 for Medical Assistant Certificate**

| | Full-time - Not living with parent/ guardian Independent and Dependent | Full-time - Living with parent/ guardian Dependent | Full-time - Not living with parent/ guardian Independent and Dependent - Online | Full-time - Living with parent/ guardian Dependent - Online |
|---|---|---|---|---|
| **eBooks** | $200 | $200 | $200 | $200 |
| **Personal** | $1,873 | $1,873 | $1,873 | $1,873 |
| **Housing & Food*** | $8,677 | $3,038 | $8,677 | $3,038 |
| **Transportation** | $2,213 | $2,213 | $0 | $0 |
| **Average Loan Fees** | $31 | $31 | $31 | $31 |
| **Tuition** | $8,379 | $8,379 | $8,379 | $8,379 |
| **Total, Term** | $21,373 | $15,734 | $19,160 | $13,521 |
| **Total, Annual** | $42,747 | $31,469 | $38,321 | $27,043 |

LOAN FEES are the average for all certificate students.
The full-time budget (above) will be adjusted for part-time.
Students with Parent PLUS loan(s) may have their budget increased by $380 upon appeal

**ESTIMATED COST OF FOOD - Includes 3 meals***

| Not Living with Parent | Living with Parent |
|---|---|
| $2,760 | $1,656 |

**ADDITIONAL EXPENSES BEYOND eBooks**

| PROGRAM | SEMESTER | COST |
|---|---|---|
| Medical Assistant Certificate | FIRST SEMESTER | $881 |

**Financial Aid: Student Budgets for Award Year 2026-2027 for Patient Care Technician - 2-Semester Program**

| | Full-time - Not living with parent/guardia Independent and Dependent | Full-time - Living with parent/ guardian Dependent | Full-time - Not living with parent/ guardian Independent and Dependent - Online | Full-time - Living with parent/ guardian Dependent - Online |
|---|---|---|---|---|
| **eBooks** | $200 | $200 | $200 | $200 |
| **Personal** | $1,873 | $1,873 | $1,873 | $1,873 |
| **Housing & Food*** | $8,677 | $3,038 | $8,677 | $3,038 |
| **Transportation** | $2,213 | $2,213 | $0 | $0 |
| **Average Loan Fees** | $31 | $31 | $31 | $31 |
| **Tuition** | $9,765 | $9,765 | $9,765 | $9,765 |
| **Total, Term** | $22,759 | $17,120 | $20,546 | $14,907 |
| **Total, Annual** | $45,518 | $34,240 | $41,092 | $29,814 |

The full-time budget (above) will be adjusted for part-time.
LOAN FEES are the average for all certificate students.
Students with Parent PLUS loan(s) may have their budget increased by $380 upon appeal

**ESTIMATED COST OF FOOD - Includes 3 meals***

| Not Living with Parent | Living with Parent |
|---|---|
| $2,760 | $1,656 |

**ADDITIONAL EXPENSES BEYOND eBooks**

| PROGRAM | SEMESTER | COST |
|---|---|---|
| Patient Care Technician – 2-Semester | FIRST SEMESTER | $938 |

**Financial Aid: Student Budgets for Award Year 2026-2027 for Practical Nurse (DAY) 4-Semester Program**

| | Full-time - Not living with parent/ guardian Independent and Dependent | Full-time - Living with parent/ guardian Dependent | Full-time - Not living with parent/ guardian Independent and Dependent - Online | Full-time - Living with parent/ guardian Dependent - Online |
|---|---|---|---|---|
| **eBooks** | $200 | $200 | $200 | $200 |
| **Personal** | $1,873 | $1,873 | $1,873 | $1,873 |
| **Housing & Food*** | $8,677 | $3,038 | $8,677 | $3,038 |

| | Full-time - Not living with parent/ guardian Independent and Dependent | Full-time - Living with parent/ guardian Dependent | Full-time - Not living with parent/ guardian Independent and Dependent - Online | Full-time - Living with parent/ guardian Dependent - Online |
|---|---|---|---|---|
| **Transportation** | $2,213 | $2,213 | $0 | $0 |
| **Average Loan Fees** | $31 | $31 | $31 | $31 |
| **Tuition** | $10,188 | $10,188 | $10,188 | $10,188 |
| **Total, Term** | $23,182 | $17,543 | $20,969 | $15,330 |
| **Total, Annual** | $46,365 | $35,087 | $41,939 | $30,661 |

LOAN FEES are the average for all certificate students.
Students with parent PLUS loan(s) may have their budget increased by $380 upon appeal.
The full-time budget (above) will be adjusted for part-time.

**ESTIMATED COST OF FOOD - Includes 3 meals***

| Not Living with Parent | Living with Parent |
|---|---|
| $2,760 | $1,656 |

**ADDITIONAL EXPENSES BEYOND eBooks**

| PROGRAM | SEMESTER | COST |
|---|---|---|
| Practical Nurse (DAY) 4-Semester | FIRST SEMESTER | $945 |

**Financial Aid: Student Budgets for Award Year 2026-2027 for Practical Nurse (EVE) 5-Semester Program**

| | Full-time - Not living with parent/ guardian Independent and Dependent | Full-time - Living with parent/ guardian Dependent | Full-time - Not living with parent/ guardian Independent and Dependent - Online | Full-time - Living with parent/ guardian Dependent - Online |
|---|---|---|---|---|
| **Books** | $200 | $200 | $200 | $200 |
| **Personal** | $1,873 | $1,873 | $1,873 | $1,873 |
| **Housing & Food*** | $8,677 | $3,038 | $8,677 | $3,038 |
| **Transportation** | $2,213 | $2,213 | $0 | $0 |
| **Average Loan Fees** | $31 | $31 | $31 | $31 |
| **Tuition** | $8,009 | $8,009 | $8,009 | $8,009 |

| | Full-time - Not living with parent/ guardian Independent and Dependent | Full-time - Living with parent/ guardian Dependent | Full-time - Not living with parent/ guardian Independent and Dependent - Online | Full-time - Living with parent/ guardian Dependent - Online |
|---|---|---|---|---|
| **Total, Term** | $21,003 | $15,364 | $18,790 | $13,151 |
| **Total, Annual** | $42,007 | $30,729 | $37,581 | $26,303 |

LOAN FEES are the average for all certificate students.
Students with parent PLUS loan(s) may have their budget increased by $380 upon appeal.
The full-time budget (above) will be adjusted for part-time.

**ESTIMATED COST OF FOOD - Includes 3 meals***

| Living with Parent | Not living with Parent |
|---|---|
| $1,656 | $2,760 |

**ADDITIONAL EXPENSES BEYOND eBooks**

| PROGRAM | SEMESTER | COST |
|---|---|---|
| Practical Nurse (EVE) 5-Semester | FIRST SEMESTER | $945 |

**Financial Aid: Student Budgets for Award Year 2026-2027 for Sterile Processing Technician - 2-Semester Program**

| | Full-time - Not living with parent/ guardian Independent and Dependent | Full-time - Living with parent/ guardian Dependent | Full-time - Not living with parent/ guardian Independent and Dependent - Online | Full-time - Living with parent/ guardian Dependent - Online |
|---|---|---|---|---|
| **eBooks** | $200 | $200 | $200 | $200 |
| **Personal** | $1,873 | $1,873 | $1,873 | $1,873 |
| **Housing & Food*** | $8,677 | $3,038 | $8,677 | $3,038 |
| **Transportation** | $2,213 | $2,213 | $0 | $0 |
| **Average Loan Fees** | $31 | $31 | $31 | $31 |
| **Tuition** | $9,765 | $9,765 | $9,765 | $9,765 |
| **Total, Term** | $22,759 | $17,120 | $20,546 | $14,907 |
| **Total, Annual** | $45,518 | $34,240 | $41,092 | $29,814 |

LOAN FEES are the average for all certificate students.

| Full-time - Not living with parent/ guardian Independent and Dependent | Full-time - Living with parent/ guardian Dependent | Full-time - Not living with parent/ guardian Independent and Dependent - Online | Full-time - Living with parent/ guardian Dependent - Online |
|---|---|---|---|

Students with Parent PLUS loan(s) may have their budget increased by $380 upon appeal.
The full-time budget (above) will be adjusted for part-time.

**ESTIMATED COST OF FOOD - Includes 3 meals***

| Not Living with Parent | Living with Parent |
|---|---|
| $2,760 | $1,656 |

**ADDITIONAL EXPENSES BEYOND eBooks**

| PROGRAM | SEMESTER | COST |
|---|---|---|
| Sterile Processing Technician – 2-Semester | FIRST SEMESTER | $874 |

**OTHER IMPORTANT COST OF ATTENDANCE INFORMATION FOR ALL CERTIFICATE PROGRAMS**

First time students at Berkeley College are budgeted $520 for the first term for a laptop.

## 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 most or all 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 for students who started spring 2022 and prior
- Financial Aid Summary for students who started fall 2022 and later
- Financing an Education
- Financial Aid Eligibility
- How to Apply
- Verification and File Review
- Disbursement of Aid
- 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 for students who started spring 2022 and prior
- Berkeley College Grants and Scholarships for students who started fall 2022 and later
- 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 (SFLG) helps students with important financial steps and planning for a successful financial future. Student Financial Literacy 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.

The Berkeley College SFLG 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 the SFLG, Solutions at ECMC is an additional resource and is available free of charge.

Email: StudentFinancialLiteracy@BerkeleyCollege.edu

## Financial Aid Summary for students who started spring 2022 and prior

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:** The Berkeley College 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, the Berkeley College 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 College awards institutional aid and processes packages with new loan eligibility during the two-semester period.

**Federal Financial Aid**

| Award | Maximum Allowed |
|---|---|
| Federal Pell Grant | Standard Academic Year 2026-2027 up to $7,395 per standard academic year with Year-Round Federal Pell Grant up to $11,092 per calendar year. |
| Federal Supplemental Educational Opportunity Grant (FSEOG) | Federal regulations require that the awarding of FSEOG be to the neediest population. Accordingly, the College's policy is to award FSEOG to eligible students that have a zero or less (it can go as low as negative 1500) on the Student Aid Index (SAI). The SAI is determined by a student completing the FAFSA. Students must also be a Pell recipient during the same award period that the FSEOG is being awarded. The FSEOG amounts are based on fund availability and can change for future cohorts. For the Spring 2026/Fall 2026 and Fall 2026/Winter 2027 cohorts, FSEOG awards are $200 for full-time students (12 credits or more) per semester and $75 for part-time students (fewer than 12 credits) per semester. |

| Award | Maximum Allowed |
|---|---|
| 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. The total maximum annual amount per dependent student is $20,000 with an aggregate lifetime limit of $65,000. |

## Annual Limits for Subsidized and Unsubsidized Federal Loans

**Dependent undergraduates (excluding dependent students whose parents cannot get PLUS)**

| 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 |

**Independent undergraduates and dependent students whose parents cannot get PLUS**

| 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

**New Jersey State Financial Aid**

| Award | Award Amount |
| --- | --- |
| Tuition Aid Grant (TAG) | Up to $14,404 per academic year<br>NOTE: The TAG award amount will be determined in July 2026 and finalized upon the NJ State Governor's approval. |
| Summer Tuition Aid Grant (TAG) | The Summer TAG program has been budgeted by the State of NJ for the 2026-27 award year. (see Summer TAG award table on the New Jersey State Financial Aid page of this catalog) |
| Student Tuition Assistance Reward Scholarship II (STARS II) | Up to $2,500 (Must be NJ STARS recipient) per calendar year |
| Governor's Urban Scholarship (GUS) | $1,000 per calendar year. Recipients of the Governor's Urban Scholarship (GUS) award who have successfully graduated with a Bachelor's degree are eligible to receive a GUS persistency award of $500 |

**New York State Financial Aid**

| Award | Award Amount |
| --- | --- |
| Tuition Assistance Program (TAP) | Up to $5,665 per standard academic year<br>Using accelerated TAP (see New York State Financial Aid page, another 50% may be available for a third semester (calendar year). |
| Part-Time Tuition Assistance Program (TAP) | Effective Fall 2024 students can receive a percentage of their otherwise full-time TAP (see proration table New York State Financial Aid page of this catalog). |
| Enhanced Tuition Award | Up to $6,000 a semester per standard academic year (less any NY TAP award). NYS will contribute 50% of the award (up to $3,000) |

| Award | Award Amount |
|---|---|
| | and the remaining half is awarded by the College (up to $3,000). (See New York State Financial Aid Page) |
| Regents Award for Children of Deceased or Disabled Veterans | Up to $450 per calendar year |
| NYS Aid to Native Americans | Up to $2000 per year |
| 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 after all federal and state grants and other resources are considered 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 after all federal and state grants and other resources are considered per standard academic year |

| Award | Amount 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 final 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 after all federal and state grants and other resources are considered 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 after all federal and state grants and other resources are considered 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 |

| Award | Amount 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 after all federal and state grants and other resources are considered per standard academic year based on GPA |
| Berkeley College Project Graduation Grant | Award varies based on extraordinary circumstances as determined by the College. |
| Berkeley College Surgical Technology Completion Scholarship | Up to 30% of tuition after all federal and state grants and other resources are considered per standard academic year |
| Berkeley College TAP Grant (NY only) | $1,500 per standard academic year (eligible for only full-time TAP recipients) |
| 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 after all federal and state grants and other resources are considered per standard academic year (percentage varies based on GPA) |
| Yellow Ribbon Grant | 50% of balance, per standard academic year, after all benefits are |

| Award | Amount per standard academic year |
| --- | --- |
| | applied for Post 9/11 recipients at the 100% level |
| NJCECA Scholarship | Up to 1/3 of tuition every semester the student is eligible |
| Union 3+1 Scholarship | Up to full tuition, including administrative and technology fees. |
| Workforce Match | 50% match of student’s workforce grant |
| Woodland Park Scholarship | Up to full tuition |

## Financial Aid Summary for students who started fall 2022 and later

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:** The Berkeley College 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, the Berkeley College 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 College awards institutional aid and processes packages with new loan eligibility during the two-semester period.

**Federal Financial Aid**

| Award | Maximum Allowed |
|---|---|
| Federal Pell Grant | Standard Academic Year 2026-2027 up to $7,395 per standard academic year with Year-Round Federal Pell Grant up to $11,092 per calendar year. |
| Federal Supplemental Educational Opportunity Grant (FSEOG) | Federal regulations require that the awarding of FSEOG be to the neediest population. Accordingly, the College's policy is to award FSEOG to eligible students that have a zero or less (it can go as low as negative 1500) on the Student Aid Index (SAI). The SAI is determined by a student completing the FAFSA. Students must also be a Pell recipient during the same award period that the FSEOG is being awarded. The FSEOG amounts are based on fund availability and can change for future cohorts. For the Spring 2026/Fall 2026 and Fall 2026/Winter 2027 cohorts, FSEOG awards are $200 for full-time students (12 credits or more) per semester and $75 for part-time |

| Award | Maximum Allowed |
|---|---|
| | students (fewer than 12 credits) per semester. |
| 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. The total maximum annual amount per dependent student is $20,000 with an aggregate lifetime limit of $65,000. |

## Annual Limits for Subsidized and Unsubsidized Federal Loans

**Dependent undergraduates (excluding dependent students whose parents cannot get PLUS)**

| 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 |

**Independent undergraduates and dependent students whose parents cannot get PLUS**

| 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

**New Jersey State Financial Aid**

| Award | Award Amount |
|---|---|
| Tuition Aid Grant (TAG) | Up to $14,404 per academic year<br>NOTE: The TAG award amount will be determined in July 2026 and finalized upon the NJ State Governor's approval. |
| Summer Tuition Aid Grant (TAG) | The Summer TAG program has been budgeted by the State of NJ for the 2026-27 award year. (see Summer TAG award table on the New Jersey State Financial Aid page of this catalog) |
| Student Tuition Assistance Reward Scholarship II (STARS II) | Up to $2,500 (Must be NJ STARS recipient) per calendar year |
| Governor's Urban Scholarship (GUS) | $1,000 per calendar year. Recipients of the Governor's Urban Scholarship (GUS) award who have successfully graduated with a Bachelor's degree are eligible to receive a GUS persistency award of $500 |

**New York State Financial Aid**

| Award | Award Amount |
|---|---|
| Tuition Assistance Program (TAP) | Up to $5,665 per standard academic year<br>Using accelerated TAP (see New York State Financial Aid page, another 50% may be available for a third semester (calendar year). |
| Part-Time Tuition Assistance Program (TAP) | Effective Fall 2024 students can receive a percentage of their otherwise full-time TAP (see proration table on New York State Financial Aid page of this catalog). |
| Enhanced Tuition Award | Up to $6,000 a semester per standard academic year (less any NY TAP award). NYS will contribute 50% of the award (up to $3,000) |

| Award | Award Amount |
|---|---|
| | and the remaining half is awarded by the College (up to $3,000). (See New York State Financial Aid Page) |
| Regents Award for Children of Deceased or Disabled Veterans | Up to $450 per calendar year |
| NYS Aid to Native Americans | Up to $2,000 per year |
| 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 the College. |
| Berkeley College Achievement Award | Full-time students can receive up to $4,275 based on GPA per standard academic year.<br>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 after all federal and state grants and other resources are considered 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 |

| Award | Amount Per Standard Academic Year |
|---|---|
| Berkeley College Athletic Grant | Awards vary. All grants will be applied after all federal and state grants and other resources are considered |
| Berkeley College Completion Grant | Awards vary. Grant will be applied after all federal and state grants. |
| Berkeley College Corporate Learning Partnership | Up to 30% of tuition after all federal and state grants and other resources are considered per standard academic year |
| Berkeley College Graduation Incentive Grant | Allows students to earn credits that can lead to a cost-free final 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% after all federal and state grants and other resources are considered per standard academic year based on GPA |
| Berkeley College International Grant | Award varies based on extraordinary circumstances as determined by the College. |
| Berkeley College New Jersey Opportunity Grant | Qualified residents of New Jersey can receive the balance of tuition and fees after all federal and state grants have been applied. |
| Berkeley College Newark Promise Grant | Associate's degree students who are qualified residents of Essex County, NJ, can receive the balance of tuition and fees after all federal and state grants have been applied. Bachelor's degree students who are qualified New Jersey state residents can receive the balance of tuition and fees after all federal and state grants have been applied. |

| Award | Amount Per Standard Academic Year |
|---|---|
| Berkeley College New York City Program Scholarship | 30% of tuition after all federal and state grants and other resources are considered. |
| Berkeley College Presidential Scholarship | Each campus awards one student a full tuition scholarship each academic year and all other eligible students may receive up to a 30% of tuition scholarship after all federal and state grants and other resources are considered. |
| Berkeley College Project Graduation Grant | Award varies based on extraordinary circumstances as determined by the College. |
| Berkeley College TAP Grant (NY only) | $1,500 per standard academic year (eligible for only full-time TAP recipients) |
| 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 for full-time students and 25% of tuition balance for part-time students after being awarded 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 30% of tuition (fall 2024 and prior) after all federal and state grants and other resources are considered per standard academic year (percentage varies based on GPA).<br>Up to 50% of tuition (winter 2025 and later) after all federal and state |

| Award | Amount Per Standard Academic Year |
| --- | --- |
| | grants and other resources are considered per standard academic year (percentage varies based on GPA). |
| Berkeley College Youth Empowerment Scholarship | Award amounts vary and are determined by the College based on participation in an approved Berkeley College youth summer program and available institutional funding. |
| CH35 Assistance Scholarship | Up to 50% of tuition |
| Pay It Forward Scholarship | Up to $2,500 a term ($7,500 a calendar year) off tuition after all federal and state grants and other resources are considered. |
| 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 institutional aid from Berkeley College) is to complete and submit the **Free Application for Federal Student Aid** ("FAFSA") at https://studentaid.gov/h/apply-for-aid/fafsa. 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 or Studentfinance@BerkeleyCollege.edu). All new students will have an appointment with a Financial Aid Advisor. Continuing students with questions can make an appointment by clicking HERE.

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 of 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 federal loans. Each financial aid package also reflects charges that are payable directly to the College, which includes tuition and fees.

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), an 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 (due to, 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 | For students who started spring 2022 and prior:<br>https://berkeleycollege.edu/catalogs/undergraduate-2026-2027/financial-aid/grants-scholarships-spring-2022-and-prior/index.html<br>For students who started fall 2022 and later:<br>https://berkeleycollege.edu/catalogs/undergraduate-2026-2027/financial-aid/grants-scholarships-fall-2022-and-later/index.html |
| NJ Tuition Aid Grant | https://www.hesaa.org/Pages/TAG.aspx |
| NJ Student Tuition Assistance Reward Scholarship II (NJ STARS II) | http://www.hesaa.org/Documents/NJSTARSII_program.pdf |
| NJ Governor's Urban Scholarship | https://www.hesaa.org/Documents/Publications/GUSEnglishFlyer.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/find-aid/nys-grants-scholarships/tuition-assistance-program-tap/ |
| 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 to Native Americans | 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). For the 2026-2027 year, the FAFSA became available on September 24, 2025. For the 2027-2028 year, the FAFSA is expected to be available by October 1, 2026. Students applying for admission for the fall 2026 and winter 2027 semesters should complete the 2026-2027 FAFSA. Students applying for admission for the spring 2027 semester should complete both 2026-2027 and 2027-2028 FAFSA applications. The FAFSA form can be completed at https://studentaid.gov/h/apply-for-aid/fafsa 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.

The FAFSA now requires Contributors to provide consent to the IRS so they can share Federal Tax Information with the Department of Education. A contributor is someone who is required to provide information, sign, and consent to the FAFSA form, and allow their federal tax information to be transferred directly from the IRS into the form. This includes the student and their spouse, biological or adoptive parent, or parent's spouse.

Additional information about the FAFSA is available.

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, federal loans, and alternative loans. Each financial aid package also reflects charges that are payable directly to the College, which includes tuition and fees. Berkeley College recommends that students avoid unnecessary borrowing. College financial aid packages are developed with this goal in mind.

## 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 Information Record (ISIR), which is what we receive electronically as a result of you 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.

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.

Berkeley College has teamed up with ProEducation Solutions using their automated verification software solution called ProVerifier+.

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 College 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, reviewed, and approved.

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 College (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 by completing a form, the 4506-T, which will provide your authorization for ProVerifier to retrieve your tax document directly from the IRS. If the IRS is unable to complete this request, you will need to obtain your tax transcript directly from the IRS by using their website or making an appointment at a local IRS Office.
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 College will be notified.
8. Reminder – there are some items that Berkeley College will be resolving with you directly. All requirements will be listed on your Self-Serve. There you will be guided to submit to Berkeley College via BerkBox or to go to your ProVerify Portal.

## Disbursement of Aid

Federal, state, and institutional aid and loans, for which a student is eligible to receive, 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

## 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 College applies Title IV aid to direct charges (tuition and fees) in the following order:

- Federal Parent Loans
- 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.

This policy is administered in accordance with 34 CFR § 668.164(h) – Title IV, HEA Credit Balances.

### Non-Title IV Credit Balance Refunds

The College will also refund credit balances resulting from institutional aid, state aid, private scholarships, or other non-Title IV funding sources. Such refunds will be processed in a timely manner following the creation of the credit balance.

### Future-Term Financial Aid

The College generally does not issue refunds based on anticipated or future-term financial aid that has not yet been disbursed and credited to a student's account.

### Exceptions

In rare and exceptional circumstances, the College reserves the right to authorize a refund before financial aid has been disbursed for a current semester. Such exceptions may be granted when doing so is determined to be in the best interest of the student and the College and when sufficient safeguards exist to protect institutional and federal funds.

### Appeals

Students seeking an exception to this policy may submit a written appeal. All appeals shall be reviewed by:

William Moya
Vice President, Student Finance & Institutional Effectiveness

The Vice President's decision regarding exceptions and appeals is final.

### Effective Date of Future Refunds Policy:

This policy is effective July 2026 and shall be reviewed periodically to ensure continued compliance with federal regulations and institutional practices.

## 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 ninth 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 nine of the semester.

## Other Financial Aid Refunds

Any aid other than federal Title IV funds that results in a credit balance on a student's account will be refunded to the student in accordance with applicable federal regulations, state requirements, and institutional policies. Such refunds will be processed within established timeframes following the creation of the credit balance.

The College maintains procedures to ensure that all credit balances are identified and resolved accurately, consistently, and in compliance with all applicable regulatory requirements.

## 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 2026-2027 standard academic year, the Federal Pell Grant Program provides awards of up to $7,395 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 College 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 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 may borrow Federal Direct and/or PLUS Loans directly from the U.S. Department of Education to assist in covering educational costs. Any loan taken out must be repaid through various loan servicers chosen by the U.S. Department of Education. Students/parents who borrow must complete a Master Promissory Note, a legal document in which the student/parent 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. More information can be found on StudentAid.gov. All first-time student borrowers must complete entrance counseling, which is available at https://studentaid.gov/entrance-counseling/. Please refer to the chart below for annual and aggregate loan limits. Loan amounts are calculated by the College based on enrollment status and need, as determined by federal formulas and college policy.

- **Federal Direct Subsidized Loan:** This loan is available to students who are enrolled at least half-time and have financial need. Effective July 1, 2026, through June 30, 2027, a fixed interest rate of **6.52** percent applies. The U.S. Department of Education pays the interest while the student is in school, during the 6-month grace period, and periods of deferment. All federal loans are charged a one-time

loan origination fee. Effective October 1, 2025, through September 30, 2027, the origination fee is 1.057%.

- **Federal Direct Unsubsidized Loan:** This loan is available to students who are enrolled at least half-time, regardless of financial need. The student is responsible for interest during the life of the loan. Effective July 1, 2026, through June 30, 2027, a fixed interest rate of **6.52** percent applies. Interest begins accruing on the loan at the time of disbursement until the loan is paid in full. All federal loans are charged a one-time loan origination fee. Effective October 1, 2025, through September 30, 2027, the origination fee is 1.057%.
- **Federal Direct Parent Loan for Undergraduate Students:** This loan is available to parents of dependent students who are enrolled at least half-time, regardless of need. The Department of Education requires a credit check for Parent Plus loans and is not looking for a high FICO score. Generally, parents are only denied due to adverse credit. The college can consider a student for additional Federal Direct Unsubsidized loans should the parent's credit be declined for the Parent PLUS loan. Parents are responsible for interest during the life of the loan. Effective July 1, 2026, through June 30, 2027, a fixed rate of **9.07** percent applies. Interest begins accruing on the loan at the time of disbursement until the loan is paid in full. All federal loans are charged a one-time loan origination fee. Effective October 1, 2025, through September 30, 2027, the origination fee is 4.228%. More information on how to apply for the Parent PLUS loan can be found at https://berkeleycollege.edu/admissions/tuition-financial-aid/fafsa/index.html. Effective for periods of enrollment on or after July 1, 2026, the total maximum annual amount per dependent student is $20,000 with an aggregate lifetime limit of $65,000 unless the student/parent qualifies for the Interim Exception.

- **Federal Student Loan Undergraduate Aggregate Limits:** Loans have annual and aggregate (total lifetime) limits that are the same for all students based on dependency status (see chart below).

Table 1. Federal Student Loan Undergraduate Aggregate Limits

| Annual Loan Limits | Year | Subsidized | Total |
|---|---|---|---|
| Dependent | First<br>0-29 credits earned | $3,500 | $5,500 |
| | Second<br>30-59 credits earned | $4,500 | $6,500 |
| | Third+<br>60+ credits earned | $5,500 | $7,500 |
| Independent | First<br>0-29 credits earned | $3,500 | $9,500 |
| | Second | $4,500 | $10,500 |

| Annual Loan Limits | Year | Subsidized | Total |
|---|---|---|---|
| | 30-59 credits earned | | |
| | Third+<br>60+ credits earned | $5,500 | $12,500 |
| **Aggregate Loan Limits** | | **Subsidized** | **Total** |
| Dependent Students | | $23,000 | $31,000 |
| Independent Students | | $23,000 | $57,500 |

**Interim Exception (Who Is Not Affected on July 1, 2026)**

Students and families may qualify for the interim exception, which allows continued borrowing under prior rules:

- Students who borrowed any Federal Direct Loan (Subsidized or Unsubsidized), or
- Parents who borrowed a Parent PLUS Loan for the student before July 1, 2026.

Students and families may continue to apply for and receive these loans up to the student's cost of attendance, minus other financial aid.

**Important Interim Exception Requirements**

- The Interim Exception is valid for up to three academic years *or* until the student completes their degree — whichever comes first.
- The student must remain continuously enrolled at Berkeley College:
  - At least 6 credits per semester for each semester (Fall/Winter/Spring).
  - A leave of absence will end eligibility under the Interim Exception.

**Schedule of Reduction (SOR) for Part-Time Students**

Effective for loans in the 2026-2027 award year, students must be registered for and successfully complete a total of 24 credits within their Borrower-Based Award Year (BBAY) in order to receive 100% of their annual Federal Direct Loan eligibility. The Interim Exception does not apply to the Schedule of Reduction (SOR).

At Berkeley College, students are assigned to BBAY cohorts, each consisting of two consecutive semesters. BBAYs may be structured as:

- Fall/Winter
- Winter/Spring
- Spring/Fall

Loan eligibility is reduced based on the number of credits for which a student is enrolled during each term of the BBAY as well as the total amount of credits registered for after loan disbursement for the entire BBAY.

Example 1: Part-Time Enrollment Across the BBAY

A first-year dependent student enrolled in a Fall/Winter BBAY registers for:

- 6 credits in Fall
- 9 credits in Winter
- Total BBAY credits: 15

Because the student is attempting fewer than 24 credits, loan eligibility is reduced as follows:

- Fall (6 of 24 credits = 25%)
  - $875 Subsidized
  - $250 Unsubsidized
- Winter (9 of 24 credits = 37.5%)
  - $1,312.50 Subsidized
  - $750 Unsubsidized

**Important Note on Course Drops After Disbursement**

If a student drops a course after the first loan disbursement, the College and the student may retain the full amount disbursed for that term. However, the remaining semester within the BBAY must be recalculated and reduced to reflect the reduced credit load.

Example 2: Course Drop After Full-Time Disbursement

A first-year dependent student enrolled in a Fall/Winter BBAY initially registers for:

- 12 credits in Fall
- 12 credits in Winter
- Total BBAY credits: 24

The student receives a full-time loan disbursement for Fall. After the disbursement, the student withdraws from a 3-credit Fall course, reducing Fall enrollment to 9 credits.

- The Fall disbursement remains unchanged.
- The Winter loan eligibility must be adjusted to account for the dropped credits.

As a result:

- Winter eligibility is reduced from
  12 credits (50% of annual loan eligibility)
  to
  9 credits (37.5% of annual loan eligibility)

This results in the student receiving 37.5% of the annual loan amount for Winter instead of 50%.

**Restoring Full Loan Eligibility**

If the student adds a 3-credit course in the Winter semester, total BBAY enrollment would be restored to 24 credits, calculated as follows:

- Fall: 12 credits (3 dropped after disbursement)
- Winter: 12 originally registered + 3 added credits
- Total BBAY credits: 24

Because the student meets the 24-credit minimum for the BBAY, the student would once again be eligible to receive the full annual loan amount.

Note: The same reduction rules and calculations apply to students who begin their BBAY as part-time students.

**Federal Supplemental Educational Opportunity Grants (FSEOG):** Federal regulations require that the awarding of FSEOG be to the neediest population. Accordingly, the College policy is to award FSEOG to eligible students who have a zero or less (it can go as low as negative 1500) on the Student Aid Index (SAI). The SAI is determined by a student completing the FAFSA. Students must also be a Pell recipient during the same award period that the FSEOG is being awarded. The FSEOG amounts are based on fund availability and can change for future cohorts. For the Spring 2026/Fall 2026 and Fall 2026/Winter 2027 cohorts, FSEOG awards are $200 for full-time students (12 credits or more) per semester and $75 for part-time students (fewer than 12 credits) per semester.

**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. This is because the student is in attendance, and only withdrawn students require an R2T4 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 (also known as enrollment verification) 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 after Session II has started, 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 = 48 days

Session II = 48 days

Total Denominator = 96 days

If a student attends all 48 days in Session 1 and three (3) days in Session II, then the numerator will be 51 (48 + 3 = 50). Thus the calculation will be 51 divided into 96 (48 + 48), 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 48 or 41.7%, which is the percentage of aid the student may keep.

Session I = 48 days

Total Denominator = 48 day

Student attends 20 days in Session I.

Fraction is 20/48, 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. If the student withdraws from Session I, then the denominator will be the days in the semester (There are no breaks during the 15-week semester, no additional days need to be excluded.).. The numerator is the number of days the student attended in Session I or the semester, whichever is longer.

Session I = 48 days

Semester = 104 days

Total Denominator = 105 days

Student attends 52 days (a few days after completing Session I). Fraction is 52/104 making the percentage of aid the student may keep 50%.

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 may submit an Intent to Return form to the Academic Advisement Department. Upon receiving the completed form, the College will not cancel the student’s Session II registration and will not be required to reduce financial aid or

perform the return of funds calculation. If, however, the student does not return to attend Session II, then the College will reduce the student's aid accordingly.

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. In addition, a student is exempt from an R2T4 calculation if they are registered for session courses only and then complete session I while withdrawing from session II. The new regulations exempt students who complete 49% of their scheduled days and session I is more than 49% of the scheduled days for a student only registered for session courses. These two waivers have been added to the ability for students to sign an intent to return. If a student separated in the middle of Session I and provided 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. More information can be found on Study Abroad with Berkeley College.

**Federal Aid to Native Americans:** Click for information on Grants for Native Americans, Alaska Natives, and Pacific Islanders.

**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 2026-2027 standard academic year are eligible for up to a $14,404 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.

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 2026-2027 year, TAG awards range from $4,352 to $14,404 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 2026-2027 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/Pages/TAG.aspx

**Summer TAG (Spring 2027):** New Jersey residents, who attend college at least part-time in an approved program at a New Jersey institution during the spring semester may be eligible for a “reduced” Summer TAG award for the Berkeley College spring semester. To be considered for a Summer TAG award, students must have received at least one full-time TAG payment during the award year.

Table 1. 2026-2027 Summer TAG Award.

| NJEI | FT: 12+ credits | TQT: 9-11 credits | HT: 6-8 credits |
|---|---|---|---|
| Under 1500 | $3,600 | $2,700 | $1,800 |

| NJEI | FT: 12+ credits | TQT: 9-11 credits | HT: 6-8 credits |
|---|---|---|---|
| 1500-2499 | $2,880 | $2,160 | $1,440 |
| 2500-3499 | $2,532 | $1,898 | $1,266 |
| 3500-4499 | $2,268 | $1,700 | $1,134 |
| 4500-5499 | $2,004 | $1,502 | $1,002 |
| 5500-6499 | $1,742 | $1,306 | $870 |
| 6500-7499 | $1,478 | $1,108 | $738 |
| 7500-8499 | $1,212 | $908 | $606 |
| 8500-9499 | $958 | $718 | $478 |
| 9500-10499 | $544 | $408 | $272 |

**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 (GUS) 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/Publications/GUSEnglishFlyer.pdf

**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; and (iii) are able to file an affidavit stating that they have filed an application to legalize their immigration status or will file an application as soon as they are 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.

Part-time TAP helps eligible New York residents, who are taking from 3 –11 credits, pay tuition at approved schools in New York State. The part-time TAP award, for 2026-2027, can be the prorated portion of the $5,665 regular TAP maximum (see proration table below). Because part-time TAP is a grant, it does not have to be paid back.

**IMPORTANT**: Please read the Berkeley College part-time TAP policy below.

## 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 any 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 that students can receive full-time TAP including 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, for full-time TAP, is when a student needs fewer than 12 credits in their final 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, or they can take the number of credits needed and receive the prorated amount of part-time TAP.

**Table of Credit Requirements for TAP Eligibility**

| **PROGRESSION OF SEMESTERS** | All Semesters prior to the last two semesters | Semester Prior to Final Semester<br>Minimum credits in Program of Study | Final Semester<br>Minimum credits in Program of Study |
|---|---|---|---|
| **Number of Credits in Program of Study Required*** | 12 | 6 | 1 |

*Full-time course load in the program of study always applies for full-time TAP and all other TAP regulations, such as remedial course work remain in effect.

- **Semester Prior to Final Semester -** Students must complete, with a letter grade, the coursework undertaken in the semester prior to their final semester of eligibility

and be on track to graduate in the final semester. An Incomplete “I” or Withdrawal “W” are not considered letter grades.

- **Final Semester** - If the student fails to complete the necessary course(s) or withdraws while using this provision to meet their 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 the 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;” and 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 College already having used 24 points would be treated as a third-year TAP recipient. See the Beneficial Placement Section below for more information.

**Pursuit of Program**

Program pursuit must be determined independently from satisfactory academic progress. A measure of effort 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 College 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 |

| 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 |
|---|---|---|---|
| 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 Satisfactory Academic Progress (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 at least these many credits | 0 | 3 | 9 | 18 | 30 | 45 |
| 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 |
| 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 fewer 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 many credits | 0 | 6 | 15 | 27 | 39 | 51 |
| 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 |

| 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 | 9 | 12 | 12 | 12 | 12 | 12 | 12 | 12 |

**Satisfactory Academic Progress (SAP)**

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 that impeded their academic performance have been resolved.

The 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 the 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 the 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 College, 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 College or changed from one Berkeley College 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 College, 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 College, 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.

**New York State Part-Time Students**

Effective for Fall 2024 students can now receive TAP as part-time students. As mentioned above, the maximum TAP for 2 semesters is $5,665. The NYS part-time proration table is as follows:

Partial TAP payment will be made for students taking 3-11 credits as shown below

**Points Accrual for Part-time Payments – Semester Schools**

| Credits | Percent of Full Award | Points Accrued |
|---|---|---|
| 3 | 25.00% | 1.5 |
| 4 | 33.34% | 2 |
| 5 | 41.67% | 2.5 |
| 6 | 50.00% | 3 |
| 7 | 58.34% | 3.5 |
| 8 | 66.67% | 4 |
| 9 | 75.00% | 4.5 |
| 10 | 83.34% | 5 |
| 11 | 91.67% | 5.5 |

For the first part-time TAP payment for a student who has never received TAP, there are no GPA requirements. However, after that, a student must maintain at least a 2.0 GPA in order to retain eligibility. This includes all continuing and transfer students.

**PURSUIT OF PROGRAM REQUIREMENTS FOR PART-TIME TAP**

To continue receiving Part-time TAP a student must complete and receive a grade in a percentage of the minimum part-time course load (3 credits) in each term an award is received. Grades such as “W”, “WF”, “WP” and any other grade that indicates a student did not complete the term are not acceptable for pursuit purposes.

| Year | Minimum percentage of credits attempted |
|---|---|
| 1 | 50% in each term |
| 2 | 75% in each term |
| 3 and after | 100% in each term |

The college will award part-time TAP to every eligible student.

- Students must be attempting 3-11 credits for the semester.
- Taxable income cannot exceed $125,000 for dependent students; $60,000 for married students with no dependents; $30,000 for independent single students with no dependents (all other NYS requirements listed in this catalog, also apply).

**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 fully 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. Maintaining continuous enrollment;
2. Earning a minimum of 30 credits (excludes remedial courses);
3. Remaining 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. Satisfying 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. NYS DREAM Act recipients must meet the same application requirements as non-DREAM Act applicants.

**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) formerly 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.

## Alternate Eligibility Path

This application is designed for students who are a U.S. citizen or eligible non-citizen, but at least one of the student’s family members who is a required FAFSA contributor is not a U.S. citizen or permanent resident.

New York State recognizes the concerns around the sensitivity of personal information students whose family members have a different immigration status may face when deciding whether or not to complete the FAFSA.

To address these concerns, NYS developed an alternate path for students to apply for state-funded financial aid, ensuring a secure, accessible, and equitable process that protects the privacy of personal information while providing support to those in need. To apply using the Alternate Eligibility Path click: https://nysdream.applyists.net/Account/LogOn

## Berkeley College Grants and Scholarships for students who started spring 2022 and prior

A continuing student means a student who has been enrolled at Berkeley College during or prior to the 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 College 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 after all federal and state grants and other resources are considered.

Open to: High school, adult, transfer students, and VA Benefit recipients.

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 fewer 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 or Associate Provost 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 fewer 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 discretionary and 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 (SAP) 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 after all federal and state grants and other resources are considered.

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.
- 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 after all federal and state grants and other resources are considered.

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 students including VA Benefit recipients.

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. Certificate and Continuing Education programs are not eligible.

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.

## 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, after all federal and state grants and other resources are considered, 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 3.5 or higher. If the student's cumulative GPA falls below 3.5, 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 3.5 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

## Interior Design Scholarship

Amount: Award amounts vary based on portfolio evaluation score.

Open to: High school students and adults, including VA Benefit recipients 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) after all federal and state grants and other resources are considered.

Open to: Adult, transfer students, and VA Benefit recipients

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 after all federal and state grant and other resources are considered 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

## 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

## 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 fully 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 (TOP Grant)

Amount: Up to 40% of tuition after all federal and state grants and other resources are considered

Open to: Transfer students including VA Benefit recipients

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 (TOP)**

| 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 after all federal and state grants and other resources are considered

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 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 College

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, NJ

Restrictions: No restrictions if eligibility criteria are met

Eligibility Requirements:

- Full-time enrollment in a degree program
- Must be a resident of Woodland Park, NJ

Renewability Requirements:

- Remain a resident student
- Maintain College GPA of 3.0 at the end of each standard academic year
- Maintain Satisfactory Academic Progress

## Berkeley College Grants and Scholarships for students who started fall 2022 and later

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 the fall 2022 semester.

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.

## Berkeley College Access Grant

Amount: Award varies based on extraordinary circumstances as determined by the College

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 an undergraduate degree program

Renewability Requirements:

- Determined by the College.

## Berkeley College Achievement Award

Amount: Full-time students can receive up to $8,000 per standard academic year based on GPA and date of application submission or readmitting effective date. 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 an undergraduate degree program
- High school or previous college cumulative GPA of 2.5 or higher (Berkeley College 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 fall 2022**
Admission application submitted or readmitting effective date on or **BEFORE** early deadline date for each term:

| Academic Term | 15-Week/Session I Deadline | Session II Deadline* |
|---|---|---|
| **Fall 2026** | Jun 15, 2026 | Aug 10, 2026 |
| **Winter 2027** | Oct 12, 2026 | Dec 7, 2026 |
| **Spring 2027** | Feb. 1, 2027 | Mar 29, 2027 |

*Session II students will be eligible effective Winter 2026.

| CGPA | Achievement | Total Yearly Merit Award |
|---|---|---|
| 3.0 + | $4000/$4000 | $8,000 |

| CGPA | Achievement | Total Yearly Merit Award |
|---|---|---|
| 2.76 - 2.99 | $3750/$3750 | $7,500 |
| 2.50 - 2.75 | $3500/$3500 | $7,000 |
| <2.50 | $0 | $0 |

**Part-Time Achievement, as of fall 2022**

| CGPA | Credits | Tuition Percentage |
|---|---|---|
| 2.50 + | 6-11 Credits | 15% of Tuition |
| 2.50 + | 3-5 Credits | 10% of Tuition |

**Full-Time Achievement for 12+ credit hours, as of fall 2022**
Admissions application submitted or readmitting effective date **AFTER** early deadline date set for each term.

| 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 fall 2022**
Admissions application submitted or readmitting effective date **AFTER** early deadline date set for each term.

| CGPA | Credits | Tuition Percentage |
|---|---|---|
| 2.50 + | 6-11 Credits | 15% of Tuition |
| 2.50 + | 3-5 Credits | 10% of Tuition |

## Berkeley College Alumni Legacy Scholarship

Amount: Up to 30% of tuition after all federal and state grants and other resources are considered

Open to: High school, adult, transfer students, and VA Benefit recipients

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 an undergraduate 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 Assistance Grant

Amount: Full-time students, not receiving any federal and state grants and other resources, can be awarded $1000 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 an undergraduate degree program

Renewability Requirements:

- Full-time students with a minimum of 2.0 GPA and not receiving any grants from other sources

## Berkeley College Athletic Grant

Amount: Grant amounts will vary.  All grants will be applied after all federal and state grants and other resources are considered.

Open to: Eligible student-athletes as determined at the discretion of the Berkeley College Athletic Department

Restrictions: May be combined with the Berkeley College Presidential Scholarship, Honor’s Scholarship, Achievement Award, International Grant and Berkeley TAP/TAG Grant. Cannot be combined with any other Berkeley College grants or scholarships.

Eligibility Requirements:

- Full-time enrollment in an undergraduate degree program
- Actively participate as a student-athlete on a Berkeley College team competing in both the North American Conference for Intercollegiate Athletics (NACIA) and the United States Collegiate Athletic Association (USCAA) Division I
- Demonstrate financial need as determined by the FAFSA
- Selection and recommendation for the grant is made at the discretion of the team’s Head Coach with the approval of the Director of Athletics/VP Student Development and Campus Life and the Director of Financial Aid, in accordance with Berkeley College policies and USCAA guidelines

Renewability Requirements:

- Maintain a Berkeley College cumulative GPA of 2.5 or higher at the end of each standard academic year.
- Successfully complete at least 24 credit hours during the previous academic year.
- Remain actively engaged and in good standing within their assigned athletic program, as verified by the Athletic Department and the Head Coach.
- Maintain continuous, consecutive term enrollment. Students who have been out for one full semester may be considered for eligibility upon readmission.
- Be in good standing regarding sportsmanship and conduct, in alignment with North American Conference for Intercollegiate Athletics (NACIA), the United States Collegiate Athletic Association (USCAA) and Berkeley College policies. This includes having no open or pending disciplinary cases and fulfilling any applicable sanctions as outlined in the Berkeley College Student Handbook and the North American Conference for Intercollegiate Athletics (NACIA) and the United States Collegiate Athletic Association (USCAA) Code of Conduct.

## Berkeley College Completion Grant

Amount: Award varies. Grant will be applied toward tuition after all federal and state grants.

Open to: Readmitted undergraduate students returning to Berkeley College after an absence of one semester or longer beginning with the fall 2026 semester (September 8, 2026).

Restrictions:

- Available only to readmitted students who are returning to complete a previously pursued Berkeley College undergraduate program.
- May not be combined with certain other Berkeley College institutional grants or scholarships, as determined by the College.

Eligibility Requirements:

- Must be readmitted to Berkeley College and enrolled full-time or part-time in an eligible undergraduate degree or certificate program.
- Must have earned 6 or more credits at Berkeley College.
- Must have a cumulative Berkeley College GPA of **2.0 or higher**.
- Must submit the Free Application for Federal Student Aid (FAFSA), if eligible to do so, and complete any required financial aid application requirements.
- Must demonstrate intent to continue toward degree or certificate completion.

Renewability Requirements:

- Must maintain continuous, consecutive term enrollment until the program is completed, unless otherwise approved by the College.
- Must maintain Satisfactory Academic Progress.

- Must remain in good academic standing and successfully progress toward program completion.
- Renewal is subject to continued eligibility and availability of funds.

## Berkeley College Corporate Learning Partnership

Amount: Up to 30% of tuition after all federal and state grants and other resources are considered.

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, including VA Benefit recipients.

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. Certificate and Continuing Education programs are not eligible.

Eligibility Requirements:

- Full-time or part-time enrollment in an undergraduate 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

## 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 in an undergraduate degree program
- 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

## Berkeley College Honors Scholarship

Amount: Up to 50% tuition, administrative fees, and technology fees, after all federal and state grants and other resources are considered based on high school GPA and review of transcript by the Honors Committee effective for Fall 2023 term.

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 3.5 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 International Grant

Amount: Award varies based on extraordinary circumstances as determined by the College

Open to: International students

Restrictions: No restrictions if eligibility criteria are met

Eligibility Requirements:

- Full-time enrollment in an undergraduate 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 a 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)

## Berkeley College Newark Promise Grant

Amount: Balance of tuition and fees after all federal and state grants have been applied.

Open to: High school, adult, transfer students, and VA Benefit recipients who are qualified residents of Essex County, NJ, attending the Berkeley College Newark campus as a full-time Associate’s degree student beginning with the fall 2023 semester (Tuesday, September 5, 2023). Qualified recipients can continue to receive this grant if they are NJ state residents, graduate and continue attending Berkeley College New Jersey or NJ Online as a full-time student in any Bachelor’s degree program beginning with the winter 2025 semester. Associate's degree students must be in one of the following programs:

- Business Administration-Management
- Health Services Management
- Information Technology Management
- Justice Studies-Criminal Justice
- Health Services Administration – Medical Insurance, Billing, and Coding
- Medical Assistant
- Health Sciences

Restrictions: Cannot be combined with any other Berkeley College grants or scholarships.

Eligibility Requirements:

- Satisfy Berkeley College admissions requirements and be accepted to the College.
- Have sufficient federal and state financial aid lifetime eligibility to complete an Associate’s degree.
- Complete a FAFSA each new aid year by January 1st and be eligible for the maximum Federal Pell Grant and the maximum NJ Tuition Aid Grant.
- Complete all federal and state verification requirements before the semester begins.
- Be a full#time student and maintain federal and state satisfactory academic progress each semester.
- Have valid proof of Essex County, NJ, residency at the time financial aid is determined.
- Must maintain full-time, continuous, consecutive term enrollment – you cannot regain eligibility upon readmission.

Renewability Requirements:

- Maintain full-time, continuous, consecutive term enrollment – you cannot regain eligibility upon readmission.
- Maintain federal and state satisfactory academic progress each semester.
- Completed FAFSA and complete all federal and state verification requirements before the semester begins.
- Must meet all federal, state, and Berkeley College deadlines. Please click here for NJ state deadlines: https://www.hesaa.org/Pages/StateDeadlinesNextAY.aspx

Students who complete their Associate's degree in Management, Information Technology Management, Health Services Administration/Management, and Justice Studies can complete their Bachelor's degree online or at the Woodland Park campus if they continue to meet the program criteria and have sufficient federal and state financial aid eligibility to complete a Bachelor's degree.

## Berkeley College New Jersey Opportunity Grant

Amount: Balance of tuition and fees after all federal and state grants have been applied

Open to: High school, adult, transfer students, and VA Benefit recipients who are qualified residents of New Jersey attending Berkeley College New Jersey as a full#time Associate's degree student beginning with the fall 2023 semester (September 5, 2023). Qualified recipients can continue to receive this grant if they graduate and continue attending Berkeley College New Jersey as a full-time student in a Bachelor's degree program beginning with the winter 2025 semester.

Restrictions: Cannot be combined with any other Berkeley College grants or scholarships.

Eligibility Requirements:

- Satisfy Berkeley College admissions requirements and be accepted to the College.
- Complete a FAFSA each new aid year by January 1 and be eligible for the maximum Federal Pell Grant and the maximum NJ Tuition Aid Grant.
- Have sufficient federal and state financial aid lifetime eligibility to complete an Associate's degree
- Complete all federal and state verification requirements before the semester begins
- Be a full#time student and maintain federal and state satisfactory academic progress each semester
- Have valid proof of NJ state residency at the time financial aid is determined
- Must maintain full-time, continuous, consecutive term enrollment – you cannot regain eligibility upon readmission

Renewability Requirements:

- Must maintain full-time, continuous, consecutive term enrollment – you cannot regain eligibility upon readmission
- Maintain federal and state satisfactory academic progress each semester

- Completed FAFSA and complete all federal and state verification requirements before the semester begins.
- Must meet all federal, state, and Berkeley College deadlines. Please click here for NJ state deadlines: https://www.hesaa.org/Pages/StateDeadlinesNextAY.aspx

## Berkeley College New York City Program Scholarship

Amount: Up to $4,530 per term, $9,060 a year. Not to exceed $43,500 toward tuition over the duration of an eligible Berkeley College Bachelor's degree program and $22,650 toward tuition for an eligible associate degree program. Award amounts are applied after all eligible federal and state grants and other resources are considered.

Open to: High school, adult, transfer students, and VA Benefit recipients who enroll full-time in an eligible undergraduate degree program at Berkeley College New York City beginning with the fall 2026 semester (September 8, 2026).

Restrictions: New York City campus only. May be combined with the Berkeley College Grant and Berkeley TAP Grant. Cannot be combined with any other Berkeley College grants or scholarships.

Eligibility Requirements:

- Full-time enrollment in one of the following undergraduate degree programs at Berkeley College New York City:
  - Fashion Merchandising & Management
  - Graphic Design
  - Interior Design
  - Justice Studies - Criminal Justice
- Must submit a FAFSA, when applicable

Renewability Requirements:

- Students must remain enrolled full-time in an eligible New York City program.
- Maintain federal and state satisfactory academic progress each semester.

## Berkeley College Presidential Scholarship

Amount: Each campus awards one student a full-tuition scholarship each academic year and all other eligible students may receive up to a 30% of tuition scholarship after all federal and state grants and other resources are considered. All awards are based on High School GPA.

Open to: High school, international students, and VA Benefit recipients

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 an undergraduate degree program
- First-time student

Renewability Requirements:

- Maintain Berkeley College cumulative 3.5 GPA
- Maintain Satisfactory Academic Progress
- Must maintain full-time, continuous, consecutive term enrollment. Cannot regain eligibility upon readmission.

## Berkeley College Project Graduation Grant

Amount: Undergraduate students who have two semesters or fewer 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 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 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 an undergraduate 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 an undergraduate 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 an undergraduate 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

## Berkeley College Dreamers TAP

Amount: 50% of tuition balance for full-time students and 25% of tuition balance for part-time students 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 or part-time enrollment in an undergraduate 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

## 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.

## Berkeley College Transfer Opportunity Program Grant (T.O.P. Grants)

Amount:

- Up to 30% of tuition (fall 2024 and prior) and after all federal and state grants and other resources are considered
- Up to 50% of tuition (winter 2025 and later) after all federal and state grants and other resources are considered

Open to: Transfer students including VA Benefit recipients

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
- Recipients who qualify for up to 30% must have received an Associate's degree from Berkeley College or a United States college
- Recipients who qualify for up to 50% must have received an Associate's degree from a United States college (other than Berkeley College)

Renewability Requirements:

- Must maintain a 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.) Please note: Table applies to recipients who receive up to 30%.

| GPA | Grant Percentage |
|---|---|
| Below 2.50 | Up to 20% |
| 2.50 - 4.00 | Up to 30% |

## Berkeley College Youth Empowerment Scholarship

Amount: Award amounts vary and are determined by the College based on participation in an approved Berkeley College youth summer program and available institutional funding. Awards may be applied toward tuition for eligible undergraduate degree programs at Berkeley College.

Open to: High School Students who successfully complete an approved Berkeley College youth summer program offered at any Berkeley College campus beginning with the spring 2026 semester (April 27, 2026).

Restrictions: The scholarship is available only to students who enroll in an undergraduate degree program at Berkeley College within the timeframe determined by the College following completion of the youth summer program.

Eligibility Requirements:

- Successful completion of a Berkeley College youth summer program designated as eligible for the Youth Empowerment Scholarship
- Admission to an undergraduate degree program at Berkeley College

- Enrollment at Berkeley College within the timeframe established by the College after program completion
- Compliance with all admissions and financial aid requirements

Renewability Requirements:

- Must maintain satisfactory academic progress as defined by Berkeley College
- Must maintain continuous enrollment at Berkeley College unless approved for a leave of absence
- Renewal and continuation of the award are subject to institutional policies and availability of funds

## CH35 Assistance Scholarship

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 an undergraduate 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

## Pay It Forward Scholarship

Amount: Up to $2,500 per term, $7,500 a year.  Not to exceed $20,000 over the length of the student's eligible Berkeley College degree program, off tuition after all federal and state grants and other resources are considered

Open to: New high school, adult, and transfer students, and New VA Benefit recipients beginning with the fall 2026 semester (September 8, 2026), who are enrolled full-time in an eligible Berkeley College degree program

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:

- Must apply and be accepted to Berkeley College.
- Must be enrolled full-time in an eligible Berkeley College degree program.

- Must be a family member or friend of a graduate, a currently enrolled Berkeley College student or a Berkeley College Associate. The name of the Berkeley College student/graduate/associate must be provided.
- Must submit a FAFSA (Free Application for Federal Student Aid)

Renewability Requirements:

- Must maintain Berkeley College cumulative GPA of 2.5 or higher at the end of each standard academic year
- Must maintain full-time continuous, consecutive term enrollment in an eligible degree program. Students may be considered for eligibility upon readmission after one full semester out.

## 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 an undergraduate 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

## 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 $25 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 College 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 (VA). 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.

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. Students must complete the Certification Request/Billing Agreement each semester.

## 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, electives, 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 includes 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 a student's 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 Saturdays to support student achievement. Students may access an array of resources to support their 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 to share ideas. Students can book one-on-one or

group tutoring appointments with peer tutors and/or professional tutors to discuss progress in their courses and work toward their academic goals. Sessions are available for course content, writing, and Canvas navigation/computer literacy. Students can also work individually with CAS staff to develop a plan for more effective learning strategies. The Speakeasy program, available at every campus, coaches students in public speaking skills so they can complete class presentations with confidence.

**Remote Services**

Center for Academic Success Tutoring Anywhere, or CAST Anywhere, is a remote tutoring service. One-on-one or virtual group tutoring sessions are available through an online platform, where students can interact with a tutor from any computer equipped with a camera and microphone. Students can also work individually with CAS staff to develop a plan for more effective learning strategies. WriteAid provides asynchronous feedback to students' Berkeley College email 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 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 may be scheduled in a variety of fields.

### Employment Opportunities

Berkeley College 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

### 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. The Berkeley College Veteran Resource Centers offer a comfortable, supportive environment where students can:

- Get information about Veterans Affairs (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 four Berkeley College campuses:

- New York City
- Newark
- Woodbridge
- Woodland Park

### Online Veterans Resource Center

In addition to our on-site centers, Berkeley College 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, this is a great way to connect with other veteran students and be an active part of the Berkeley College community. Many of the same support services are available to help students with a wide range of veterans' benefits and issues.

### Special Veterans' Activities

Berkeley College understands the importance of honoring our veterans. Each year, Berkeley College 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 their life. Serving as an opportunity to honor and remember, the project often helps families find peace. Families throughout the United States have participated.

**PTSD Awareness**
During the month of June the College has programming to raise PTSD support and research awareness along with, 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.

**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 participate in leadership roles. Several Berkeley College campuses have active club chapters, 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 (SVA)**
Student Veterans of America (SVA) 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.

**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, Sterile Processing Technician, and Surgical Technology certificate programs have their schedules created for them and must print them directly from Engage.

### Academic Advisement

Berkeley College considers academic advisement an essential part of the educational experience.  Academic Advisement is a collaborative relationship where both Academic Advisors and students share responsibility. Together, they develop sound educational plans aligned with the students' academic, career, and personal goals.

In keeping with the Berkeley College mission, the Academic Advisement Department commits to providing students with a comprehensive and supportive educational experience.

It is important for students to meet regularly with an Academic Advisor 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 their learning experience. Academic Advisement reserves the right to adjust students' schedules based on their degree requirements.

Students experiencing academic challenges should contact the Academic Advisement Department as soon as possible.

In an effort to facilitate academic success, Berkeley College has implemented progress reports designed to identify students experiencing academic difficulties. Those students are then referred to the appropriate department for 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, because such a change may affect their eligibility to remain enrolled at Berkeley College Online®.

## 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 from their previous postsecondary institution 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

Berkeley College school delivers refunds 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.

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- Administration
- Faculty
- Staff

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- Office of the President
- General Administration

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## School of Health Studies Faculty

**TBD**
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- Allied Health - Medical Faculty
- Nursing Faculty
- Allied Health - Surgical Faculty

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## School of Professional Studies Faculty

- 3D Digital Visualization Faculty
- Graphic Design Faculty
- Interior Design Faculty
- Justice Studies Faculty
- Legal Studies Faculty
- Media Communications Faculty

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## Staff

- Midtown Manhattan Staff
- Newark Staff
- Woodbridge Staff
- Woodland Park Staff
- Online Staff

**Midtown Manhattan Staff**

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Director, Counseling and Wellness - Sarah Friedland

Director, Center for Academic Success - Kelly Lanigan

Senior Director, Career Services - Jasmine Briggs-Rogers

Associate Vice President, Financial Aid - Alejandro Guiral

Senior Director, Student Accounts - Steven Figueiredo

Dean, Academic Advisement - Steven Bruenjes

Reference/Instruction Librarian - Lily Chin

New York Director, Graduate Admissions and Corporate Learning Partnerships - Randy Gómez

Director, Buildings and Grounds - Mike Binder

**Newark Staff**

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Vice President, Student Development and Campus Life - Sherrille Shabazz, EdD
Director, Counseling and Wellness - Sarah Friedland
Senior Director, Center for Academic Success - Tiffany Alderson
Senior Director, Institutional Assessment and Career Services - Michele Figueroa
Associate Vice President, Financial Aid - Alejandro Guiral
Senior Director, Student Accounts - Steven Figueiredo
Dean, Academic Advisement - Steven Bruenjes
Director, Adult Admissions - Mahogany Calizaire
Senior Director, Library - Hazar Turkmani
Senior Director, Physical Plant Operations, New Jersey - Carmelo Torres

**Woodbridge Staff**

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Career Counselor, Career Services - Rovena Passero
Associate Vice President, Financial Aid - Alejandro Guiral
Senior Director, Student Accounts - Steven Figueiredo
Dean, Academic Advisement - Steven Bruenjes
Admissions Associate, High School Admissions - Ricardo Taylor
Senior Director, Library - Hazar Turkmani
Senior Director, Physical Plant Operations, New Jersey - Carmelo Torres

**Woodland Park Staff**

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Director, Counseling and Wellness - Sarah Friedland

Director, Career Services - Ihor Andruch

Assistant Director, Career Services - Ronald Subia

Associate Vice President, Financial Aid - Alejandro Guiral

Senior Director, Student Accounts - Steven Figueiredo

Dean, Academic Advisement - Steven Bruenjes

Associate Vice President, High School Admissions - Carol Allen-Covino

Senior Director, Library - Hazar Turkmani

New Jersey Director, Corporate and Community Relations and Interim Director, Alumni Relations - Lynn Stamatelatos

Director, Buildings and Grounds - Mohammed Mohosin

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Director, Counseling and Wellness - Sarah Friedland
Director, Career Services - Ihor Andruch
Assistant Director, Career Services - Ronald Subia
Associate Vice President, Financial Aid - Alejandro Guiral
Senior Director, Student Accounts - Steven Figueiredo
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Director, Admissions - Rosanna Leto-Tani
Senior Director, Library - Hazar Turkmani

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732-750-1800

**WOODLAND PARK**
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Woodland Park, NJ 07424
973-278-5400

## New York Campus

**MIDTOWN MANHATTAN**
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## Online

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# Student Complaint Policy

## Purpose

The College aims to resolve student complaints promptly and fairly. This Policy prescribes the requirements for receiving, tracking and handling student complaints received by the College.

## Scope

This Policy applies to all Berkeley College faculty and staff who receive complaints from current or former students.

## Definitions

“Complaint” – Any written or oral expression of dissatisfaction from a student who alleges wrongdoing by the College (including an associate) which either (1) is accompanied by a request for resolution, change, or other action; or (2) raises a policy issue or reflects a pattern of activity that, by its nature, would be in Berkeley’s best interests to address. A complaint does not include, (a) general requests for information or questions; (b) minor misunderstandings that can be resolved by explanation; (c) “venting” or expressions of frustration not accompanied by some request for resolution, change, or other action; and (d) any matter that is not related to Berkeley College services, property, faculty or staff. If a student includes a complaint in an anonymous response to a survey, the College is not obligated to attempt to identify the student and/or begin an investigation based on such information.

“Complaints Coordinator” – One associate appointed by the Department head who shall be responsible for tracking and handling student complaints. Department heads shall appoint one additional alternate Complaints Coordinator.

## I. Departmental Processes

All College departments (including Schools) and Campus Operating Officers (“COOs”) shall create and implement processes for receiving, tracking and handling student complaints received by or referred to the department. Processes must include the following:

- Definition of a Complaint (in accordance with this Policy)
- Appointment of one primary Complaints Coordinator and one alternate principally responsible for handling complaints assigned to that department
- Identification of any associate, other than the department head, who has authority to approve the resolution of complaints of a specified nature
- Description of the workflow and/or process for handling student complaints from start to finish, including any specific processes for determining whether to refer a complaint to another department and an escalation process for serious matters

- Commitment to making a reasonable effort to resolve complaints in a prompt and fair manner, which may vary, depending upon the circumstances. If a complaint is reported anonymously, circumstances may prevent or limit the College's ability to investigate or respond. Appropriate action may be taken in response to an anonymous complaint to the extent that critical information is available or other circumstances (such as a high volume of similar complaints) validate the need for action.
- Description of how and where (for example, a shared drive, ImageNow drawer, etc.) the department (or COO) shall maintain appropriate complaint records/ documentation on behalf of the College, which shall include copies of all departmental student complaint processes; all significant correspondence, reports and memoranda (including email messages) concerning a complaint; and other pertinent records (Note: In appropriate instances, such records may be subject to the Student Records (FERPA) Policy.)

# II. Responsibility for Handling Particular Complaints

## A. Complaints Handled by the Departments That Receive Them First

Except as set forth below, the department that receives a complaint first shall presumptively be responsible for handling it and maintaining appropriate records. (For example, if the Financial Aid department receives a complaint related to financial aid, that department is responsible for handling the matter and maintaining the appropriate records.)

## B. Multi Department / Shared Complaints (Referral)

Some complaints may require input from multiple departments or could be handled better by a more appropriate department. In such instances, the department that receives the complaint first may refer it to a more appropriate department for handling. (For example, if a complaint about a federal student loan comes in through Enrollment Services via the 800line, Enrollment Services would refer that complaint directly to Financial Aid and (upon its acceptance of the referral) Financial Aid would assume responsibility for tracking and handling the complaint.)

If the department to which a complaint is referred agrees to handle the complaint, then the accepting department shall assume responsibility for handling that complaint. Otherwise, the department that originally received the complaint shall remain responsible for handling it.

**At all times, one specific department shall have primary responsibility for each open student complaint. The head of the administrative department (or, where applicable, a COO or designated academic official, respectively) that has primary responsibility for handling and documenting a complaint shall be responsible for compliance with this Policy.**

## C. Exclusions – Automatic Referrals

Certain types of complaints are subject to existing procedures that specify how and by which department they are handled. The following complaint types must be referred to and handled by the responsible persons or departments identified below. After referral of a complaint to the person or department identified below, the person or department accepting the referral shall assume responsibility for timely handling, tracking and record keeping with respect to that complaint.

**Complaint Types and Responsible Person(s) or Department**

| Complaint Type | Responsible Person(s) or Department |
|---|---|
| Title IX & VAWA (sexual harassment, sexual assault, domestic violence, dating violence, stalking, or sexual exploitation) | Title IX Coordinator or Deputy Title IX Coordinator |
| ADA (disability accommodations) | Director of Accessibility Services or ADA Coordinator |
| Technology, network, software, hardware | Information Systems (HelpDesk procedures or project request) |
| SAP Appeals | SAP Review Committee (with guidance from Academic Advisor) |
| Grade Appeals | Faculty-Chair/Director-Dean/Associate Provost (in accordance with Grade Appeals procedures) |
| Discrimination and Harassment based on protected class | Equal Opportunity Coordinators (designated in the Equal Opportunity Policy) |

# III. Assessment: Modifications and Improvements

## A. Departments

If a department identifies a persistent or severe problem with its processes or procedures as a result of information obtained from one or more student complaints, the Department head or the executive to whom the Department head reports may modify such processes or procedures as necessary, depending on the subject matter and circumstances.

### B. Institutional

If a persistent or severe problem is identified in connection with a College policy or departmental operating procedure as a result of information obtained from one or more student complaints, appropriate consideration should be given to modifying such policy or departmental procedure to address the issue. Any change in College policy or procedure shall be subject to approval from the President, or, if academic in nature, the Provost. Department heads (or COOs) shall be responsible for formulating and maintaining departmental operating procedures.

### C. Periodic Review of Policy

The Vice President, Student Development and Campus Life shall review this Policy at least annually; assess its continued effectiveness; and recommend any appropriate modifications of this Policy to Executive Management for consideration.

## IV. Compliance

Serious or repeated non-compliance with this Policy (or the processes relating to it) may be grounds for disciplinary action, up to and including termination of employment.

## V. Student Complaint Procedures

The College has implemented the following Student Complaint Procedures that students should follow to file a complaint, depending upon the nature of the complaint. These Student Complaint Procedures are also on the College website at https://berkeleycollege.edu/student-life/studentcomplaint-procedures/index.html

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, according to the Student Complaint Policy herein.

## Grade Appeals

A student wishing to appeal a course grade must submit a completed grade appeal eForm to the faculty member by the end of the first week of the academic term following posting of the disputed grade. The faculty member will respond to the student's appeal as soon as practical. All responses should be entered into the grade appeal eForm.

For additional information relating to grade appeals, see the Catalog, General Academic Policies.

## Academic Complaints

Complaints relating to academic matters other than grade appeals, academic probation and financial aid probation should be promptly presented to the appropriate faculty member and then, if necessary, the Department Chair or Division Director, and then

finally, the Associate Provost or Dean of the School. The decision of the Associate Provost or Dean of the School is final.

## Academic Integrity Policy

For complaints related to academic integrity or plagiarism, see the Catalog, Academic Integrity Policy (PDF).

## Satisfactory Academic Progress ("SAP")

For procedures regarding academic and financial aid probation and dismissal due to unsatisfactory academic progress, see the Catalog, Satisfactory Academic Progress.

## Equal Opportunity

For complaints related to (a) discrimination on the basis of sex, gender, gender identity or expression, sexual orientation, pregnancy and the status of being transgender; (b) discrimination or harassment on the basis of race, color, creed, religion, national origin, nationality, age, genetic characteristics, ancestry, mental or physical disability, veteran status, marital status, civil union or partnership status, alienage or citizenship status, atypical hereditary cellular or blood trait and any other classes protected by applicable state or local law; and (c) bullying among students, including but not limited to cyber-bullying, please see the Equal Opportunity Policy and Procedures (PDF).

## Title IX, VAWA, and NY 129-B

For complaints related to sexual harassment, sexual assault, domestic violence and dating violence, sexual exploitation, and stalking, please see the Title IX (and Non-Title IX) Sexual Harassment and Sexual Misconduct Policy (PDF). The College will handle inquiries and complaints of this nature according to the Title IX Sexual Harassment and Sexual Misconduct Procedures (PDF), or the Non-Title IX Sexual Harassment and Sexual Misconduct Procedures for Students (PDF), depending upon the nature or location of the alleged incident. These procedures include information pertaining to how to make a report or a complaint; rights and options; supportive/interim measures; investigation, adjudication, and appeal procedures; and potential sanctions.

## Accessibility Services

For complaints related to accommodation requests and/or Accessibility Services, please see the Accessibility Services page and the Accessibility Services Accommodation Policy for Students (PDF).

## Criminal Activity

If you witness an emergency situation, or the commission of a serious crime, or perceive a situation to be an immediate threat to your safety or the safety of others, or are a victim yourself, you should immediately dial "911" or call your local police department. You should also call the Berkeley College Public Safety Department, but

only after reporting the matter to the police. For more information, see the Conduct and Safety Policy (PDF).

## Student Records

For complaints related to student records and privacy rights afforded under the Family Educational Rights and Privacy Act ("FERPA") see the Student Records (FERPA) Policy (PDF).

## Computer Access & Technology

For complaints regarding technology and access-related issues, contact the Information Systems HelpDesk: Helpdesk@BerkeleyCollege.edu (973)-278-5400 Ext. 1540

## Other Non-Academic Complaints

Complaints relating to (a) suspension or dismissal for nonacademic reasons, other than conduct covered by the Equal Opportunity Policy (PDF) and/or the Title IX (and Non-Title IX) Sexual Harassment and Sexual Misconduct Policy (PDF); or (b) any matter other than grade appeals, academic matters, or appeals for academic and financial aid probation and dismissal due to unsatisfactory academic progress, must be presented in writing to the Campus Operating Officer within 10 business days. The Campus Operating Officer shall review the circumstances and action taken and may modify such action only where, in the judgment of the Campus Operating Officer, a failure to do so would result in a manifest injustice. In such matters, the decision of the Campus Operating Officer shall be final.

## Unavailability of Decision-Maker and Potential Conflicts of Interest

Whenever, in the sole discretion of the College, the official designated by these procedures as a decision-maker shall be unavailable or perceived by the College to have a potential conflict of interest that may unduly influence the investigation or determination of an Equal Opportunity or Title IX/Sexual Misconduct complaint, Academic Complaint or Non-Academic Complaint, the College may designate a substitute decision-maker.

## Examples of Complaint Types by Department and Procedure for Filing a Written Complaint

*Below are examples of complaint types and links to department contact information:*

Complaints Related To
Department
Complaints Related To
Department
Amending student records
Office of the Registrar

Financial Aid
Financial Aid
Billing; fees; account charges
Student Accounts Department
Student conduct
Student Development and Campus Life
Internships; career assistance
Career Services
Career Services Veterans' benefits; Veteran Affairs work-study program
Office of Military & Veteran Affairs
Resources; library-related services
Library
Tutoring
Center for Academic Success
Safety/security; criminal activity
Public Safety Department
Alumni communications; alumni career services
Office of Alumni Relations

Students who wish to file a written complaint for any of the complaint types listed above should use this eForm. All complaints submitted via this eForm will be logged and handled by the appropriate Department in a timely manner.

# Online Students Enrolled in Distance Education Across State Lines

Berkeley College is approved to offer online education programs and participate in the State Authorization Reciprocity Agreement ("SARA"). For a current list of SARA member states, see https://nc-sara.org/. Due to regulation of distance education, Berkeley College cannot accept residents of California or Massachusetts into its online courses or education programs.

For a description of NC-SARA's complaint procedures see https://www.nc-sara.org/sarastudent-complaints-0.

Note: NC-SARA's complaint process applies only to students enrolled in distance education across state lines.

# Online Students Enrolled in New York Programs

Students must first direct their complaint to Berkeley College for investigation and resolution. The College has implemented these Student Complaint Procedures to help students navigate the filing of a complaint. Students who wish to file a written complaint for any of the complaint types listed should use this eForm. All complaints submitted via this eForm will be logged and handled by the appropriate Department in a timely manner.

If the complaint remains unresolved after all institutional procedures have been exhausted, complaints may be directed to the SARA State Portal Entity. Students have two years from the date of the incident about which the complaint is made to appeal

to the SARA State Portal Entity. Complaints regarding grade appeals or conduct are subject to Berkeley College procedures and will not be addressed by the State Portal Entity.

**SARA State Portal Entity:**

Attn: Supervisor, Higher Education Programs
New York State Education Department
89 Washington Avenue
Albany, NY 12234
(518)-474-1551
IHEauthorize@nysed.gov

For more information, see https://www.nysed.gov/college-university-evaluation/sara-studentcomplaint-process.

# Online Students Enrolled in New Jersey Programs

Students must first direct their complaint to Berkeley College for investigation and resolution. The College has implemented these Student Complaint Procedures to help students navigate the filing of a complaint. Students who wish to file a written complaint for any of the complaint types listed should use this eForm. All complaints submitted via this eForm will be logged and handled by the appropriate Department in a timely manner.

If the complaint remains unresolved after all institutional procedures have been exhausted, complaints may be directed to the SARA State Portal Entity. Students have two years of the incident about which the complaint is made to appeal to the SARA State Portal Entity. Complaints regarding grade appeals or conduct are subject to Berkeley College procedures and will not be addressed by the State Portal Entity.

**SARA State Portal Entity:**

Attn: Director, Office of Licensure
New Jersey Office of the Secretary of Higher Education
20 W. State Street, 4th Floor
P.O. Box 542 Trenton, NJ 08625
(609)-984-3738
Eric.Taylor@oshe.nj.gov

For more information, see http://www.state.nj.us/highereducation/SARA.shtml and http://www.state.nj.us/highereducati on/OSHEComplaintInstructions.shtml.

For a description of NC-SARA's complaint procedures, see https://www.nc-sara.org/sarastudent-complaints-0.

# State Regulatory Information

Complaints that have exhausted Berkeley College's procedures and remain unresolved may be directed to the appropriate state agency.

New Jersey: Berkeley College is authorized by the Office of the Secretary of Higher Education ("OSHE"). See the OSHE complaint instructions and complaint form.

New York: Berkeley College is authorized by the New York State Board of Regents. See the Office of College and University Evaluation complaint instructions and complaint form.

# Accreditation Information

Berkeley College is accredited by the Middle States Commission on Higher Education ("MSCHE"), 1007 North Orange Street, 4th Floor, MB #166, Wilmington, DE 19801; 267-284-5011. Accreditation was last reaffirmed in June 2018. Complaints that have exhausted the institution's procedures may be directed to MSCHE. See the "How to File a Complaint with the Commission" instructions.