



2016-2017
UNDERGRADUATE
CATALOG

GRADUATE
TO A BETTER FUTURE

 **Berkeley College[®]**

Focused on Student Success for 85 Years

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

Berkeley College Overview

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

Our approach to career-focused education combines:

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



Today, Berkeley serves more than 8,000 students at eight campuses in New York and New Jersey plus Berkeley College Online®. Our programs, facilities, and resources are constantly expanding to meet professional market demands, but our focus remains the same: We strive to offer a wealth of resources and opportunities to help students **graduate to a better future**.

- **The Berkeley Advantage®**
- **Mission, Vision, and Values**
- **Accreditations and Approvals**
- **Campuses**
- **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 subsequent to the original publication of this catalog may be reflected here or elsewhere on the BerkeleyCollege.edu website.

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

*while the College is in operation



Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the
complete catalog.

Student Handbook

The Berkeley Advantage®

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

- A comprehensive array of degree and certificate programs that meet business and professional demands
- The flexibility of day, evening/weekend, and online classes
- More than \$64 million in Berkeley College grants and scholarships provided during the 2015-2016 award year
- A tuition freeze for students who meet continuous enrollment requirements
- An outstanding, supportive faculty with relevant professional experience
- Career Services specialists who identify and prepare students for career opportunities
- Valuable, practical career experience through internships, practicums, or job-related assignments
- Extensive network of employer contacts
- Free lifetime career assistance for graduates*

*while the College is in operation

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

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[Berkeley College Overview](#)

[Academic Programs](#)

[Academic Policies and Procedures](#)

[Admissions and Finances](#)

[Administration, Faculty, and Staff](#)

[Contact Us](#)



[Get a PDF of the complete catalog.](#)

[Student Handbook](#)

Mission, Vision, and Values

Mission Statement:

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

Vision:

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

Values:

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

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



Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

Accreditations and Approvals

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

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

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

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

The LPN to B.S.N. program is provisionally accredited by the New Jersey Board of Nursing (124 Halsey Street, Newark, NJ 07102; telephone: 973-504-6430; website:

www.njconsumeraffairs.gov/nur/Pages/default.aspx).

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

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

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

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

Berkeley College is approved by the New York State Education Department and the New Jersey Office of the Secretary of Higher Education to offer online education programs under the State Authorization Reciprocity Agreement ("SARA"). Colleges and universities that are SARA members may provide online education to residents of SARA member states. For a current list of SARA member states, see <http://nc-sara.org/>. SARA requires colleges to investigate and resolve complaints. For more information see the **Student Complaint Process**.

Online programs are subject to regulation in those states that do not participate in SARA. It is, therefore, essential that online students intending to change their state of residence should notify their Academic Advisor as soon as possible in advance, since such change may affect their eligibility to remain enrolled in the College.

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

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

Campuses

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

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

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

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

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

New York

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

New Jersey

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

Berkeley College Online®



Focused on Student Success for 85 Years

2016–2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

New York City (Midtown Manhattan)

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

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

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

The facilities and resources—classrooms, libraries, lounges, and more—are truly outstanding, and also include computer labs and wireless Internet access. Easily accessible by public transportation, the campuses are convenient to all five boroughs and the outlying suburbs. Museums, libraries, restaurants, and the finest in performing and visual arts provide access to world-class culture. The College can provide assistance with off-campus housing.



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**Berkeley College
Overview****Academic Programs****Academic Policies
and Procedures****Admissions and
Finances****Administration,
Faculty, and Staff****Contact Us**

**Get a PDF of the
complete catalog.**

Student Handbook

Brooklyn

255 Duffield Street, Brooklyn, NY

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

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





Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a **PDF** of the complete catalog.

Student Handbook

White Plains

99 Church Street, White Plains, NY

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

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



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Focused on Student Success for 85 Years

2016–2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a **PDF** of the
complete catalog.

Student Handbook

Dover

1 West Blackwell Street, Dover, NJ

In historic Morris County, the newly renovated Dover campus offers a comfortable setting that is extremely convenient. The location includes fully equipped nursing and patient care laboratories, simulated operating rooms, and modern medical laboratories. The building also contains classrooms, computer labs, a library, and a student lounge.

The campus is conveniently situated in the center of town near the train station. It is easily reached from Interstate 80; Routes 46, 10, and 15; and by public transportation. Many restaurants, stores, and services are available within easy walking distance.



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Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a **PDF** of the
complete catalog.

Student Handbook

Newark

536 Broad Street, Newark, NJ

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

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



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Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a **PDF** of the
complete catalog.

Student Handbook

Paramus

64 East Midland Avenue, Paramus, NJ

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



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Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a **PDF** of the
complete catalog.

Student Handbook

Woodbridge

430 Rahway Avenue, Woodbridge, NJ

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



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Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a **PDF** of the
complete catalog.

Student Handbook

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 ongoing “Woodland Park Renaissance” includes major renovations to the buildings and grounds:

- A new campus focal point greets visitors at the top of the mountain—a new glass atrium building houses an Admissions Visitor Center. Additions also include an expanded Student Center, dining services, new versatile classrooms, medical and computer labs, conference rooms, and small group meeting rooms.
- Students also benefit from an ultra modern library, Center for Academic Success, Berkeley Store, fitness room, and Veterans Resource Center.



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



Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook



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

Online Learning Worldwide – Access to Berkeley College's outstanding academic programs, support services, and online community is available on the Internet.

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

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

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

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

Minimum computer/software requirements

*while the College is in operation



Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

International Students

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

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



For more information

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

BerkeleyCollege.edu/international_students/index.htm

Or contact:

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



Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

Military and Veteran Students

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

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

Getting started

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

Academic assistance

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

Social support

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

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

Awards and acknowledgments

- Berkeley College named a 'Top 10 Military Friendly College' by *GI Jobs* magazine for 2017
- Berkeley College named a 'Best Online College for Veterans' by *US News & World Report*; 2014 and 2017
- Berkeley College named a 'Best for Vets' College by *Military Times* 2013, 2014, and 2017
- Berkeley College named a 'Military Friendly College' by *GI Jobs* magazine 2010-2014; 2016 and 2017
- Berkeley College named a 'Military Friendly College' by *Military Advanced Education* magazine 2010-2015 and 2017
- Berkeley College named a 'Top 10 Military Friendly College for Spouse' by *GI Jobs* magazine for 2017

Talk to us. We're here to help.

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

BerkeleyCollege.edu/military/





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

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

Academic Programs

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



DEGREES OFFERED

Berkeley College offers the following undergraduate programs of study:

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

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

PROGRAMS OF STUDY

Accounting

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

Design Management

- **B.B.A., Design Management**

Fashion Merchandising and Management

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

Financial Services

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

General Business

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

Graphic Design

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

Health Sciences

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

Health Services Management

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

Information Technology Management

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

Interior Design

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

International Business

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

Justice Studies - Criminal Justice

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

Legal Studies

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

Management

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

Marketing Communications

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

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

Medical Assistant

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

Medical Insurance, Billing, and Coding

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

National Security

- **B.S., National Security**

Nursing

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

Surgical Technology

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

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

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

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

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

[Berkeley College Academic Program Statistics](#) ↗

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

Programs of Study

DEGREES OFFERED

Berkeley College offers the following undergraduate programs of study:

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

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

PROGRAMS OF STUDY

Accounting

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

Design Management

- **B.B.A., Design Management**

Fashion Merchandising and Management

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

Financial Services

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

General Business

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

Graphic Design

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

Health Sciences

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

Health Services Management

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

Information Technology Management

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

Interior Design

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

International Business

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

Justice Studies - Criminal Justice

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

Legal Studies

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

Management

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

Marketing Communications

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

Medical Assistant

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

Medical Insurance, Billing, and Coding

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

National Security

- **B.S., National Security**

Nursing

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

Surgical Technology

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

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

The following programs are not offered to new students and are only available to continuing students currently enrolled in them:

Health Sciences

- **A.A.S., Health Sciences (Quarter System)**
- **Patient Care Technician Certificate (Quarter System)**
- **Surgical Processing Technician Certificate (Quarter System)**

Medical Assistant

- **A.A.S., Medical Assistant (Quarter System)**
- **Medical Assistant Certificate (Quarter System)**

Medical Insurance, Billing, and Coding

- **Medical Insurance, Billing, and Coding Certificate (Quarter System)**

Practical Nurse

- **Practical Nurse Certificate (Quarter System)**

Surgical Technology

- **A.A.S., Surgical Technology (Quarter System)**

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

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

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[Academic Programs](#)

[Academic Policies and Procedures](#)

[Admissions and Finances](#)

[Administration, Faculty, and Staff](#)

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New York State Education Department Registered Programs

The following programs are registered by the New York State Education Department (New York State Education Department, Office of College and University Evaluation, 5 North, 89 Washington Avenue, Albany, NY 12234, 518-474-2593). Enrollment in other than registered programs may jeopardize a student's eligibility for certain student aid awards.

HEGIS CODE	PROGRAM TITLE	DEGREE
5002	Business Administration - Accounting	A.A.S.
5004	Business Administration - Management	A.A.S.
5004	Marketing Communications	A.A.S.
5004	Fashion Merchandising and Management	A.A.S.
5003	Financial Services	A.A.S.
5299	Health Services Administration	A.A.S.
5213	Health Services Administration - Medical Insurance, Billing, and Coding	A.A.S.
5004	Information Technology Management	A.A.S.
5004	International Business	A.A.S.
5505	Justice Studies - Criminal Justice	A.A.S.
5099	Legal Studies	A.A.S.
5004	International Business	A.S.
0502	Accounting	B.B.A.
0506	Business Administration - Management	B.B.A.
0509	Marketing Communications	B.B.A.
0509	Fashion Merchandising and Management	B.B.A.
0504	Financial Services	B.B.A.
0501	General Business	B.B.A.
1202	Health Services Management	B.B.A.
0513	International Business	B.B.A.
0506	Information Technology Management	B.S.
2105	Justice Studies - Criminal Justice	B.S.
0599	Legal Studies	B.S.

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

[Berkeley College Academic Program Statistics](#)

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Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



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Larry L. Luig School of Business®

With a commitment to a career-focused education, the Larry L. Luig School of Business helps prepare students for the professional business world. A wide range of rigorous academic programs is developed and constantly updated to meet current marketplace demands. A qualified, supportive faculty brings both excellent academic credentials and relevant professional experience, providing students with a combination of in-depth classroom instruction and practical, hands-on learning. Students also have access to a wealth of support services and resources as they prepare for the opportunities and challenges of today's rapidly changing global business environment.



- **Accounting**
- **Fashion Merchandising and Management**
- **Financial Services**
- **General Business**
- **Health Services Management**
- **Information Technology Management**
- **International Business**
- **Management**
- **Marketing Communications**
- **Four-Year Combined B.B.A./M.B.A. Option**

The Larry L. Luig School of Business at Berkeley College has been awarded the status of Candidate for Accreditation by the International Assembly for Collegiate Business Education (IACBE) located at 11374 Strang Line Road in Lenexa, KS, USA.

The following programs are not offered to new students and are only available to continuing students currently enrolled in them:

Accounting

- **B.S., Accounting**

Business Administration

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

Fashion Merchandising and Management

- **B.S., Fashion Merchandising and Management**
- **B.S., Fashion Merchandising and Management with a Minor in International Business**
- **B.B.A., Fashion Merchandising and Management with a Minor in International Business in New Jersey**
- **B.B.A., Fashion Merchandising and Management with a Minor in International Business in New York**

Financial Services

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

Health Services

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



International Business

- **[B.S., International Business](#)**

Management

- **[B.S., Management](#)**

Marketing Communications

- **[B.S., Marketing Communications](#)**

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

[Berkeley College Academic Program Statistics](#) ↗

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



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Accounting

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

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

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

Benefit from:

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

Degree Programs

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

[Berkeley College Academic Program Statistics](#) ↗

[Berkeley College Overview](#)
[Academic Programs](#)
[Academic Policies and Procedures](#)
[Admissions and Finances](#)
[Administration, Faculty, and Staff](#)
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Business Administration - Accounting Associate in Applied Science Degree (A.A.S.)

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

ACC1112 Financial Accounting II

3

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

Prerequisite: ACC1111

ACC2201 Intermediate Accounting I

3

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

Prerequisite: ACC1112

ACC2202 Intermediate Accounting II

3

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

Prerequisite: ACC2201

ACC2240 Cost Accounting

3

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

Prerequisite: ACC1112

BUSINESS CORE COURSES

ACC1111 Financial Accounting I

3

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

BUS1101 Career and Business Essentials

3

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

BUS2293 Internship

3

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

Prerequisite: Departmental permission

CIS1115 Computer Applications

3

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

IBS2201 International Business

3

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

Prerequisite: BUS1101

MGT2220 Principles of Management

3

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

Prerequisite: BUS1101

MKT2220 Principles of Marketing

3

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

LIBERAL ARTS AND SCIENCE CORE COURSES
ENG1105 Writing and Research

3

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

ENG2205 Writing Through Literature

3

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

Prerequisite: ENG1105

HUM2225 Introduction to Ethics

3

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

MAT2212 Quantitative Methods

3

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

Prerequisite: CSK85 or placement-based score

MAT2215 Statistics I

3

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

SOC1123 Psychology of Adjustment

3

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

SOC2231 Human Relations

3

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

FREE ELECTIVES*

6

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

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

SAMPLE PROGRAM SEQUENCE

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

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

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

SAMPLE PROGRAM SEQUENCE

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

60 SEMESTER CREDITS
REQUIRED FOR GRADUATION

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

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

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

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

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

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

PROGRAM LEARNING OBJECTIVES

1. Reading and Written Communication: Students will demonstrate competent writing and reading throughout their programs of study.
2. Oral Communication: Students will demonstrate effective oral communication skills in both general and major-specific contexts.
3. Critical Analysis and Reasoning: Students will use critical analysis and reasoning, supported by knowledge and skills learned throughout their degree programs, to enhance personal and professional decision making:
 - Quantitative analysis and reasoning
 - Analysis and reasoning in the humanities, sciences, social sciences, and arts
 - Ethical analysis and reasoning
 - Reasoning in career-related contexts
4. Knowledge and Skills for Living in a Diverse Society: Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.
5. Information Literacy: Students will define and articulate their needs for information and access this information effectively and efficiently.
6. Integration of Learning: Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.
7. Students will be able to demonstrate appropriate knowledge in Accounting, Management, Marketing, and Information Management Systems.
8. Students will be able to construct coherent forms of written communication in their professional work.
9. Students will be able to compose and present effective oral presentations.
10. Students will be able to produce work that is clear, rational, and informed by evidence.
11. Students will be able to apply theories and techniques from their academic programs in the context of an internship or experiential project.
12. Students will be able to demonstrate appropriate content knowledge in Accounting.
13. Students will demonstrate critical thinking and problem solving when applying accounting principles and procedures.

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

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

[Berkeley College Overview](#)
[Academic Programs](#)
[Academic Policies and Procedures](#)
[Admissions and Finances](#)
[Administration, Faculty, and Staff](#)
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Accounting Bachelor of Business Administration Degree (B.B.A.)

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

ACC1112 Financial Accounting II

3

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

Prerequisite: ACC1111

ACC2201 Intermediate Accounting I

3

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

Prerequisite: ACC1112

ACC2202 Intermediate Accounting II

3

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

Prerequisite: ACC2201

ACC2240 Cost Accounting

3

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

Prerequisite: ACC1112

ACC3310 Advanced Accounting

3

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

Prerequisite: ACC2202

ACC3351 Federal Taxation I

3

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

Prerequisite: ACC2202

ACC4410 Auditing

3

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

Prerequisites: ACC3310, MAT2215

BUS3331 Business Law II

3

Provides an in-depth examination of the political, legal, ethical, and regulatory issues related to managerial decisions. Topics include commercial paper, real and personal property, creditors' rights and bankruptcy, agency, estate planning, and government regulations.

Prerequisite: BUS2231

ECO4401 International Economics

3

Introduces the commercial and financial relationships between the United States and the rest of the world. The course emphasizes the development of the international monetary system, including a detailed comparison of floating exchange rates with the workings of the gold standard and the Bretton Woods system.

Prerequisite: ECO2200

FIN4415 Principles of Finance II

3

Analysis of advanced corporate finance concepts, including investment criteria, the use of techniques/tools such as net present value, internal rate of return, risk and return, cost of capital, and long-term financial policy. Financing with derivatives, capital structure management, and corporate restructuring will also be considered.

Prerequisite: FIN3301

BUSINESS CORE COURSES

ACC1111 Financial Accounting I

3

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

BUS1101 Career and Business Essentials

3

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

BUS2231 Business Law I

3

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

BUS4483 Internship

3

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

Prerequisite: Departmental permission

CIS1115 Computer Applications

3

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

ECO2200 Principles of Economics 3

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

FIN3301 Principles of Finance I 3

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

Prerequisites: ACC1111, MAT2215

IBS2201 International Business 3

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

Prerequisite: BUS1101

MGT2220 Principles of Management 3

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

Prerequisite: BUS1101

MKT2220 Principles of Marketing 3

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

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

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

ENG2205 Writing Through Literature 3

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

Prerequisite: ENG1105

ENG3315 Advanced Writing 3

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

Prerequisite: ENG2205

HUM2225 Introduction to Ethics 3

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

MAT2212 Quantitative Methods 3

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

Prerequisite: CSK85 or placement-based score

MAT2215 Statistics I 3

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

SOC1123 Psychology of Adjustment 3

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

SOC2231 Human Relations 3

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

English Elective 3

Humanities Elective 3

Liberal Arts Electives 6

Mathematics/Science Elective 3

Science Elective 3

Social Science Elective 3

FREE ELECTIVES** 15

120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

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

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

SAMPLE PROGRAM SEQUENCE ⓘ

B.B.A., Accounting New Jersey Program Statistics ⓘ

B.B.A., Accounting New York Program Statistics ⓘ

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

SAMPLE PROGRAM SEQUENCE

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

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

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

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

PROGRAM LEARNING OBJECTIVES

1. Reading and Written Communication: Students will demonstrate competent writing and reading throughout their programs of study.
2. Oral Communication: Students will demonstrate effective oral communication skills in both general and major-specific contexts.
3. Critical Analysis and Reasoning: Students will use critical analysis and reasoning, supported by knowledge and skills learned throughout their degree programs, to enhance personal and professional decision making:
 - Quantitative analysis and reasoning
 - Analysis and reasoning in the humanities, sciences, social sciences, and arts
 - Ethical analysis and reasoning
 - Reasoning in career-related contexts
4. Knowledge and Skills for Living in a Diverse Society: Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.
5. Information Literacy: Students will define and articulate their needs for information and access this information effectively and efficiently.
6. Integration of Learning: Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.
7. Students will be able to demonstrate appropriate knowledge in Accounting, Management, Marketing, Global Dimensions of Business, Business Finance, the Legal Environment of Business, Economics, Business Ethics, Information Management Systems, Quantitative Methods/Statistics, Business Leadership, and Strategic Management.
8. Students will be able to construct coherent forms of written communication in their professional work.
9. Students will be able to compose and present effective oral presentations.
10. Students will be able to produce work that is clear, rational, and informed by evidence.
11. Students will be able to apply theories and techniques from their academic programs in the context of an internship or experiential project.
12. Students will be able to demonstrate appropriate content knowledge in Accounting.
13. Students will demonstrate critical thinking and problem solving when applying accounting principles and procedures.
14. Students will be able to perform, interpret, and communicate the results of financial statement analysis.

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

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

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



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Student Handbook

Fashion Merchandising and Management

Business with style.

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

Potential career paths include:

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

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

Benefit from:

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

Degree Programs

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

Berkeley College Academic Program Statistics

[Berkeley College Overview](#)
[Academic Programs](#)
[Academic Policies and Procedures](#)
[Admissions and Finances](#)
[Administration, Faculty, and Staff](#)
[Contact Us](#)



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

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

FAS1101 Introduction to the Fashion Business 3

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

FAS2230 Fashion Textiles for Apparel and Home 3

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

FAS2245 Merchandise Planning and Buying 3

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

FAS2261 Trend Analysis and Product Development 3

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

Prerequisites: FAS1101, FAS2230, MKT2220

Fashion Elective 3

BUSINESS CORE COURSES

ACC1111 Financial Accounting I 3

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

BUS1101 Career and Business Essentials 3

Explores the nature and scope of business, examines its component parts, and describes how it is organized and managed. Students learn about the internal and external forces that comprise our business and economic

system. This course covers career development and teaches practical techniques and strategies for success.

BUS2293 Internship

3

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

Prerequisite: Departmental permission

CIS1115 Computer Applications

3

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

IBS2201 International Business

3

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

Prerequisite: BUS1101

MGT2220 Principles of Management

3

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

Prerequisite: BUS1101

MKT2220 Principles of Marketing

3

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

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research

3

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

ENG2205 Writing Through Literature

3

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

Prerequisite: ENG1105

HUM2225 Introduction to Ethics

3

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

MAT2215 Statistics I

3

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

SOC1123 Psychology of Adjustment

3

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

SOC2231 Human Relations

3

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

Mathematics/Science Elective

3

FREE ELECTIVE

3

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

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

SAMPLE PROGRAM SEQUENCE 

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

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

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

SAMPLE PROGRAM SEQUENCE

	Semester Credits		Semester Credits
FIRST SEMESTER		THIRD SEMESTER	
FAS1101	3	FAS2245	3
CIS1115	3	IBS2201	3
BUS1101	3	MKT2220	3
SOC1123	3	SOC2231	3
ENG1105	3	HUM2225	3
SECOND SEMESTER		FOURTH SEMESTER	
FAS2230	3	BUS2293	3
ACC1111	3	FAS2261	3
MGT2220	3	Fashion Elective.....	3
ENG2205	3	Mathematics/Science Elective	3
MAT2215	3	Free Elective	3

60 SEMESTER CREDITS
REQUIRED FOR GRADUATION

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

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

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

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

PROGRAM LEARNING OBJECTIVES

1. Reading and Written Communication: Students will demonstrate competent writing and reading throughout their programs of study.
2. Oral Communication: Students will demonstrate effective oral communication skills in both general and major-specific contexts.
3. Critical Analysis and Reasoning: Students will use critical analysis and reasoning, supported by knowledge and skills learned throughout their degree programs, to enhance personal and professional decision making:
 - Quantitative analysis and reasoning
 - Analysis and reasoning in the humanities, sciences, social sciences, and arts
 - Ethical analysis and reasoning
 - Reasoning in career-related contexts
4. Knowledge and Skills for Living in a Diverse Society: Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.
5. Information Literacy: Students will define and articulate their needs for information and access this information effectively and efficiently.
6. Integration of Learning: Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.
7. Students will be able to demonstrate appropriate knowledge in Accounting, Management, Marketing, and Information Management Systems.
8. Students will be able to construct coherent forms of written communication in their professional work.
9. Students will be able to compose and present effective oral presentations.
10. Students will be able to produce work that is clear, rational, and informed by evidence.
11. Students will be able to apply theories and techniques from their academic programs in the context of an internship or experiential project.
12. Students will be able to analyze current business trends to cultivate a fashion organization in a global environment.
13. Students will be able to integrate the management and marketing processes to fashion merchandizing.

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

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

[Berkeley College Overview](#)
[Academic Programs](#)
[Academic Policies and Procedures](#)
[Admissions and Finances](#)
[Administration, Faculty, and Staff](#)
[Contact Us](#)



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

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

FAS1101 Introduction to the Fashion Business

3

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

FAS2230 Fashion Textiles for Apparel and Home

3

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

FAS2245 Merchandise Planning and Buying

3

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

FAS2261 Trend Analysis and Product Development

3

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

Prerequisites: FAS1101, FAS2230, MKT2220

FAS3335 Omni-Channel Retail Management

3

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

Prerequisites: FAS2261, MKT2220

FAS3365 Interactive Fashion Communication

3

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

Prerequisites: MKT2220, FAS2261

FAS4475 Fashion Innovation Capstone 3

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

Prerequisites: FAS2245, FAS2261, FAS3335

Fashion Electives* 12

BUSINESS CORE COURSES

ACC1111 Financial Accounting I 3

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

BUS1101 Career and Business Essentials 3

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

BUS2231 Business Law I 3

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

BUS4483 Internship 3

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

Prerequisite: Departmental permission

CIS1115 Computer Applications 3

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

ECO2200 Principles of Economics 3

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

FIN3301 Principles of Finance I 3

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

Prerequisites: ACC1111, MAT2215

IBS2201 International Business 3

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

Prerequisite: BUS1101

MGT2220 Principles of Management 3

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

Prerequisite: BUS1101

MKT2220 Principles of Marketing 3

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

LIBERAL ARTS AND SCIENCE CORE COURSES**

ENG1105 Writing and Research 3

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

ENG2205 Writing Through Literature 3

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

Prerequisite: ENG1105

ENG3315 Advanced Writing 3

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

Prerequisite: ENG2205

HUM2225 Introduction to Ethics 3

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

MAT2215 Statistics I 3

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

SOC1123 Psychology of Adjustment 3

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

SOC2231 Human Relations 3

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

English Elective	3
Humanities Elective	3
Liberal Arts Electives	6
Mathematics/Science Elective	3
Science Elective	3
Social Science Elective	3

FREE ELECTIVES	15
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120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

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

SAMPLE PROGRAM SEQUENCE 

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

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

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

SAMPLE PROGRAM SEQUENCE

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

120 SEMESTER CREDITS
REQUIRED FOR GRADUATION

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

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

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

PROGRAM LEARNING OBJECTIVES

1. Reading and Written Communication: Students will demonstrate competent writing and reading throughout their programs of study.
2. Oral Communication: Students will demonstrate effective oral communication skills in both general and major-specific contexts.
3. Critical Analysis and Reasoning: Students will use critical analysis and reasoning, supported by knowledge and skills learned throughout their degree programs, to enhance personal and professional decision making:
 - Quantitative analysis and reasoning
 - Analysis and reasoning in the humanities, sciences, social sciences, and arts
 - Ethical analysis and reasoning
 - Reasoning in career-related contexts
4. Knowledge and Skills for Living in a Diverse Society: Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.
5. Information Literacy: Students will define and articulate their needs for information and access this information effectively and efficiently.
6. Integration of Learning: Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.
7. Students will be able to demonstrate appropriate knowledge in Accounting, Management, Marketing, Global Dimensions of Business, Business Finance, the Legal Environment of Business, Economics, Business Ethics, Information Management Systems, Quantitative Methods/Statistics, Business Leadership, and Strategic Management.
8. Students will be able to construct coherent forms of written communication in their professional work.
9. Students will be able to compose and present effective oral presentations.
10. Students will be able to produce work that is clear, rational, and informed by evidence.
11. Students will be able to apply theories and techniques from their academic programs in the context of an internship or experiential project.
12. Students will be able to analyze current business trends to cultivate a fashion organization in a global environment.
13. Student will be able to integrate the management and marketing processes to fashion merchandizing.
14. Students will be able to demonstrate the ability to synthesize research related to the fashion industry.

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

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



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Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



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Student Handbook

Financial Services

Help others invest in a better future.

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

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

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

Benefit from:

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

Degree Programs

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

[Berkeley College Academic Program Statistics](#) ↗

[Berkeley College Overview](#)
[Academic Programs](#)
[Academic Policies and Procedures](#)
[Admissions and Finances](#)
[Administration, Faculty, and Staff](#)
[Contact Us](#)



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[Student Handbook](#)

Financial Services

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

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

ACC1113 Managerial Accounting

3

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

Prerequisite: ACC1111 or ACC1112

FIN2200 Introduction to Financial Services

3

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

Prerequisite: ACC1111

FIN2204 Financial Markets and Institutions

3

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

Prerequisite: FIN2200

FIN2220 Financial Literacy

3

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

BUSINESS CORE COURSES

ACC1111 Financial Accounting I

3

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

BUS1101 Career and Business Essentials

3

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

BUS2293 Internship

3

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

online projects.

Prerequisite: Departmental permission

CIS1115 Computer Applications 3

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

IBS2201 International Business 3

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

Prerequisite: BUS1101

MGT2220 Principles of Management 3

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

Prerequisite: BUS1101

MKT2220 Principles of Marketing 3

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

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research 3

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

ENG2205 Writing Through Literature 3

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

Prerequisite: ENG1105

HUM2225 Introduction to Ethics 3

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

MAT2212 Quantitative Methods 3

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

Prerequisite: CSK85 or placement-based score

MAT2215 Statistics I 3

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

SOC1123 Psychology of Adjustment

3

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

SOC2231 Human Relations

3

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

FREE ELECTIVES

6

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

SAMPLE PROGRAM SEQUENCE

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

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

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

SAMPLE PROGRAM SEQUENCE

		Semester Credits			Semester Credits
FIRST SEMESTER			THIRD SEMESTER		
BUS1101	Career and Business Essentials	3	ACC1113	Managerial Accounting.....	3
CIS1115	Computer Applications.....	3	FIN2200	Introduction to Financial Services	3
SOC1123	Psychology of Adjustment.....	3	MAT2212	Quantitative Methods	3
SOC2231	Human Relations	3	HUM2225	Introduction to Ethics	3
ENG1105	Writing and Research	3	MKT2220	Principles of Marketing.....	3
SECOND SEMESTER			FOURTH SEMESTER		
FIN2220	Financial Literacy.....	3	FIN2204	Financial Markets and Institutions.....	3
ACC1111	Financial Accounting I	3	MAT2215	Statistics I	3
MGT2220	Principles of Management.....	3	IBS2201	International Business	3
ENG2205	Writing Through Literature	3	BUS2293	Internship.....	3
	Free Elective	3		Free Elective	3

60 SEMESTER CREDITS
REQUIRED FOR GRADUATION

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

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

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

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

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

PROGRAM LEARNING OBJECTIVES

1. Reading and Written Communication: Students will demonstrate competent writing and reading throughout their programs of study.
2. Oral Communication: Students will demonstrate effective oral communication skills in both general and major-specific contexts.
3. Critical Analysis and Reasoning: Students will use critical analysis and reasoning, supported by knowledge and skills learned throughout their degree programs, to enhance personal and professional decision making:
 - Quantitative analysis and reasoning
 - Analysis and reasoning in the humanities, sciences, social sciences, and arts
 - Ethical analysis and reasoning
 - Reasoning in career-related contexts
4. Knowledge and Skills for Living in a Diverse Society: Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.
5. Information Literacy: Students will define and articulate their needs for information and access this information effectively and efficiently.
6. Integration of Learning: Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.
7. Students will be able to demonstrate appropriate knowledge in Accounting, Management, Marketing, and Information Management Systems.
8. Students will be able to construct coherent forms of written communication in their professional work.
9. Students will be able to compose and present effective oral presentations.
10. Students will be able to produce work that is clear, rational, and informed by evidence.
11. Students will be able to apply theories and techniques from their academic programs in the context of an internship or experiential project.
12. Students will be able to demonstrate appropriate content knowledge in Finance.
13. Students will be able to demonstrate the ability to apply, interpret, and communicate the results of applying contemporary financial services concepts, principles, and procedures to current financial planning needs.

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

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

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[Academic Programs](#)
[Academic Policies and Procedures](#)
[Admissions and Finances](#)
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Financial Services

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

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

ACC1113 Managerial Accounting

3

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

Prerequisite: ACC1111 or ACC1112

FIN2200 Introduction to Financial Services

3

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

Prerequisite: ACC1111

FIN2204 Financial Markets and Institutions

3

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

Prerequisite: FIN2200

FIN2220 Financial Literacy

3

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

FIN3305 Principles of Financial Planning

3

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

Prerequisites: FIN2204, MAT2212

FIN3315 Investment Planning

3

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

Prerequisite: FIN3305

FIN4400 Tax Planning

3

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

Prerequisite: FIN3305

FIN4415 Principles of Finance II 3

Analysis of advanced corporate finance concepts, including investment criteria, the use of techniques/tools such as net present value, internal rate of return, risk and return, cost of capital, and long-term financial policy. Financing with derivatives, capital structure management, and corporate restructuring will also be considered.

Prerequisite: FIN3301

FIN4425 Contemporary Issues in Financial Services 3

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

Prerequisites: FIN3315, FIN4400, FIN4415

Financial Services Electives*+ 6

BUSINESS CORE COURSES

ACC1111 Financial Accounting I 3

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

BUS1101 Career and Business Essentials 3

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

BUS2231 Business Law I 3

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

BUS4483 Internship 3

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

Prerequisite: Departmental permission

CIS1115 Computer Applications 3

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

ECO2200 Principles of Economics 3

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

FIN3301 Principles of Finance I 3

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

Prerequisites: ACC1111, MAT2215

IBS2201 International Business 3

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

Prerequisite: BUS1101

MGT2220 Principles of Management 3

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

Prerequisite: BUS1101

MKT2220 Principles of Marketing 3

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

LIBERAL ARTS AND SCIENCE CORE COURSES**

ENG1105 Writing and Research 3

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

ENG2205 Writing Through Literature 3

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

Prerequisite: ENG1105

ENG3315 Advanced Writing 3

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

Prerequisite: ENG2205

HUM2225 Introduction to Ethics 3

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

MAT2212 Quantitative Methods 3

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

Prerequisite: CSK85 or placement-based score

MAT2215 Statistics I 3

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

SOC1123 Psychology of Adjustment 3

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

SOC2231 Human Relations 3

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

English Elective 3

Humanities Elective 3

Liberal Arts Electives 6

Science Elective 3

Social Science Elective 3

FREE ELECTIVES+ 15

120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

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

FIN3310 Insurance Planning 3

FIN3315 Investment Planning 3

FIN4400 Tax Planning 3

FIN4405 Retirement Planning 3

FIN4410 Estate Planning 3

FIN4420 Comprehensive Financial Planning 3

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

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

SAMPLE PROGRAM SEQUENCE 

B.B.A., Financial Services New Jersey Program Statistics 

B.B.A., Financial Services New York Program Statistics 

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

SAMPLE PROGRAM SEQUENCE

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

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

THIRD SEMESTER		
ACC1113	Managerial Accounting.....	3
FIN2200	Introduction to Financial Services	3
MAT2212	Quantitative Methods	3
HUM2225	Introduction to Ethics	3
MKT2220	Principles of Marketing.....	3

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

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

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

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

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

120 SEMESTER CREDITS REQUIRED FOR GRADUATION

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

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

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

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

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

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

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

PROGRAM LEARNING OBJECTIVES

1. Reading and Written Communication: Students will demonstrate competent writing and reading throughout their programs of study.
2. Oral Communication: Students will demonstrate effective oral communication skills in both general and major-specific contexts.
3. Critical Analysis and Reasoning: Students will use critical analysis and reasoning, supported by knowledge and skills learned throughout their degree programs, to enhance personal and professional decision making:
 - Quantitative analysis and reasoning
 - Analysis and reasoning in the humanities, sciences, social sciences, and arts
 - Ethical analysis and reasoning
 - Reasoning in career-related contexts
4. Knowledge and Skills for Living in a Diverse Society: Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.
5. Information Literacy: Students will define and articulate their needs for information and access this information effectively and efficiently.
6. Integration of Learning: Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.
7. Students will be able to demonstrate appropriate knowledge in Accounting, Management, Marketing, Global Dimensions of Business, Business Finance, the Legal Environment of Business, Economics, Business Ethics, Information Management Systems, Quantitative Methods/Statistics, Business Leadership, and Strategic Management.
8. Students will be able to construct coherent forms of written communication in their professional work.
9. Students will be able to compose and present effective oral presentations.
10. Students will be able to produce work that is clear, rational, and informed by evidence.
11. Students will be able to apply theories and techniques from their academic programs in the context of an internship or experiential project.
12. Students will be able to demonstrate appropriate content knowledge in Finance.
13. Students will be able to demonstrate the ability to apply, interpret, and communicate the results of applying contemporary financial services concepts, principles, and procedures to current financial planning needs.
14. Students will be able to demonstrate the ability to develop an integrative personal financial plan.

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

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

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2016-2017 Undergraduate Catalog

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Student Handbook

General Business

Gain a broad base of powerful business knowledge.

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

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

Benefit from:

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

Degree Program

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

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

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

BUS4451 Business Strategy and Policy 3

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

Prerequisites: FIN3301, IBS2201, MGT2220, MKT2220

Business Electives* 6

Business Specialization Courses* 21

BUSINESS CORE COURSES

ACC1111 Financial Accounting I 3

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

BUS1101 Career and Business Essentials 3

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

BUS2231 Business Law I 3

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

BUS4483 Internship 3

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

Prerequisite: Departmental permission

CIS1115 Computer Applications 3

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

ECO2200 Principles of Economics	3
Introduces the core principles of micro and macroeconomic theory while emphasizing real-world personal, business, and governmental applications. Topics include tradeoffs and opportunity costs, gains from specialization and trade, supply and demand, the role of government in the economy, inflation and unemployment, and the monetary system of the United States.	
FIN3301 Principles of Finance I	3
Provides an overview of the fundamental principles relating to the study of finance, including theories and practices in financial management. Students become familiar with the financial organization and operation of a business. Topics include financial analysis, planning and control, budgeting and forecasting, and financing. Prerequisites: ACC1111, MAT2215	
IBS2201 International Business	3
Explores the diverse environment, management concerns, financial issues, and marketing questions faced by international business organizations. Students gain a heightened global awareness as they seek the knowledge and skills needed to function competitively in an increasingly interdependent world. Prerequisite: BUS1101	
MGT2220 Principles of Management	3
Examines operational theories of management under the functions of planning, organizing, staffing, directing, and controlling. Emphasizes the manager's role in creating and maintaining an internal environment for performance. Students discuss cases in detail. Prerequisite: BUS1101	
MKT2220 Principles of Marketing	3
Provides an introduction to the fundamental principles and practices in the marketing process. Provides a detailed study of each marketing mix tool (product, price, place, promotion) along with an introduction to marketing research and consumer behavior.	
<hr/>	
LIBERAL ARTS AND SCIENCE CORE COURSES**	
ENG1105 Writing and Research	3
An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.	
ENG2205 Writing Through Literature	3
Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres. Prerequisite: ENG1105	
ENG3315 Advanced Writing	3
Explores a wide variety of professional and creative writing modes, from personal profiles to blogging and beyond. Students build their reading, writing, and researching skills while reinforcing the fundamental concepts and current developments associated with the areas of their respective majors. Prerequisite: ENG2205	
HUM2225 Introduction to Ethics	3
Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.	

MAT2215 Statistics I 3

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

SOC1123 Psychology of Adjustment 3

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

SOC2231 Human Relations 3

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

English Elective 3

Humanities Elective 3

Liberal Arts Electives 6

Mathematics/Science Elective 3

Science Elective 3

Social Science Elective 3

FREE ELECTIVES 18**120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION**

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

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

SAMPLE PROGRAM SEQUENCE

B.B.A., General Business New Jersey Program Statistics

B.B.A., General Business New York Program Statistics

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

SAMPLE PROGRAM SEQUENCE

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

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

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

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

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

PROGRAM LEARNING OBJECTIVES

1. Reading and Written Communication: Students will demonstrate competent writing and reading throughout their programs of study.
2. Oral Communication: Students will demonstrate effective oral communication skills in both general and major-specific contexts.
3. Critical Analysis and Reasoning: Students will use critical analysis and reasoning, supported by knowledge and skills learned throughout their degree programs, to enhance personal and professional decision making:
 - Quantitative analysis and reasoning
 - Analysis and reasoning in the humanities, sciences, social sciences, and arts
 - Ethical analysis and reasoning
 - Reasoning in career-related contexts
4. Knowledge and Skills for Living in a Diverse Society: Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.
5. Information Literacy: Students will define and articulate their needs for information and access this information effectively and efficiently.
6. Integration of Learning: Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.
7. Students will be able to demonstrate appropriate knowledge in Accounting, Management, Marketing, Global Dimensions of Business, Business Finance, the Legal Environment of Business, Economics, Business Ethics, Information Management Systems, Quantitative Methods/Statistics, Business Leadership, and Strategic Management.
8. Students will be able to construct coherent forms of written communication in their professional work.
9. Students will be able to compose and present effective oral presentations.
10. Students will be able to produce work that is clear, rational, and informed by evidence.
11. Students will be able to apply theories and techniques from their academic programs in the context of an internship or experiential project.
12. Students will be able to demonstrate appropriate content knowledge in the functional areas of business.
13. Students will be able to think analytically. Students will be able to apply their business knowledge to a variety of settings.
14. Students will be able to interpret and evaluate various theoretical concepts and practical applications to improve organizational performance.

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

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



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**Berkeley College
Overview**

Academic Programs

**Academic Policies
and Procedures**

**Admissions and
Finances**

**Administration,
Faculty, and Staff**

Contact Us



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Student Handbook

Health Services Management

Help manage the business of health.

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

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

Benefit from:

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

Degree Programs

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

Berkeley College Academic Program Statistics ↕

[Berkeley College Overview](#)
[Academic Programs](#)
[Academic Policies and Procedures](#)
[Admissions and Finances](#)
[Administration, Faculty, and Staff](#)
[Contact Us](#)



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Health Services Administration

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

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

HEA1101 Foundations of Health Services 3

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

HEA2200 Medical Terminology 3

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

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

Any required traditional textbooks and 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 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.

HEA2203 Ethical and Legal Aspects of Health Services 3

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

HEA2205 Managed Care and Health Insurance 3

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

HEA2215 Health Communications 3

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

HEA2220 Management of Healthcare Delivery Services 3

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

Prerequisites: HEA1101, MGT2220

BUSINESS CORE COURSES

ACC1111 Financial Accounting I 3

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

BUS1101 Career and Business Essentials 3

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

BUS2293 Internship 3

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

Prerequisite: Departmental permission

CIS1115 Computer Applications 3

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

IBS2201 International Business 3

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

Prerequisite: BUS1101

MGT2220 Principles of Management 3

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

Prerequisite: BUS1101

MKT2220 Principles of Marketing 3

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

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research 3

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

ENG2205 Writing Through Literature 3

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

Prerequisite: ENG1105

HUM2225 Introduction to Ethics

3

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

MAT2215 Statistics I

3

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

SOC1123 Psychology of Adjustment

3

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

SOC2231 Human Relations

3

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

Mathematics/Science Elective

3

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

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

SAMPLE PROGRAM SEQUENCE

A.A.S., Health Services Administration New Jersey Program Statistics

A.A.S., Health Services Administration New York Program Statistics

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

SAMPLE PROGRAM SEQUENCE

	Semester Credits		Semester Credits
FIRST SEMESTER		THIRD SEMESTER	
BUS1101 Career and Business Essentials	3	HEA2203 Ethical and Legal Aspects of Health Services	3
CIS1115 Computer Applications	3	HEA2205 Managed Care and Health Insurance	3
SOC1123 Psychology of Adjustment	3	IBS2201 International Business	3
ENG1105 Writing and Research	3	MKT2220 Principles of Marketing	3
HEA1101 Foundations of Health Services	3	ENG2205 Writing Through Literature	3
SECOND SEMESTER		FOURTH SEMESTER	
HEA2200 Medical Terminology	3	BUS2293 Internship	3
ACC1111 Financial Accounting I	3	HEA2215 Health Communications	3
HUM2225 Introduction to Ethics	3	HEA2220 Management of Healthcare Delivery Services	3
MGT2220 Principles of Management	3	SOC2231 Human Relations	3
MAT2215 Statistics I	3	Mathematics/Science Elective	3

60 SEMESTER CREDITS
REQUIRED FOR GRADUATION

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

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

PROGRAM LEARNING OBJECTIVES

1. Reading and Written Communication: Students will demonstrate competent writing and reading throughout their programs of study.
2. Oral Communication: Students will demonstrate effective oral communication skills in both general and major-specific contexts.
3. Critical Analysis and Reasoning: Students will use critical analysis and reasoning, supported by knowledge and skills learned throughout their degree programs, to enhance personal and professional decision making:
 - Quantitative analysis and reasoning
 - Analysis and reasoning in the humanities, sciences, social sciences, and arts
 - Ethical analysis and reasoning
 - Reasoning in career-related contexts
4. Knowledge and Skills for Living in a Diverse Society: Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.
5. Information Literacy: Students will define and articulate their needs for information and access this information effectively and efficiently.
6. Integration of Learning: Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.
7. Students will be able to demonstrate appropriate knowledge in Accounting, Management, Marketing, and Information Management Systems.
8. Students will be able to construct coherent forms of written communication in their professional work.
9. Students will be able to compose and present effective oral presentations.
10. Students will be able to produce work that is clear, rational, and informed by evidence.
11. Students will be able to apply theories and techniques from their academic programs in the context of an internship or experiential project.
12. Students will be able to demonstrate knowledge of the key management concepts of health services management.

[Berkeley College Overview](#)
[Academic Programs](#)
[Academic Policies and Procedures](#)
[Admissions and Finances](#)
[Administration, Faculty, and Staff](#)
[Contact Us](#)



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

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

HEA1101 Foundations of Health Services 3

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

HEA2200 Medical Terminology 3

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

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

Any required traditional textbooks and 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 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.

HEA2203 Ethical and Legal Aspects of Health Services 3

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

HEA2205 Managed Care and Health Insurance 3

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

HEA2215 Health Communications 3

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

HEA2220 Management of Healthcare Delivery Services 3

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

Prerequisites: HEA1101, MGT2220

HEA3309 Health Services Finance 3

Introduces the foundations of financing health services in a dynamically changing environment. Topics include healthcare costs, reimbursement systems, insurance issues, the roles of budgeting and accounts, the multifunctionality of financial services within the health services industry, and trends in health services financing.

Prerequisites: FIN3301, HEA1101

HEA4410 Research Methods for Health Services 3

Develops an awareness of the various frameworks for technical writing and research in the health services field. This course emphasizes effective written communication and analytical skills in health services.

Prerequisites: ENG1105, HEA1101

HEA4440 Health Policy and Politics 3

Develops an awareness of the political processes available for the creation of rules, regulations, and laws affecting healthcare policies. Local, national, and global impacts of healthcare financing, health insurance, and healthcare reform upon individuals, communities, and nations are explored.

Prerequisite: HEA2220

HEA4470 Health Services Management Capstone 3

Requires students to examine and apply the most recent theories and current practices in the healthcare industry. Students are encouraged to develop the vision, problem-solving, and analytical skills essential for leadership in the healthcare environment.

Prerequisites: HEA2203, HEA2220, HEA3309

Health Services Electives* 6

BUSINESS CORE COURSES

ACC1111 Financial Accounting I 3

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

BUS1101 Career and Business Essentials 3

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

BUS2231 Business Law I 3

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

BUS4483 Internship 3

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

Prerequisite: Departmental permission

CIS1115 Computer Applications 3

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

Berkeley College's computer framework including Blackboard, content collection, and portfolio development.

ECO2200 Principles of Economics 3

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

FIN3301 Principles of Finance I 3

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

Prerequisites: ACC1111, MAT2215

IBS2201 International Business 3

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

Prerequisite: BUS1101

MGT2220 Principles of Management 3

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

Prerequisite: BUS1101

MKT2220 Principles of Marketing 3

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

LIBERAL ARTS AND SCIENCE CORE COURSES**

ENG1105 Writing and Research 3

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

ENG2205 Writing Through Literature 3

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

Prerequisite: ENG1105

ENG3315 Advanced Writing 3

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

Prerequisite: ENG2205

HUM2225 Introduction to Ethics 3

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

MAT2215 Statistics I 3

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

SOC1123 Psychology of Adjustment 3

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

SOC2231 Human Relations 3

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

English Elective 3

Humanities Elective 3

Liberal Arts/Science Electives 6

Mathematics/Science Elective 3

Science Elective 3

Social Science Elective 3

FREE ELECTIVES 12

120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

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

SAMPLE PROGRAM SEQUENCE 

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

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

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

SAMPLE PROGRAM SEQUENCE

	Semester Credits		Semester Credits
FIRST SEMESTER		FIFTH SEMESTER	
BUS1101 Career and Business Essentials	3	FIN3301 Principles of Finance I	3
CIS1115 Computer Applications.....	3	ENG3315 Advanced Writing	3
SOC1123 Psychology of Adjustment.....	3	Liberal Arts Elective.....	3
ENG1105 Writing and Research	3	Mathematics/Science Elective	3
HEA1101 Foundations of Health Services.....	3	Free Elective	3
SECOND SEMESTER		SIXTH SEMESTER	
HEA2200 Medical Terminology.....	3	HEA3309 Health Services Finance	3
ACC1111 Financial Accounting I	3	HEA4410 Research Methods for Health Services	3
HUM2225 Introduction to Ethics	3	Science Elective	3
MGT2220 Principles of Management.....	3	Humanities Elective	3
MAT2215 Statistics I.....	3	Liberal Arts Elective.....	3
THIRD SEMESTER		SEVENTH SEMESTER	
HEA2203 Ethical and Legal Aspects of Health Services.....	3	HEA4440 Health Policy and Politics.....	3
HEA2205 Managed Care and Health Insurance.....	3	Health Services Elective	3
IBS2201 International Business	3	Social Science Elective.....	3
MKT2220 Principles of Marketing.....	3	English Elective.....	3
ENG2205 Writing Through Literature	3	Free Elective	3
FOURTH SEMESTER		EIGHTH SEMESTER	
BUS2231 Business Law I.....	3	BUS4483 Internship.....	3
HEA2215 Health Communications	3	HEA4470 Health Services Management Capstone.....	3
HEA2220 Management of Healthcare Delivery Services.....	3	Health Services Elective	3
SOC2231 Human Relations	3	Free Electives	6
ECO2200 Principles of Economics	3		

120 SEMESTER CREDITS
REQUIRED FOR GRADUATION

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

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

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

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

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

PROGRAM LEARNING OBJECTIVES

1. Reading and Written Communication: Students will demonstrate competent writing and reading throughout their programs of study.
2. Oral Communication: Students will demonstrate effective oral communication skills in both general and major-specific contexts.
3. Critical Analysis and Reasoning: Students will use critical analysis and reasoning, supported by knowledge and skills learned throughout their degree programs, to enhance personal and professional decision making:
 - Quantitative analysis and reasoning
 - Analysis and reasoning in the humanities, sciences, social sciences, and arts
 - Ethical analysis and reasoning
 - Reasoning in career-related contexts
4. Knowledge and Skills for Living in a Diverse Society: Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.
5. Information Literacy: Students will define and articulate their needs for information and access this information effectively and efficiently.
6. Integration of Learning: Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.
7. Students will be able to demonstrate appropriate knowledge in Accounting, Management, Marketing, Global Dimensions of Business, Business Finance, the Legal Environment of Business, Economics, Business Ethics, Information Management Systems, Quantitative Methods/Statistics, Business Leadership, and Strategic Management.
8. Students will be able to construct coherent forms of written communication in their professional work.
9. Students will be able to compose and present effective oral presentations.
10. Students will be able to produce work that is clear, rational, and informed by evidence.
11. Students will be able to apply theories and techniques from their academic programs in the context of an internship or experiential project.
12. Students will be able to demonstrate knowledge of the key management concepts of health services management.
13. Students will be able to apply comprehensive health services management concepts within the framework of detailed business analysis.

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

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



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2016–2017 Undergraduate Catalog

**Berkeley College
Overview**

Academic Programs

**Academic Policies
and Procedures**

**Admissions and
Finances**

**Administration,
Faculty, and Staff**

Contact Us



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Information Technology Management

Combine information technology with business management to enhance your career potential.

Information technology plays a critical and growing role in organizational operations. Students in the Berkeley College Information Technology Management program build on an IT/Business core and may choose to concentrate in one of three areas:

- Network security
- Database management
- Web design

The program's unique focus on the management of technology effectively prepares students for successful careers in the dynamic and fast-paced information technology marketplace. Unlike programs that focus just on one or the other, this combination of business and technical savvy sets Berkeley graduates apart.

Benefit from:

- Learning how businesses use information technology resources to perform business functions and gain competitive advantage
- Working with current web, networking, and database technologies
- Integrating technical and business applications in course projects
- Exceptional faculty, including information technology professionals with industry experience
- Valuable, practical experience through program-related, faculty-monitored internships or job-related assignments
- Building a student portfolio of technology projects that will demonstrate competency in business applications to potential employers

Degree Programs

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

Berkeley College Academic Program Statistics ↕

[Berkeley College Overview](#)
[Academic Programs](#)
[Academic Policies and Procedures](#)
[Admissions and Finances](#)
[Administration, Faculty, and Staff](#)
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Information Technology Management Associate in Applied Science Degree (A.A.S.)

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

ITM1100 Introduction to Information Technology 3

Explores fundamental technical issues pertaining to computers and information technology. This course introduces hardware and software components of an information system and explores their mutual relationship, dependency, and historical evolution.

ITM2200 Introduction to Networking 3

Introduces underlying concepts of data communications, telecommunications, and networking. This course emphasizes terminology and technologies in networking environments and provides a general overview of the field of networking.

ITM2210 Introduction to Database Management 3

Provides an overview of the skills and knowledge necessary for the development and management of relational database systems. Topics include database creation, modeling structures, physical and logical components, accessing techniques, and SQL. Concepts are explored through the use of MS Access.

ITM2220 Introduction to Web Design and Graphics 3

Introduces students to concepts of a website structure, basic web page layout using text and multimedia, content management, and user experience. This course explores the essentials of conceptual design of web pages and basic Internet topics.

ITM2240 Information Systems Analysis and Design 3

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

Prerequisites: ITM2200, ITM2210, ITM2220

BUSINESS CORE COURSES

ACC1111 Financial Accounting I 3

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

BUS1101 Career and Business Essentials 3

Explores the nature and scope of business, examines its component parts, and describes how it is organized and

managed. Students learn about the internal and external forces that comprise our business and economic system. This course covers career development and teaches practical techniques and strategies for success.

BUS2293 Internship

3

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

Prerequisite: Departmental permission

CIS1115 Computer Applications

3

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

IBS2201 International Business

3

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

Prerequisite: BUS1101

MGT2220 Principles of Management

3

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

Prerequisite: BUS1101

MKT2220 Principles of Marketing

3

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

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research

3

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

ENG2205 Writing Through Literature

3

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

Prerequisite: ENG1105

HUM2225 Introduction to Ethics

3

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

MAT2215 Statistics I

3

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

SOC1123 Psychology of Adjustment

3

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

SOC2231 Human Relations

3

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

Liberal Arts Elective

3

Mathematics/Science Elective

3

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

SAMPLE PROGRAM SEQUENCE**[A.A.S., Information Technology Management New Jersey Program Statistics](#)****[A.A.S., Information Technology Management New York Program Statistics](#)**

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

SAMPLE PROGRAM SEQUENCE

	Semester Credits		Semester Credits
FIRST SEMESTER		THIRD SEMESTER	
BUS1101 Career and Business Essentials	3	ITM2210 Introduction to Database Management.....	3
CIS1115 Computer Applications.....	3	ITM2220 Introduction to Web Design and Graphics	3
SOC1123 Psychology of Adjustment.....	3	MKT2220 Principles of Marketing.....	3
SOC2231 Human Relations	3	IBS2201 International Business	3
ENG1105 Writing and Research	3	HUM2225 Introduction to Ethics	3
SECOND SEMESTER		FOURTH SEMESTER	
ITM2200 Introduction to Networking.....	3	MGT2220 Principles of Management.....	3
ACC1111 Financial Accounting I	3	ITM2240 Information Systems Analysis and Design	3
ITM1100 Introduction to Information Technology.....	3	BUS2293 Internship.....	3
ENG2205 Writing Through Literature	3	Mathematics/Science Elective	3
MAT2215 Statistics I.....	3	Liberal Arts Elective.....	3

60 SEMESTER CREDITS
REQUIRED FOR GRADUATION

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

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

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

PROGRAM LEARNING OBJECTIVES

1. Reading and Written Communication: Students will demonstrate competent writing and reading throughout their programs of study.
2. Oral Communication: Students will demonstrate effective oral communication skills in both general and major-specific contexts.
3. Critical Analysis and Reasoning: Students will use critical analysis and reasoning, supported by knowledge and skills learned throughout their degree programs, to enhance personal and professional decision making:
 - Quantitative analysis and reasoning
 - Analysis and reasoning in the humanities, sciences, social sciences, and arts
 - Ethical analysis and reasoning
 - Reasoning in career-related contexts
4. Knowledge and Skills for Living in a Diverse Society: Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.
5. Information Literacy: Students will define and articulate their needs for information and access this information effectively and efficiently.
6. Integration of Learning: Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.
7. Students will be able to demonstrate appropriate knowledge in Accounting, Management, Marketing, and Information Management Systems.
8. Students will be able to construct coherent forms of written communication in their professional work.
9. Students will be able to compose and present effective oral presentations.
10. Students will be able to produce work that is clear, rational, and informed by evidence.
11. Students will be able to apply theories and techniques from their academic programs in the context of an internship or experiential project.
12. Students will be able to demonstrate knowledge of the basic concepts of information technology management.
13. Students will demonstrate critical thinking and problem solving when applying Information Technology Management principles and procedures.

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

[Berkeley College Overview](#)
[Academic Programs](#)
[Academic Policies and Procedures](#)
[Admissions and Finances](#)
[Administration, Faculty, and Staff](#)
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Information Technology Management Bachelor of Science Degree (B.S.)

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

ITM1100 Introduction to Information Technology	3
<p>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.</p>	
ITM2200 Introduction to Networking	3
<p>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.</p>	
ITM2210 Introduction to Database Management	3
<p>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 SQL. Concepts are explored through the use of MS Access.</p>	
ITM2220 Introduction to Web Design and Graphics	3
<p>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.</p>	
ITM2240 Information Systems Analysis and Design	3
<p>Covers the analysis, planning, and development of information systems. This course explores the different phases and related activities of the system-development life cycle, and how system components should be implemented in solving defined business problems.</p> <p>Prerequisites: ITM2200, ITM2210, ITM2220</p>	
ITM4498 Capstone Senior Project	3
<p>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.</p> <p>Prerequisites: ITM1100, ITM2240</p>	
Information Technology Management Electives*	12

BUSINESS CORE COURSES

ACC1111 Financial Accounting I	3
---------------------------------------	---

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

BUS1101 Career and Business Essentials 3

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

BUS2231 Business Law I 3

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

BUS4483 Internship 3

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

Prerequisite: Departmental permission

CIS1115 Computer Applications 3

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

ECO2200 Principles of Economics 3

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

FIN3301 Principles of Finance I 3

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

Prerequisites: ACC1111, MAT2215

IBS2201 International Business 3

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

Prerequisite: BUS1101

MGT2220 Principles of Management 3

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

Prerequisite: BUS1101

MKT2220 Principles of Marketing 3

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

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research	3
An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.	
ENG2205 Writing Through Literature	3
Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres. Prerequisite: ENG1105	
ENG3315 Advanced Writing	3
Explores a wide variety of professional and creative writing modes, from personal profiles to blogging and beyond. Students build their reading, writing, and researching skills while reinforcing the fundamental concepts and current developments associated with the areas of their respective majors. Prerequisite: ENG2205	
HUM2225 Introduction to Ethics	3
Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.	
MAT2215 Statistics I	3
Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.	
SOC1123 Psychology of Adjustment	3
Explores the psychological principles involved in coping with the challenges of moving through changes in life stages and life circumstances. Topics include stress management, communication, time management, healthy relationships, positive thinking, conflict management, and balancing home, education, and work.	
SOC2231 Human Relations	3
Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.	
English Elective	3
Humanities Elective	3
Liberal Arts Electives**	24
Mathematics/Science Elective	3
Science Elective	3
Social Science Elective	3

120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

This program also requires online degree students only to obtain specific supplies, the cost of which totals approximately \$160.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/bs_information_technology_management_nj_statistics.htm and BerkeleyCollege.edu/gainful-employment/bs_information_technology_management_ny_statistics.htm.

SAMPLE PROGRAM SEQUENCE

[B.S., Information Technology Management New Jersey Program Statistics](#) 
[B.S., Information Technology Management New York Program Statistics](#) 

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

SAMPLE PROGRAM SEQUENCE

	Semester Credits		Semester Credits
FIRST SEMESTER		SIXTH SEMESTER	
BUS1101	Career and Business Essentials 3	Information Technology Management	
CIS1115	Computer Applications..... 3	Electives	6
SOC2231	Human Relations 3	Liberal Arts Electives	9
SOC1123	Psychology of Adjustment..... 3		
ENG1105	Writing and Research 3	SEVENTH SEMESTER	
SECOND SEMESTER		Information Technology Management	
ITM2200	Introduction to Networking 3	Elective	3
ACC1111	Financial Accounting I 3	English Elective.....	3
ITM1100	Introduction to Information Technology..... 3	Humanities Elective	3
ENG2205	Writing Through Literature..... 3	Liberal Arts Elective.....	3
MAT2215	Statistics I..... 3	Social Science Elective.....	3
THIRD SEMESTER		EIGHTH SEMESTER	
MKT2220	Principles of Marketing..... 3	ITM4498	Capstone Senior Project..... 3
IBS2201	International Business 3	BUS4483	Internship..... 3
ITM2210	Introduction to Database Management..... 3		Science Elective
ITM2220	Introduction to Web Design and Graphics 3		Liberal Arts Electives
HUM2225	Introduction to Ethics 3		6
FOURTH SEMESTER		120 SEMESTER CREDITS REQUIRED FOR GRADUATION	
MGT2220	Principles of Management..... 3	NOTE: 15 credits of Liberal Arts Electives must be at the 3000/4000 level. 12 credits of Information Technology Management Electives must be at the 3000/4000 level.	
ITM2240	Information Systems Analysis and Design 3		
	Mathematics/Science Elective 3		
	Liberal Arts Electives 6	This program also requires online degree students only to obtain specific supplies, the cost of which totals approximately \$160.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/bs_information_technology_management_nj_statistics.htm and BerkeleyCollege.edu/gainful-employment/bs_information_technology_management_ny_statistics.htm .	
FIFTH SEMESTER			
FIN3301	Principles of Finance I 3		
ECO2200	Principles of Economics 3		
BUS2231	Business Law I..... 3		
ENG3315	Advanced Writing 3		
	Information Technology Management		
	Elective		3

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

PROGRAM LEARNING OBJECTIVES

1. Reading and Written Communication: Students will demonstrate competent writing and reading throughout their programs of study.
2. Oral Communication: Students will demonstrate effective oral communication skills in both general and major-specific contexts.
3. Critical Analysis and Reasoning: Students will use critical analysis and reasoning, supported by knowledge and skills learned throughout their degree programs, to enhance personal and professional decision making:
 - Quantitative analysis and reasoning
 - Analysis and reasoning in the humanities, sciences, social sciences, and arts
 - Ethical analysis and reasoning
 - Reasoning in career-related contexts
4. Knowledge and Skills for Living in a Diverse Society: Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.
5. Information Literacy: Students will define and articulate their needs for information and access this information effectively and efficiently.
6. Integration of Learning: Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.
7. Students will be able to demonstrate appropriate knowledge in Accounting, Management, Marketing, Global Dimensions of Business, Business Finance, the Legal Environment of Business, Economics, Business Ethics, Information Management Systems, Quantitative Methods/Statistics, Business Leadership, and Strategic Management.
8. Students will be able to construct coherent forms of written communication in their professional work.
9. Students will be able to compose and present effective oral presentations.
10. Students will be able to produce work that is clear, rational, and informed by evidence.
11. Students will be able to apply theories and techniques from their academic programs in the context of an internship or experiential project.
12. Students will be able to demonstrate knowledge of the basic concepts of information technology management.
13. Students will demonstrate the ability to integrate IT knowledge and its applications toward resolving business issues.

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

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Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

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Student Handbook

International Business

Degrees designed to take you further.

To survive today, organizations must understand the effects and opportunities presented by globalization. In the Berkeley College International Business degree programs, students gain critical knowledge and experience to meet these challenges as they prepare for a variety of roles. Potential career paths include positions in various types of corporations, as well as government, non-government, and nonprofit organizations.

The International Business programs provide an integrated foundation in international trade, marketing, finance, and management that focuses on global business practices. In addition, students complete extended simulation projects running a global business and may participate in Model United Nations conferences with students from around the world.

Berkeley College International Business students graduate with more than just a college degree. To prepare students for the competitive job market, the programs offer a combination of:

- A strong International Business core
- Upper-level, discipline-specific courses
- Career management training

Benefit from:

- Learning a broad range of global business skills with the depth necessary to prepare for making critical decisions
- Upper-level electives for advanced study in International Business
- Career management preparation that begins in the first year of study
- The development of critical-thinking and problem-solving skills, as well as the ability to produce and present effective oral and written forms of communication
- Qualified faculty, many with doctorate degrees and global industrial, retail, commercial, nonprofit, and government experience
- Valuable, practical experience through program-related, faculty-monitored internships or job-related assignments
- A seamless transition between Associate's and Bachelor's degrees

Degree Programs

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

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[Berkeley College Overview](#)
[Academic Programs](#)
[Academic Policies and Procedures](#)
[Admissions and Finances](#)
[Administration, Faculty, and Staff](#)
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International Business

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

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

IBS2225 International Trade Policies and Practices 3

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

Prerequisite: IBS2201

IBS2230 International Marketing 3

Introduces concepts of marketing in an international setting. This course addresses the global issues that challenge marketers. Topics include techniques for entering and exploiting international markets, the elements of an international marketing mix, and the cultural influences on marketing management and strategies.

Prerequisites: IBS2201, MKT2220

IBS2240 International Management 3

Introduces the various aspects of international management. Topics include the challenges of managing international organizations, the impact of culture on organizations, and the management of cultural diversity at home and abroad.

Prerequisites: IBS2201, MGT2220

Business Electives 9

BUSINESS CORE COURSES

ACC1111 Financial Accounting I 3

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

BUS1101 Career and Business Essentials 3

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

BUS2293 Internship 3

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

Prerequisite: Departmental permission

CIS1115 Computer Applications 3

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

IBS2201 International Business 3

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

Prerequisite: BUS1101

MGT2220 Principles of Management 3

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

Prerequisite: BUS1101

MKT2220 Principles of Marketing 3

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

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research 3

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

ENG2205 Writing Through Literature 3

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

Prerequisite: ENG1105

HUM2225 Introduction to Ethics 3

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

MAT2215 Statistics I 3

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

SOC1123 Psychology of Adjustment 3

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

SOC2231 Human Relations

3

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

Mathematics/Science Elective

3

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

SAMPLE PROGRAM SEQUENCE **A.A.S., International Business New Jersey Program Statistics** **A.A.S., International Business New York Program Statistics** 

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

SAMPLE PROGRAM SEQUENCE

	Semester Credits		Semester Credits
FIRST SEMESTER		THIRD SEMESTER	
SOC2231 Human Relations	3	IBS2230 International Marketing.....	3
CIS1115 Computer Applications.....	3	ACC1111 Financial Accounting I	3
BUS1101 Career and Business Essentials	3	IBS2225 International Trade Policies and Practices	3
SOC1123 Psychology of Adjustment.....	3	HUM2225 Introduction to Ethics	3
ENG1105 Writing and Research	3	Business Elective.....	3
SECOND SEMESTER		FOURTH SEMESTER	
IBS2201 International Business	3	BUS2293 Internship.....	3
MKT2220 Principles of Marketing.....	3	IBS2240 International Management.....	3
MGT2220 Principles of Management.....	3	Mathematics/Science Elective	3
ENG2205 Writing Through Literature	3	Business Electives.....	6
MAT2215 Statistics I.....	3		

60 SEMESTER CREDITS
REQUIRED FOR GRADUATION

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

PROGRAM LEARNING OBJECTIVES

1. Reading and Written Communication: Students will demonstrate competent writing and reading throughout their programs of study.
2. Oral Communication: Students will demonstrate effective oral communication skills in both general and major-specific contexts.
3. Critical Analysis and Reasoning: Students will use critical analysis and reasoning, supported by knowledge and skills learned throughout their degree programs, to enhance personal and professional decision making:
 - Quantitative analysis and reasoning
 - Analysis and reasoning in the humanities, sciences, social sciences, and arts
 - Ethical analysis and reasoning
 - Reasoning in career-related contexts
4. Knowledge and Skills for Living in a Diverse Society: Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.
5. Information Literacy: Students will define and articulate their needs for information and access this information effectively and efficiently.
6. Integration of Learning: Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.
7. Students will be able to demonstrate appropriate knowledge in Accounting, Management, Marketing, and Information Management Systems.
8. Students will be able to construct coherent forms of written communication in their professional work.
9. Students will be able to compose and present effective oral presentations.
10. Students will be able to produce work that is clear, rational, and informed by evidence.
11. Students will be able to apply theories and techniques from their academic programs in the context of an internship or experiential project.
12. Students will be able to demonstrate knowledge of basic concepts of international business.
13. Students will demonstrate the ability to apply and analyze international business concepts.

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

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

**Berkeley College
Overview**
Academic Programs
**Academic Policies
and Procedures**
**Admissions and
Finances**
**Administration,
Faculty, and Staff**
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Student Handbook

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

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

IBS2225 International Trade Policies and Practices

3

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

Prerequisite: IBS2201

IBS2230 International Marketing

3

Introduces concepts of marketing in an international setting. This course addresses the global issues that challenge marketers. Topics include techniques for entering and exploiting international markets, the elements of an international marketing mix, and the cultural influences on marketing management and strategies.

Prerequisites: IBS2201, MKT2220

IBS2240 International Management

3

Introduces the various aspects of international management. Topics include the challenges of managing international organizations, the impact of culture on organizations, and the management of cultural diversity at home and abroad.

Prerequisites: IBS2201, MGT2220

BUSINESS CORE COURSES

ACC1111 Financial Accounting I

3

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

BUS1101 Career and Business Essentials

3

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

BUS2293 Internship

3

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

Prerequisite: Departmental permission

CIS1115 Computer Applications	3
Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel. This course provides an orientation to Berkeley College's computer framework including Blackboard, content collection, and portfolio development.	
IBS2201 International Business	3
Explores the diverse environment, management concerns, financial issues, and marketing questions faced by international business organizations. Students gain a heightened global awareness as they seek the knowledge and skills needed to function competitively in an increasingly interdependent world.	
Prerequisite: BUS1101	
MGT2220 Principles of Management	3
Examines operational theories of management under the functions of planning, organizing, staffing, directing, and controlling. Emphasizes the manager's role in creating and maintaining an internal environment for performance. Students discuss cases in detail.	
Prerequisite: BUS1101	
MKT2220 Principles of Marketing	3
Provides an introduction to the fundamental principles and practices in the marketing process. Provides a detailed study of each marketing mix tool (product, price, place, promotion) along with an introduction to marketing research and consumer behavior.	
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LIBERAL ARTS AND SCIENCE CORE COURSES	
ENG1105 Writing and Research	3
An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.	
ENG2205 Writing Through Literature	3
Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres.	
Prerequisite: ENG1105	
HUM2225 Introduction to Ethics	3
Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.	
MAT2215 Statistics I	3
Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.	
SOC1123 Psychology of Adjustment	3
Explores the psychological principles involved in coping with the challenges of moving through changes in life stages and life circumstances. Topics include stress management, communication, time management, healthy relationships, positive thinking, conflict management, and balancing home, education, and work.	
SOC2205 World Cultures	3
Introduces cultural anthropology. In order to better understand humanity, the course examines norms, values, and practices of a variety of cultures.	

SOC2231 Human Relations

3

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

Foreign Language Elective

3

Liberal Arts Elective

3

Mathematics/Science Elective

3

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

SAMPLE PROGRAM SEQUENCE**[A.S., International Business New Jersey Program Statistics](#)****[A.S., International Business New York Program Statistics](#)**

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

SAMPLE PROGRAM SEQUENCE

		Semester Credits			Semester Credits
FIRST SEMESTER			THIRD SEMESTER		
CIS1115	Computer Applications.....	3	IBS2225	International Trade Policies and Practices	3
BUS1101	Career and Business Essentials	3	SOC2205	World Cultures	3
SOC2231	Human Relations	3	ACC1111	Financial Accounting I	3
SOC1123	Psychology of Adjustment.....	3	IBS2230	International Marketing.....	3
ENG1105	Writing and Research	3	HUM2225	Introduction to Ethics	3
SECOND SEMESTER			FOURTH SEMESTER		
IBS2201	International Business	3	IBS2240	International Management.....	3
MKT2220	Principles of Marketing.....	3	BUS2293	Internship.....	3
MGT2220	Principles of Management.....	3		Mathematics/Science Elective	3
ENG2205	Writing Through Literature	3		Liberal Arts Elective.....	3
MAT2215	Statistics I.....	3		Foreign Language Elective	3

60 SEMESTER CREDITS
REQUIRED FOR GRADUATION

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

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

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

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

PROGRAM LEARNING OBJECTIVES

1. Reading and Written Communication: Students will demonstrate competent writing and reading throughout their programs of study.
2. Oral Communication: Students will demonstrate effective oral communication skills in both general and major-specific contexts.
3. Critical Analysis and Reasoning: Students will use critical analysis and reasoning, supported by knowledge and skills learned throughout their degree programs, to enhance personal and professional decision making:
 - Quantitative analysis and reasoning
 - Analysis and reasoning in the humanities, sciences, social sciences, and arts
 - Ethical analysis and reasoning
 - Reasoning in career-related contexts
4. Knowledge and Skills for Living in a Diverse Society: Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.
5. Information Literacy: Students will define and articulate their needs for information and access this information effectively and efficiently.
6. Integration of Learning: Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.
7. Students will be able to demonstrate appropriate knowledge in Accounting, Management, Marketing, and Information Management Systems.
8. Students will be able to construct coherent forms of written communication in their professional work.
9. Students will be able to compose and present effective oral presentations.
10. Students will be able to produce work that is clear, rational, and informed by evidence.
11. Students will be able to apply theories and techniques from their academic programs in the context of an internship or experiential project.
12. Students will be able to demonstrate knowledge of basic concepts of international business.
13. Students will be able to communicate clearly international business concepts.

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

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[Academic Programs](#)
[Academic Policies and Procedures](#)
[Admissions and Finances](#)
[Administration, Faculty, and Staff](#)
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International Business

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

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

IBS2225 International Trade Policies and Practices

3

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

Prerequisite: IBS2201

IBS2230 International Marketing

3

Introduces concepts of marketing in an international setting. This course addresses the global issues that challenge marketers. Topics include techniques for entering and exploiting international markets, the elements of an international marketing mix, and the cultural influences on marketing management and strategies.

Prerequisites: IBS2201, MKT2220

IBS2240 International Management

3

Introduces the various aspects of international management. Topics include the challenges of managing international organizations, the impact of culture on organizations, and the management of cultural diversity at home and abroad.

Prerequisites: IBS2201, MGT2220

IBS3341 International Banking and Finance

3

Provides an introduction to international banking, financial markets, global government, and private financial institutions. This course covers the financial functions that multinational corporations, government agencies, and other organizations use in their funding and investment activities.

Prerequisites: IBS2201, FIN3301

IBS4440 International Strategic Management

3

Integrates the concepts and practices of using the various functional areas of business to build and consolidate a sustainable competitive advantage in the global arena. This course examines the framework needed for the successful formulation of a corporate mission and global corporate strategies.

Prerequisites: IBS2225, IBS2240, IBS3341

IBS4450 International Business Simulation

3

Utilizes a robust simulation model to expose students to the complexities of managing a business in the global environment. Students develop expertise by creating various scenarios. 'Venture Strategy' provides a realistic visual environment, multimedia content, and built-in tools for real-time team collaboration.

Prerequisites: IBS2225, IBS2240, IBS3341

Business/Management Elective	3
International Business Electives*	12

BUSINESS CORE COURSES
ACC1111 Financial Accounting I 3

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

BUS1101 Career and Business Essentials 3

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

BUS2231 Business Law I 3

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

BUS4483 Internship 3

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

Prerequisite: Departmental permission

CIS1115 Computer Applications 3

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

ECO2200 Principles of Economics 3

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

FIN3301 Principles of Finance I 3

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

Prerequisites: ACC1111, MAT2215

IBS2201 International Business 3

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

Prerequisite: BUS1101

MGT2220 Principles of Management 3

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

Prerequisite: BUS1101

MKT2220 Principles of Marketing	3
Provides an introduction to the fundamental principles and practices in the marketing process. Provides a detailed study of each marketing mix tool (product, price, place, promotion) along with an introduction to marketing research and consumer behavior.	
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LIBERAL ARTS AND SCIENCE CORE COURSES**	
ENG1105 Writing and Research	3
An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.	
ENG2205 Writing Through Literature	3
Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres. Prerequisite: ENG1105	
ENG3315 Advanced Writing	3
Explores a wide variety of professional and creative writing modes, from personal profiles to blogging and beyond. Students build their reading, writing, and researching skills while reinforcing the fundamental concepts and current developments associated with the areas of their respective majors. Prerequisite: ENG2205	
HUM2225 Introduction to Ethics	3
Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.	
MAT2215 Statistics I	3
Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.	
SOC1123 Psychology of Adjustment	3
Explores the psychological principles involved in coping with the challenges of moving through changes in life stages and life circumstances. Topics include stress management, communication, time management, healthy relationships, positive thinking, conflict management, and balancing home, education, and work.	
SOC2231 Human Relations	3
Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.	
English Elective	3
Humanities Elective	3
Liberal Arts Electives	6
Mathematics/Science Elective	3
Science Elective	3

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

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

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

SAMPLE PROGRAM SEQUENCE 

B.B.A., International Business New Jersey Program Statistics 

B.B.A., International Business New York Program Statistics 

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

SAMPLE PROGRAM SEQUENCE

	Semester Credits		Semester Credits
FIRST SEMESTER		FIFTH SEMESTER	
CIS1115 Computer Applications.....	3	FIN3301 Principles of Finance I.....	3
BUS1101 Career and Business Essentials	3	International Business Electives	6
SOC1123 Psychology of Adjustment.....	3	Free Electives.....	6
SOC2231 Human Relations	3		
ENG1105 Writing and Research	3	SIXTH SEMESTER	
SECOND SEMESTER		IBS3341 International Banking and Finance	3
IBS2201 International Business	3	International Business Electives	6
MKT2220 Principles of Marketing.....	3	Free Electives.....	6
MGT2220 Principles of Management.....	3	SEVENTH SEMESTER	
ENG2205 Writing Through Literature	3	IBS4440 International Strategic Management	3
MAT2215 Statistics I.....	3	English Elective.....	3
THIRD SEMESTER		Humanities Elective	3
IBS2225 International Trade Policies and Practices	3	Liberal Arts Elective	3
IBS2230 International Marketing.....	3	Science Elective.....	3
ACC1111 Financial Accounting I	3	EIGHTH SEMESTER	
HUM2225 Introduction to Ethics	3	IBS4450 International Business Simulation.....	3
Business/Management Elective	3	BUS4483 Internship.....	3
FOURTH SEMESTER		Social Science Elective.....	3
IBS2240 International Management.....	3	Liberal Arts Elective	3
ECO2200 Principles of Economics	3	Free Elective	3
BUS2231 Business Law I.....	3		
ENG3315 Advanced Writing	3	120 SEMESTER CREDITS REQUIRED FOR GRADUATION	
Mathematics/Science Elective	3		

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

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

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

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

PROGRAM LEARNING OBJECTIVES

1. Reading and Written Communication: Students will demonstrate competent writing and reading throughout their programs of study.
2. Oral Communication: Students will demonstrate effective oral communication skills in both general and major-specific contexts.
3. Critical Analysis and Reasoning: Students will use critical analysis and reasoning, supported by knowledge and skills learned throughout their degree programs, to enhance personal and professional decision making:
 - Quantitative analysis and reasoning
 - Analysis and reasoning in the humanities, sciences, social sciences, and arts
 - Ethical analysis and reasoning
 - Reasoning in career-related contexts
4. Knowledge and Skills for Living in a Diverse Society: Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.
5. Information Literacy: Students will define and articulate their needs for information and access this information effectively and efficiently.
6. Integration of Learning: Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.
7. Students will be able to demonstrate appropriate knowledge in Accounting, Management, Marketing, Global Dimensions of Business, Business Finance, the Legal Environment of Business, Economics, Business Ethics, Information Management Systems, Quantitative Methods/Statistics, Business Leadership, and Strategic Management.
8. Students will be able to construct coherent forms of written communication in their professional work.
9. Students will be able to compose and present effective oral presentations.
10. Students will be able to produce work that is clear, rational, and informed by evidence.
11. Students will be able to apply theories and techniques from their academic programs in the context of an internship or experiential project.
12. Students will be able to demonstrate knowledge of basic concepts of international business.
13. Students will be able to demonstrate the ability to apply and analyze international business concepts.

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

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Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



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Management

Manage a company by motivating people.

Innovation and creativity in decision-making are at the core of the degree programs in Management at Berkeley College. Students develop the skills necessary to actively participate in various roles within the management structure of different types of modern organizations.

Faculty members in the Management programs are selected for both academic excellence and relevant professional experience. They combine classroom instruction with firsthand industry knowledge and expertise to deliver a comprehensive education that helps prepare students to succeed in today's competitive workplace.

Benefit from:

- Insight into the constantly changing patterns and trends of the business world
- Knowledge of how the various functions of an organization operate
- Courses in leadership and developing managerial competence
- Experience making managerial decisions using computer-based simulations
- The development of critical-thinking and problem-solving skills, along with the ability to produce and present effective oral and written forms of communication
- A curriculum that incorporates managing cultural diversity, forecasting, and strategic planning
- Hands-on experience with the technology used in businesses
- Valuable, practical experience through program-related, faculty-monitored internships or job-related assignments
- A seamless transition between Associate's and Bachelor's degrees
- The ability to advance your career options by continuing directly into the Berkeley College M.B.A. in Management program

Management Specializations

In addition to a broad-based core management curriculum, students may choose a specialization in Entrepreneurship or Human Resources.

Students interested in starting their own business may take courses in entrepreneurship, small business management, small business start-up, managing the family enterprise, and financing the entrepreneurial venture.

Students interested in a Human Resources specialization may take courses that focus on all aspects of managing human capital, including staffing, employee and labor relations, compensation and benefits, and training and development.

Degree Programs

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

[Berkeley College Academic Program Statistics](#) ↗

[Berkeley College Overview](#)
[Academic Programs](#)
[Academic Policies and Procedures](#)
[Admissions and Finances](#)
[Administration, Faculty, and Staff](#)
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Business Administration - Management Associate in Applied Science Degree (A.A.S.)

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

BUS2255 Entrepreneurship

3

Examines the conversion of ideas into successful business ventures. Topics include developing ideas for entrepreneurial ventures, testing the feasibility of an idea, evaluating the lifestyle considerations of business ownership, preparing business plans, seeking expert advice, securing financing, and avoiding common pitfalls. Prerequisite: BUS1101

MGT2240 Human Resources and Organizational Behavior

3

Examines the knowledge and skills needed to identify, grow, and sustain organizational talent within the context of organization behavior. Students learn about recruitment, talent development, motivation, teamwork, compensation, performance, rewards and recognition, safety, relevant laws, and cultural concerns. Prerequisite: MGT2220

MGT2268 Sales and Customer Service Management

3

Provides an integrated view of sales and customer service management. This course focuses on profitably growing a customer base and building customer satisfaction and loyalty. Topics of study include organizational structures, functional processes, performance measurement, and the use of technology for assessing performance.

Prerequisite: MGT2220

Management Elective

3

BUSINESS CORE COURSES

ACC1111 Financial Accounting I

3

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

BUS1101 Career and Business Essentials

3

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

BUS2293 Internship

3

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

Prerequisite: Departmental permission

CIS1115 Computer Applications 3

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

IBS2201 International Business 3

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

Prerequisite: BUS1101

MGT2220 Principles of Management 3

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

Prerequisite: BUS1101

MKT2220 Principles of Marketing 3

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

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research 3

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

ENG2205 Writing Through Literature 3

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

Prerequisite: ENG1105

HUM2225 Introduction to Ethics 3

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

MAT2215 Statistics I 3

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

SOC1123 Psychology of Adjustment 3

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

SOC2231 Human Relations 3

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

Mathematics/Science Elective 3

FREE ELECTIVES 6

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

[SAMPLE PROGRAM SEQUENCE](#)

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

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

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

SAMPLE PROGRAM SEQUENCE

	Semester Credits		Semester Credits
FIRST SEMESTER		THIRD SEMESTER	
BUS1101 Career and Business Essentials.....	3	MGT2240 Human Resources and Organizational Behavior	3
CIS1115 Computer Applications	3	IBS2201 International Business.....	3
SOC2231 Human Relations.....	3	BUS2255 Entrepreneurship.....	3
SOC1123 Psychology of Adjustment	3	HUM2225 Introduction to Ethics.....	3
ENG1105 Writing and Research.....	3	Management Elective.....	3
SECOND SEMESTER		FOURTH SEMESTER	
ACC1111 Financial Accounting I.....	3	MGT2268 Sales and Customer Service Management.....	3
MKT2220 Principles of Marketing	3	BUS2293 Internship	3
MGT2220 Principles of Management	3	Mathematics/Science Elective	3
ENG2205 Writing Through Literature.....	3	Free Electives	6
MAT2215 Statistics I.....	3		

60 SEMESTER CREDITS
REQUIRED FOR GRADUATION

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

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

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

PROGRAM LEARNING OBJECTIVES

1. Reading and Written Communication: Students will demonstrate competent writing and reading throughout their programs of study.
2. Oral Communication: Students will demonstrate effective oral communication skills in both general and major-specific contexts.
3. Critical Analysis and Reasoning: Students will use critical analysis and reasoning, supported by knowledge and skills learned throughout their degree programs, to enhance personal and professional decision making:
 - Quantitative analysis and reasoning
 - Analysis and reasoning in the humanities, sciences, social sciences, and arts
 - Ethical analysis and reasoning
 - Reasoning in career-related contexts
4. Knowledge and Skills for Living in a Diverse Society: Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.
5. Information Literacy: Students will define and articulate their needs for information and access this information effectively and efficiently.
6. Integration of Learning: Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.
7. Students will be able to demonstrate appropriate knowledge in Accounting, Management, Marketing, and Information Management Systems.
8. Students will be able to construct coherent forms of written communication in their professional work.
9. Students will be able to compose and present effective oral presentations.
10. Students will be able to produce work that is clear, rational, and informed by evidence.
11. Students will be able to apply theories and techniques from their academic programs in the context of an internship or experiential project.
12. Students will be able to demonstrate appropriate content knowledge in Management.
13. Students will be able to critically assess an organization's competitive advantage and strategy.

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

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

[Berkeley College Overview](#)
[Academic Programs](#)
[Academic Policies and Procedures](#)
[Admissions and Finances](#)
[Administration, Faculty, and Staff](#)
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Business Administration - Management Bachelor of Business Administration Degree (B.B.A.)

See below for information on course selection for a specialization in Human Resources Management or Entrepreneurship.

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

BUS2255 Entrepreneurship

3

Examines the conversion of ideas into successful business ventures. Topics include developing ideas for entrepreneurial ventures, testing the feasibility of an idea, evaluating the lifestyle considerations of business ownership, preparing business plans, seeking expert advice, securing financing, and avoiding common pitfalls.

Prerequisite: BUS1101

BUS4451 Business Strategy and Policy

3

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

Prerequisites: FIN3301, IBS2201, MGT2220, MKT2220

MGT2240 Human Resources and Organizational Behavior

3

Examines the knowledge and skills needed to identify, grow, and sustain organizational talent within the context of organization behavior. Students learn about recruitment, talent development, motivation, teamwork, compensation, performance, rewards and recognition, safety, relevant laws, and cultural concerns.

Prerequisite: MGT2220

MGT2268 Sales and Customer Service Management

3

Provides an integrated view of sales and customer service management. This course focuses on profitably growing a customer base and building customer satisfaction and loyalty. Topics of study include organizational structures, functional processes, performance measurement, and the use of technology for assessing performance.

Prerequisite: MGT2220

MGT3332 Operations Management

3

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

Utilizes a robust simulation model to expose students to the complexities of managing a business in the global

environment. Students develop expertise by creating various scenarios. 'Introduction to Business and Strategy' provides a realistic visual environment, multimedia content, and built-in tools for real-time team collaboration.

Prerequisites: FIN3301, MGT2220, MKT2220

Management Electives* 15

BUSINESS CORE COURSES

ACC1111 Financial Accounting I 3

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

BUS1101 Career and Business Essentials 3

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

BUS2231 Business Law I 3

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

BUS4483 Internship 3

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

Prerequisite: Departmental permission

CIS1115 Computer Applications 3

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

ECO2200 Principles of Economics 3

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

FIN3301 Principles of Finance I 3

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

Prerequisites: ACC1111, MAT2215

IBS2201 International Business 3

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

Prerequisite: BUS1101

MGT2220 Principles of Management 3

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

performance. Students discuss cases in detail.

Prerequisite: BUS1101

MKT2220 Principles of Marketing 3

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

LIBERAL ARTS AND SCIENCE CORE COURSES**

ENG1105 Writing and Research 3

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

ENG2205 Writing Through Literature 3

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

Prerequisite: ENG1105

ENG3315 Advanced Writing 3

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

Prerequisite: ENG2205

HUM2225 Introduction to Ethics 3

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

MAT2215 Statistics I 3

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

SOC1123 Psychology of Adjustment 3

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

SOC2231 Human Relations 3

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

English Elective 3

Humanities Elective 3

Liberal Arts Electives 6

Mathematics/Science Elective 3

Science Elective	3
Social Science Elective	3
<hr/>	
FREE ELECTIVES	15

120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

MANAGEMENT SPECIALIZATIONS***

Specialization in Human Resources Management

Students interested in a specialization in Human Resources Management must select three of the following four courses to fulfill nine credits of their Management Electives requirement:

MGT3347 Staffing	3
MGT3348 Employee and Labor Relations	3
MGT3349 Compensation and Benefits	3
MGT3355 Training and Development	3

Specialization in Entrepreneurship

Students interested in a specialization in Entrepreneurship must take the following course to fulfill three credits of their Management Electives requirement:

MGT3350 Small Business Management	3
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In addition, students interested in a specialization in Entrepreneurship must select two of the following three courses to fulfill an additional six credits of their Management Electives requirement:

MGT3351 Small Business Start-Up	3
MGT3352 Managing the Family Business	3
MGT3353 Financing the Entrepreneurial Venture	3

*Nine credits of Management Electives must be at the 3000/4000 level.

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

***Management Specializations are not available at all campuses.

SAMPLE PROGRAM SEQUENCE

[B.B.A., Business Administration - Management New Jersey Program Statistics](#)

[B.B.A., Business Administration - Management New York Program Statistics](#)

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

SAMPLE PROGRAM SEQUENCE

	Semester Credits
FIRST SEMESTER	
BUS1101 Career and Business Essentials	3
CIS1115 Computer Applications.....	3
SOC1123 Psychology of Adjustment.....	3
SOC2231 Human Relations	3
ENG1105 Writing and Research	3
SECOND SEMESTER	
MGT2220 Principles of Management.....	3
ACC1111 Financial Accounting I	3
ENG2205 Writing Through Literature	3
MKT2220 Principles of Marketing.....	3
MAT2215 Statistics I.....	3
THIRD SEMESTER	
IBS2201 International Business	3
BUS2255 Entrepreneurship	3
MGT2240 Human Resources and Organizational Behavior....	3
HUM2225 Introduction to Ethics	3
Management Elective	3
FOURTH SEMESTER	
BUS2231 Business Law I.....	3
MGT2268 Sales and Customer Service Management	3
Mathematics/Science Elective	3
Management Elective	3
Free Elective	3
FIFTH SEMESTER	
FIN3301 Principles of Finance I	3
ECO2200 Principles of Economics	3
ENG3315 Advanced Writing	3
Free Electives	6
SIXTH SEMESTER	
MGT3332 Operations Management.....	3
Management Electives	6
Free Electives	6
SEVENTH SEMESTER	
BUS4451 Business Strategy and Policy	3
English Elective.....	3
Humanities Elective	3
Liberal Arts Elective.....	3
Science Elective	3
EIGHTH SEMESTER	
MGT4425 Management Simulation	3
BUS4483 Internship.....	3
Social Science Elective.....	3
Liberal Arts Elective.....	3
Management Elective	3
120 SEMESTER CREDITS REQUIRED FOR GRADUATION	
NOTE: 12 credits of Liberal Arts Electives must be at the 3000/4000 level. Nine credits of Management Electives must be at the 3000/4000 level.	

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

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

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

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

Business Administration – Management

PROGRAM LEARNING OBJECTIVES

1. Reading and Written Communication: Students will demonstrate competent writing and reading throughout their programs of study.
2. Oral Communication: Students will demonstrate effective oral communication skills in both general and major-specific contexts.
3. Critical Analysis and Reasoning: Students will use critical analysis and reasoning, supported by knowledge and skills learned throughout their degree programs, to enhance personal and professional decision making:
 - Quantitative analysis and reasoning
 - Analysis and reasoning in the humanities, sciences, social sciences, and arts
 - Ethical analysis and reasoning
 - Reasoning in career-related contexts
4. Knowledge and Skills for Living in a Diverse Society: Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.
5. Information Literacy: Students will define and articulate their needs for information and access this information effectively and efficiently.
6. Integration of Learning: Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.
7. Students will be able to demonstrate appropriate knowledge in Accounting, Management, Marketing, Global Dimensions of Business, Business Finance, the Legal Environment of Business, Economics, Business Ethics, Information Management Systems, Quantitative Methods/Statistics, Business Leadership, and Strategic Management.
8. Students will be able to construct coherent forms of written communication in their professional work.
9. Students will be able to compose and present effective oral presentations.
10. Students will be able to produce work that is clear, rational, and informed by evidence.
11. Students will be able to apply theories and techniques from their academic programs in the context of an internship or experiential project.
12. Students will be able to demonstrate appropriate content knowledge in Management. Students specializing in Human Resources will be able to apply and analyze Management concepts with special reference to Human Resources. Students specializing in Entrepreneurship will be able to analyze Management concepts with special reference to Entrepreneurship.
13. Students will be able to critically assess an organization's competitive advantage and strategy.
14. Students will be able to apply comprehensive management concepts within the framework of detailed business analysis.

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Bachelor of Business Administration Degree (B.B.A.) Management - Specialization in Human Resources Management

SAMPLE PROGRAM SEQUENCE

	Semester Credits
FIRST SEMESTER	
BUS1101 Career and Business Essentials	3
CIS1115 Computer Applications.....	3
SOC1123 Psychology of Adjustment.....	3
SOC2231 Human Relations	3
ENG1105 Writing and Research	3
SECOND SEMESTER	
ACC1111 Financial Accounting I	3
ENG2205 Writing Through Literature.....	3
MGT2220 Principles of Management.....	3
MKT2220 Principles of Marketing.....	3
MAT2215 Statistics I.....	3
THIRD SEMESTER	
MGT2240 Human Resources and Organizational Behavior....	3
IBS2201 International Business	3
BUS2255 Entrepreneurship	3
HUM2225 Introduction to Ethics	3
Management Elective	3
FOURTH SEMESTER	
MGT2268 Sales and Customer Service Management	3
BUS2231 Business Law I.....	3
Mathematics/Science Elective	3
Free Electives	6
FIFTH SEMESTER	
FIN3301 Principles of Finance I	3
ENG3315 Advanced Writing	3
ECO2200 Principles of Economics	3
Specialization Electives	6
SIXTH SEMESTER	
MGT3332 Operations Management.....	3
Specialization Elective.....	3
Management Elective	3
Free Electives	6
SEVENTH SEMESTER	
BUS4451 Business Strategy and Policy	3
English Elective.....	3
Humanities Elective	3
Liberal Arts Elective.....	3
Science Elective	3
EIGHTH SEMESTER	
MGT4425 Management Simulation	3
BUS4483 Internship.....	3
Social Science Elective.....	3
Liberal Arts Elective.....	3
Free Elective	3
120 SEMESTER CREDITS REQUIRED FOR GRADUATION	
NOTE: 12 credits of Liberal Arts Electives must be at the 3000/4000 level.	
HUMAN RESOURCE MANAGEMENT SPECIALIZATION ELECTIVES	
MGT3347 Staffing	3
MGT3348 Employee and Labor Relations.....	3
MGT3349 Compensation and Benefits	3
MGT3355 Training and Development.....	3

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

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

SAMPLE PROGRAM SEQUENCE

	Semester Credits
FIRST SEMESTER	
BUS1101 Career and Business Essentials	3
CIS1115 Computer Applications.....	3
SOC1123 Psychology of Adjustment.....	3
SOC2231 Human Relations	3
ENG1105 Writing and Research	3
SECOND SEMESTER	
ACC1111 Financial Accounting I	3
MGT2220 Principles of Management.....	3
MKT2220 Principles of Marketing.....	3
ENG2205 Writing Through Literature	3
MAT2215 Statistics I.....	3
THIRD SEMESTER	
MGT2240 Human Resources and Organizational Behavior....	3
IBS2201 International Business	3
BUS2255 Entrepreneurship	3
HUM2225 Introduction to Ethics	3
Management Elective	3
FOURTH SEMESTER	
MGT2268 Sales and Customer Service Management	3
BUS2231 Business Law I.....	3
Mathematics/Science Elective	3
Free Electives	6
FIFTH SEMESTER	
ENG3315 Advanced Writing	3
MGT3350 Small Business Management	3
FIN3301 Principles of Finance I	3
ECO2200 Principles of Economics	3
Specialization Elective	3
SIXTH SEMESTER	
MGT3332 Operations Management.....	3
Management Elective	3
Free Electives	6
Specialization Elective	3
SEVENTH SEMESTER	
BUS4451 Business Strategy and Policy	3
Humanities Elective	3
Science Elective	3
English Elective.....	3
Liberal Arts Elective.....	3
EIGHTH SEMESTER	
MGT4425 Management Simulation.....	3
BUS4483 Internship.....	3
Social Science Elective.....	3
Liberal Arts Elective.....	3
Free Elective	3

120 SEMESTER CREDITS
REQUIRED FOR GRADUATION

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

ENTREPRENEURSHIP SPECIALIZATION ELECTIVES

MGT3351 Small Business Start-Up	3
MGT3352 Managing the Family Business.....	3
MGT3353 Financing the Entrepreneurial Venture.....	3

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

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2016-2017 Undergraduate Catalog

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Academic Programs

**Academic Policies
and Procedures**

**Admissions and
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Student Handbook

Marketing Communications

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

Every great product, service, or idea needs effective communication to capture attention, build desire, and gain favor among consumers. In today's highly competitive global marketplace, organizations are spending more and more on winning the hearts and minds of consumers via marketing communications tools such as advertising, public relations, sales promotions, and professional selling.

The Marketing Communications program at Berkeley College is ideal for students who are interested in generating creative solutions to marketing problems through integrated communications. The program covers:

- Market and consumer research
- Strategic positioning
- Creative development and execution
- Media planning and execution across current traditional, digital, mobile, and social marketing vehicles

Benefit from:

- A program that provides a strong foundation in broader marketing principles, taking a 360° look at integrated marketing communications, along with a specialized focus on traditional and emerging marketing
- Hands-on learning from accomplished instructors with professional marketing experience
- Courses designed to develop the skills and abilities that are relevant in today's marketplace
- The ability to participate in, and make connections through, student chapters of industry associations such as the American Advertising Federation (AAF) and the Public Relations Student Society of America (PRSSA)
- Participation in a capstone project designed to put theory into practice
- Valuable, practical experience through program-related, faculty-monitored internships or job-related assignments
- A seamless transition between Associate's and Bachelor's degrees

Degree Programs

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

Berkeley College Academic Program Statistics

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[Academic Programs](#)
[Academic Policies and Procedures](#)
[Admissions and Finances](#)
[Administration, Faculty, and Staff](#)
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Marketing Communications

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

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

MKT2222 Fundamentals of Marketing Research

3

Provides an in-depth review of the marketing research function in a contemporary business environment. The course will discuss the market research process, focus on secondary data, and introduce students to quantitative and qualitative primary data collection methods.

Prerequisites: MKT2220, MAT2215

MKT2241 Consumer Behavior

3

Introduces the nature and determinants of consumer behavior. Primary emphasis is placed on developing an understanding of psychological characteristics (needs and personality) that influence and shape consumer purchase decisions.

Prerequisite: MKT2220

MKT2242 Branding

3

Provides students with a comprehensive treatment of brands, brand equity, and brand management. This course includes the design and implementation of marketing programs and activities to build, measure, and manage brand equity. This is the capstone course for the A.A.S. in Marketing Communications.

Prerequisite: MKT2220

Marketing Electives

6

BUSINESS CORE COURSES

ACC1111 Financial Accounting I

3

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

BUS1101 Career and Business Essentials

3

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

BUS2293 Internship

3

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

Prerequisite: Departmental permission

CIS1115 Computer Applications 3

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

IBS2201 International Business 3

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

Prerequisite: BUS1101

MGT2220 Principles of Management 3

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

Prerequisite: BUS1101

MKT2220 Principles of Marketing 3

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

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research 3

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

ENG2205 Writing Through Literature 3

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

Prerequisite: ENG1105

HUM2225 Introduction to Ethics 3

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

MAT2215 Statistics I 3

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

SOC1123 Psychology of Adjustment 3

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

SOC2231 Human Relations

3

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

Mathematics/Science Elective

3

FREE ELECTIVE

3

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

SAMPLE PROGRAM SEQUENCE **[A.A.S., Marketing Communications New Jersey Program Statistics](#)** **[A.A.S., Marketing Communications New York Program Statistics](#)** 

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

SAMPLE PROGRAM SEQUENCE

	Semester Credits		Semester Credits
FIRST SEMESTER		THIRD SEMESTER	
SOC2231 Human Relations	3	IBS2201 International Business	3
BUS1101 Career and Business Essentials	3	MKT2222 Fundamentals of Marketing Research.....	3
CIS1115 Computer Applications.....	3	MKT2241 Consumer Behavior.....	3
SOC1123 Psychology of Adjustment.....	3	HUM2225 Introduction to Ethics	3
ENG1105 Writing and Research	3	Mathematics/Science Elective	3
SECOND SEMESTER		FOURTH SEMESTER	
MKT2220 Principles of Marketing.....	3	MKT2242 Branding	3
ACC1111 Financial Accounting I	3	BUS2293 Internship.....	3
MGT2220 Principles of Management.....	3	Marketing Electives	6
ENG2205 Writing Through Literature	3	Free Elective	3
MAT2215 Statistics I	3		

60 SEMESTER CREDITS
REQUIRED FOR GRADUATION

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

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

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

PROGRAM LEARNING OBJECTIVES

1. Reading and Written Communication: Students will demonstrate competent writing and reading throughout their programs of study.
2. Oral Communication: Students will demonstrate effective oral communication skills in both general and major-specific contexts.
3. Critical Analysis and Reasoning: Students will use critical analysis and reasoning, supported by knowledge and skills learned throughout their degree programs, to enhance personal and professional decision making:
 - Quantitative analysis and reasoning
 - Analysis and reasoning in the humanities, sciences, social sciences, and arts
 - Ethical analysis and reasoning
 - Reasoning in career-related contexts
4. Knowledge and Skills for Living in a Diverse Society: Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.
5. Information Literacy: Students will define and articulate their needs for information and access this information effectively and efficiently.
6. Integration of Learning: Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.
7. Students will be able to demonstrate appropriate knowledge in Accounting, Management, Marketing, and Information Management Systems.
8. Students will be able to construct coherent forms of written communication in their professional work.
9. Students will be able to compose and present effective oral presentations.
10. Students will be able to produce work that is clear, rational, and informed by evidence.
11. Students will be able to apply theories and techniques from their academic programs in the context of an internship or experiential project.
12. Students will be able to demonstrate knowledge of basic concepts of Marketing.
13. Students will demonstrate the ability to apply critical thinking to Marketing cases and problems.

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

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

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[Academic Policies and Procedures](#)
[Admissions and Finances](#)
[Administration, Faculty, and Staff](#)
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Marketing Communications Bachelor of Business Administration Degree (B.B.A.)

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

MKT2222 Fundamentals of Marketing Research

3

Provides an in-depth review of the marketing research function in a contemporary business environment. The course will discuss the market research process, focus on secondary data, and introduce students to quantitative and qualitative primary data collection methods.

Prerequisites: MKT2220, MAT2215

MKT2241 Consumer Behavior

3

Introduces the nature and determinants of consumer behavior. Primary emphasis is placed on developing an understanding of psychological characteristics (needs and personality) that influence and shape consumer purchase decisions.

Prerequisite: MKT2220

MKT2242 Branding

3

Provides students with a comprehensive treatment of brands, brand equity, and brand management. This course includes the design and implementation of marketing programs and activities to build, measure, and manage brand equity. This is the capstone course for the A.A.S. in Marketing Communications.

Prerequisite: MKT2220

MKT3310 Services Marketing

3

Provides students with an understanding of how the marketing process for services is conducted. Students will learn how to develop a services marketing plan and utilize elements for various types of services.

Prerequisite: MKT2220

MKT4465 Strategic Marketing Capstone

3

Focuses on the long-term implications of strategic market planning, including analysis of marketing opportunities, development of marketing strategies, shaping of marketing offers, and the management and delivery of marketing programs. This is the capstone course for the B.B.A. in Marketing Communications.

Prerequisites: MGT2220, MKT2222, MKT2241, MKT2242, MKT3310

Marketing Electives*

18

BUSINESS CORE COURSES

ACC1111 Financial Accounting I

3

Introduces the basic structure of accounting terminology and procedures of a corporation. Students learn about

recording and reporting functions, adjusting entries, and the preparation of financial statements.

BUS1101 Career and Business Essentials 3

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

BUS2231 Business Law I 3

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

BUS4483 Internship 3

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

Prerequisite: Departmental permission

CIS1115 Computer Applications 3

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

ECO2200 Principles of Economics 3

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

FIN3301 Principles of Finance I 3

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

Prerequisites: ACC1111, MAT2215

IBS2201 International Business 3

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

Prerequisite: BUS1101

MGT2220 Principles of Management 3

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

Prerequisite: BUS1101

MKT2220 Principles of Marketing 3

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

LIBERAL ARTS AND SCIENCE CORE COURSES**

ENG1105 Writing and Research	3
An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.	
ENG2205 Writing Through Literature	3
Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres. Prerequisite: ENG1105	
ENG3315 Advanced Writing	3
Explores a wide variety of professional and creative writing modes, from personal profiles to blogging and beyond. Students build their reading, writing, and researching skills while reinforcing the fundamental concepts and current developments associated with the areas of their respective majors. Prerequisite: ENG2205	
HUM2225 Introduction to Ethics	3
Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.	
MAT2215 Statistics I	3
Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.	
SOC1123 Psychology of Adjustment	3
Explores the psychological principles involved in coping with the challenges of moving through changes in life stages and life circumstances. Topics include stress management, communication, time management, healthy relationships, positive thinking, conflict management, and balancing home, education, and work.	
SOC2231 Human Relations	3
Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.	
English Elective	3
Humanities Elective	3
Liberal Arts Electives	6
Mathematics/Science Elective	3
Science Elective	3
Social Science Elective	3
<hr/> FREE ELECTIVES	<hr/> 15

120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

SAMPLE PROGRAM SEQUENCE ↗

B.B.A., Marketing Communications New Jersey Program Statistics ↗

B.B.A., Marketing Communications New York Program Statistics ↗

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

SAMPLE PROGRAM SEQUENCE

	Semester Credits		Semester Credits
FIRST SEMESTER		FIFTH SEMESTER	
BUS1101 Career and Business Essentials	3	MKT3310 Services Marketing	3
SOC1123 Psychology of Adjustment.....	3	ECO2200 Principles of Economics	3
SOC2231 Human Relations	3	BUS2231 Business Law I.....	3
CIS1115 Computer Applications.....	3	Marketing Elective	3
ENG1105 Writing and Research	3	Free Elective	3
SECOND SEMESTER		SIXTH SEMESTER	
ACC1111 Financial Accounting I	3	FIN3301 Principles of Finance I	3
MKT2220 Principles of Marketing	3	Marketing Electives	6
MGT2220 Principles of Management.....	3	English Elective.....	3
ENG2205 Writing Through Literature	3	Free Elective	3
MAT2215 Statistics I	3	SEVENTH SEMESTER	
THIRD SEMESTER		Marketing Elective	3
IBS2201 International Business	3	Science Elective	3
MKT2222 Fundamentals of Marketing Research.....	3	Liberal Arts Elective.....	3
MKT2241 Consumer Behavior.....	3	Free Electives	6
HUM2225 Introduction to Ethics	3	EIGHTH SEMESTER	
Mathematics/Science Elective	3	BUS4483 Internship.....	3
FOURTH SEMESTER		MKT4465 Strategic Marketing Capstone.....	3
MKT2242 Branding	3	Social Science Elective.....	3
ENG3315 Advanced Writing	3	Liberal Arts Elective.....	3
Marketing Electives	6	Free Elective	3
Humanities Elective	3	120 SEMESTER CREDITS REQUIRED FOR GRADUATION	

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

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

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

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

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

PROGRAM LEARNING OBJECTIVES

1. Reading and Written Communication: Students will demonstrate competent writing and reading throughout their programs of study.
2. Oral Communication: Students will demonstrate effective oral communication skills in both general and major-specific contexts.
3. Critical Analysis and Reasoning: Students will use critical analysis and reasoning, supported by knowledge and skills learned throughout their degree programs, to enhance personal and professional decision making:
 - Quantitative analysis and reasoning
 - Analysis and reasoning in the humanities, sciences, social sciences, and arts
 - Ethical analysis and reasoning
 - Reasoning in career-related contexts
4. Knowledge and Skills for Living in a Diverse Society: Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.
5. Information Literacy: Students will define and articulate their needs for information and access this information effectively and efficiently.
6. Integration of Learning: Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.
7. Students will be able to demonstrate appropriate knowledge in Accounting, Management, Marketing, Global Dimensions of Business, Business Finance, the Legal Environment of Business, Economics, Business Ethics, Information Management Systems, Quantitative Methods/Statistics, Business Leadership, and Strategic Management.
8. Students will be able to construct coherent forms of written communication in their professional work.
9. Students will be able to compose and present effective oral presentations.
10. Students will be able to produce work that is clear, rational, and informed by evidence.
11. Students will be able to apply theories and techniques from their academic programs in the context of an internship or experiential project.
12. Students will be able to demonstrate knowledge of basic concepts of Marketing.
13. Students will demonstrate the ability to apply critical thinking to Marketing cases and problems.
14. Students will be able to create and implement an integrative state-of-the art marketing communications system.

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

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



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2016–2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



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Student Handbook

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

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

High-performing students in certain Berkeley College B.B.A. programs now have the option to complete a Baccalaureate degree and a Master of Business Administration degree in Management in as few as four calendar years. This option offers many benefits, including the ability to:

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

This option is open to students in the following B.B.A. programs (on-site and online programs approved in New Jersey only):

- Accounting
- Fashion Merchandising and Management
- Financial Services
- General Business
- Health Services Management
- International Business
- Business Administration - Management
- Marketing Communications

In this option, students will attend full-time, three semesters per calendar year. Students must also complete all requirements for the M.B.A. in Management degree in just one calendar year, assuming waivers in all six foundation courses, completion of two M.B.A. core courses as undergraduate electives, and completion of 30 M.B.A. credits in the three semesters of their fourth calendar year of study.

To be considered for the Four-year Combined B.B.A./M.B.A Option, current Berkeley College undergraduates or transfer and prospective students must meet the following admission criteria:

- A cumulative GPA of at least 3.50
- Full-time enrollment or intention to study full-time
- Successful completion (B or better) of the six undergraduate courses that correspond to the M.B.A. foundation requirement

Students meeting these criteria will receive a letter of invitation to apply for this option once they have earned 60 undergraduate credits.

SAMPLE PROGRAM SEQUENCE

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

- [B.B.A., Accounting New Jersey Program Statistics](#)
- [B.B.A., Fashion Merchandising and Management New Jersey Program Statistics](#)
- [B.B.A., Financial Services New Jersey Program Statistics](#)
- [B.B.A., General Business New Jersey Program Statistics](#)
- [B.B.A., Health Services Management New Jersey Program Statistics](#)
- [B.B.A., International Business New Jersey Program Statistics](#)
- [B.B.A., Business Administration - Management New Jersey Program Statistics](#)
- [B.B.A., Marketing Communications New Jersey Program Statistics](#)
- [M.B.A., Management New Jersey Program Statistics](#)

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



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Student Handbook

School of Health Studies

The Berkeley College School of Health Studies provides outstanding career-focused education in many of today's most in-demand healthcare professions, including clinical specializations and healthcare administration. Degree and certificate programs have been carefully developed to meet the needs of this important field.

In-depth classroom instruction combines with practical, hands-on learning to provide students with the knowledge and skills needed to enter rewarding, fulfilling careers in a variety of healthcare facilities and organizations. Clinical students train with modern medical devices and technology in simulated healthcare environments, where they learn current industry practices and procedures. Students pursuing careers in healthcare administration learn the essential skills and technologies that keep healthcare facilities running smoothly, including medical insurance, billing, and coding.

The School of Health Studies faculty members bring both excellent academic credentials and professional experience to the classroom. Students benefit from the firsthand insight and expertise of the healthcare faculty. Clinical practicums are also an important part of the well-rounded healthcare education provided by Berkeley College. Students gain valuable experience working in healthcare facilities under the supervision of licensed and/or certified healthcare professionals. Career Services specialists assist students and graduates in identifying and pursuing job opportunities.



- **Health Sciences**
- **Medical Assistant**
- **Medical Insurance, Billing, and Coding**
- **Nursing**
- **Patient Care Technician**
- **Surgical Processing Technician**
- **Surgical Technology**

The following programs are not offered to new students and are only available to continuing students currently enrolled in them:

Health Sciences

- **A.A.S., Health Sciences (Quarter System)**
- **Patient Care Technician Certificate (Quarter System)**
- **Surgical Processing Technician Certificate (Quarter System)**

Medical Assistant

- **A.A.S., Medical Assistant (Quarter System)**
- **Medical Assistant Certificate (Quarter System)**

Medical Insurance, Billing, and Coding

- **Medical Insurance, Billing, and Coding Certificate (Quarter System)**

Practical Nurse

- **Practical Nurse Certificate (Quarter System)**

Surgical Technology

- **A.A.S., Surgical Technology (Quarter System)**

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

[Berkeley College Academic Program Statistics](#) ↗

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**Berkeley College
Overview**

Academic Programs

**Academic Policies
and Procedures**

**Admissions and
Finances**

**Administration,
Faculty, and Staff**

Contact Us



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Student Handbook

Health Sciences

The first step toward many healthcare career options.

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

Benefit from:

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

Academic Programs

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

Berkeley College Academic Program Statistics ↗

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[Berkeley College Overview](#)
[Academic Programs](#)
[Academic Policies and Procedures](#)
[Admissions and Finances](#)
[Administration, Faculty, and Staff](#)
[Contact Us](#)



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Health Sciences

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

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

HEA1101 Foundations of Health Services 3

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

HEA2200 Medical Terminology 3

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

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

Any required traditional textbooks and 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 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.

HEA2203 Ethical and Legal Aspects of Health Services 3

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

Select Patient Care Technician or Surgical Processing Technician Specialization Courses below* 24

BUSINESS CORE COURSES

CIS1115 Computer Applications 3

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

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research 3

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

ENG2205 Writing Through Literature 3

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

Prerequisite: ENG1105

SCI1100 Anatomy and Physiology I 3

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

SCI2100 Anatomy and Physiology II 3

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

Prerequisite: SCI1100

SCI2228 Microbiology 3

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

SOC2225 Introduction to Psychology 3

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

Humanities Elective 3

Science Elective 3

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

*PATIENT CARE TECHNICIAN SPECIALIZATION

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

OR

***SURGICAL PROCESSING TECHNICIAN SPECIALIZATION**

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

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

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

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

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

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

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

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

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

SAMPLE PROGRAM SEQUENCE - Patient Care Technician Specialization**SAMPLE PROGRAM SEQUENCE - Surgical Processing Technician Specialization**

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

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

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

SAMPLE PROGRAM SEQUENCE

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

60 SEMESTER CREDITS
REQUIRED FOR GRADUATION

PATIENT CARE TECHNICIAN ELECTIVES

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

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

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

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

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

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

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

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

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

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

Associate in Applied Science Degree (A.A.S.) Health Sciences: Surgical Processing Technician Specialization

SAMPLE PROGRAM SEQUENCE

		Semester Credits
FIRST SEMESTER		
HEA1101	Foundations of Health Services.....	3
HEA2200	Medical Terminology.....	3
SCI1100	Anatomy and Physiology I.....	3
CIS1115	Computer Applications.....	3
ENG1105	Writing and Research	3
SECOND SEMESTER		
SPT1110	Fundamentals of Surgical Processing	4
SPT2110	Basic Infection Control	3
HEA2203	Ethical and Legal Aspects of Health Services	3
SCI2100	Anatomy and Physiology II.....	3
SCI2228	Microbiology.....	3
THIRD SEMESTER		
SPT2100	Surgical Instrumentation.....	4
ENG2205	Writing Through Literature	3
	Humanities Elective	3
	Science Elective	3
	Free Elective	3
FOURTH SEMESTER		
SPT2151	Surgical Processing Clinical Seminar	2
SPT2150	Surgical Processing Clinical Practicum.....	8
SOC2225	Introduction to Psychology.....	3

60 SEMESTER CREDITS
REQUIRED FOR GRADUATION

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

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

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

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

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

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

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

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

PROGRAM LEARNING OBJECTIVES

1. Reading and Written Communication: Students will demonstrate competent writing and reading throughout their programs of study.
2. Oral Communication: Students will demonstrate effective oral communication skills in both general and major-specific contexts.
3. Critical Analysis and Reasoning: Students will use critical analysis and reasoning, supported by knowledge and skills learned throughout their degree programs, to enhance personal and professional decision making:
 - Quantitative analysis and reasoning
 - Analysis and reasoning in the humanities, sciences, social sciences, and arts
 - Ethical analysis and reasoning
 - Reasoning in career-related contexts
4. Knowledge and Skills for Living in a Diverse Society: Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.
5. Information Literacy: Students will define and articulate their needs for information and access this information effectively and efficiently.
6. Integration of Learning: Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.

Patient Care Technician Specialization

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. Prepare students for employment in an 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).

Surgical Processing Technician Specialization

1. To prepare students for successful completion of the Certified Registered Central Service Technician exam, administered by the International Association of Healthcare Central Services Materiel Management (IAHCSMM).
2. To ensure students enter the workforce as qualified and technically skilled surgical processing technicians.
3. To instruct students to employ HIPAA, OSHA, Standard Precautions, and other infection control measures in the healthcare setting.
4. 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.
5. To prepare students to interact effectively, in a therapeutic and professional manner, with members of the healthcare team.
6. To provide students with a background in the basic sciences and a mastery of decontamination and sterilization processes.
7. To educate students regarding the ethical, legal, and professional principles of surgical processing and the scope of their practice as a patient advocate.

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

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

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

Patient Care Technician Certificate Program

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

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

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

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

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

Benefit from:

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

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

HEA2200 Medical Terminology

3

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

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

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MED1130 Medical Emergencies and Electrocardiography

3

Introduction to the anatomy and physiology of the cardiac system. Students learn how to perform electrocardiogram (EKG) on patients, troubleshoot EKG machine problems, and recognize basic cardiac arrhythmias. Spirometry testing is performed. Students will also learn to respond to common emergency situations, administer first aid in accordance with Occupational Safety and Health Administration (OSHA)

standards, recognize the effect of stress on all persons involved in emergency situations, and demonstrate self-awareness in responding to emergency situations. Emphasis is placed on professional attitudes and the principles and basic concepts of ethics and laws involved in providing medical services. Students must obtain Basic Life Support (BLS) for Healthcare Providers certification through the American Heart Association.

Prerequisites or Corequisites: HEA2200, SCI1120

MED1140 Specimen Collection and Procedures 3

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

Prerequisites or Corequisites: HEA2200, SCI1120

PCT1010 Foundations of Patient Care 6

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

PCT1320 Advanced Patient Care 3

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

Prerequisite: PCT1010

PCT2320 Patient Care Practicum 3

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

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

Corequisite: PCT2700

PCT2700 Patient Care Capstone 3

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

Prerequisite or Corequisite: PCT1320

LIBERAL ARTS AND SCIENCES CORE COURSES

SCI1120 Human Biology 3

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

SOC2225 Introduction to Psychology 3

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

PATIENT CARE TECHNICIAN ELECTIVES - Choose One

PCT2310 Patient Care Communication 3

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

Prerequisite: PCT1010

PCT2560 Home Health Aide

3

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

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

33 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

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

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

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

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SAMPLE PROGRAM SEQUENCE

Patient Care Technician Certificate Program Statistics (Semester)

Patient Care Technician Certificate

SAMPLE PROGRAM SEQUENCE

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

SECOND SEMESTER

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

33 SEMESTER CREDITS
REQUIRED FOR GRADUATION

PATIENT CARE TECHNICIAN ELECTIVES

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

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Patient Care Technician Certificate

PROGRAM LEARNING OBJECTIVES

1. Reading and Written Communication: Students will demonstrate competent writing and reading throughout their programs of study.
2. Oral Communication: Students will demonstrate effective oral communication skills in both general and major-specific contexts.
3. Critical Analysis and Reasoning: Students will use critical analysis and reasoning, supported by knowledge and skills learned throughout their programs, to enhance personal and professional decision making:
 - Quantitative analysis and reasoning
 - Analysis and reasoning in the humanities, sciences, social sciences, and arts
 - Ethical analysis and reasoning
 - Reasoning in career-related contexts
4. Knowledge and Skills for Living in a Diverse Society: Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.
5. Information Literacy: Students will define and articulate their needs for information and access this information effectively and efficiently.
6. Integration of Learning: Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.
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).

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

Surgical Processing Technician Certificate Program

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

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

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

Benefit from:

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

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

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

HEA2200 Medical Terminology

3

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

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HEA2203 Ethical and Legal Aspects of Health Services

3

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

SPT1110 Fundamentals of Surgical Processing 4

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

SPT2100 Surgical Instrumentation 4

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

Prerequisite or Corequisite: SPT1110

SPT2110 Basic Infection Control 3

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

Prerequisite: SPT2100

SPT2150 Surgical Processing Clinical Practicum 8

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

Prerequisite: Departmental permission

Corequisite: SPT2151

SPT2151 Surgical Processing Clinical Seminar 2

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

Corequisite: SPT2150

LIBERAL ARTS AND SCIENCES CORE COURSES
SCI1120 Human Biology 3

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

SCI2228 Microbiology 3

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

33 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

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

To qualify for graduation, students enrolled in the Surgical Processing Technician (SPT) specialization must pass all SPT courses and Microbiology with a minimum grade of C+, as well as participate in the Certified Registered

Central Service Technician (CRCST) certification examination. Passing this examination is required to work as a Surgical Processing Technician in some states, including New Jersey and New York.

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

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SAMPLE PROGRAM SEQUENCE

Surgical Processing Technician Certificate Program Statistics (Semester)

Surgical Processing Technician Certificate

SAMPLE PROGRAM SEQUENCE

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

SECOND SEMESTER

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

33 SEMESTER CREDITS
REQUIRED FOR GRADUATION

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 - Analysis and reasoning in the humanities, sciences, social sciences, and arts
 - Ethical analysis and reasoning
 - Reasoning in career-related contexts
4. Knowledge and Skills for Living in a Diverse Society: Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.
5. Information Literacy: Students will define and articulate their needs for information and access this information effectively and efficiently.
6. Integration of Learning: Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.
7. To prepare students for successful completion of the Certified Registered Central Service Technician exam, administered by the International Association of Healthcare Central Services Materiel Management (IAHCSMM).
8. To ensure students enter the workforce as qualified and technically skilled surgical 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.

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

Medical Assistant

Become an integral member of a medical team.

Medical Assistants perform administrative and clinical tasks to keep the offices of physicians, podiatrists, chiropractors, and other health practitioners running smoothly. A medical assistant takes vital signs, prepares patients for and assists physicians during examinations, collects and prepares laboratory specimens, performs basic laboratory tests on the premises, schedules appointments, bills patients, fills out insurance forms, and much more.

Berkeley College's Medical Assistant Certificate and Associate in Applied Science degree programs prepare students to enter the high-demand field of healthcare and to work in a variety of settings, including physicians' offices, hospitals, nursing homes, and other professional healthcare facilities. Graduates are prepared to meet both the clinical and administrative challenges of today's rapidly changing healthcare environment.

The program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. This is accomplished by providing curriculum relating to patient care skills, general study, and administrative/business skills.

The Associate in Applied Science degree program is an extension of the career-track certificate program.

Graduates of the Medical Assistant programs are eligible to sit for a variety of certification examinations, including:

- Certified Medical Assistant - CMA (AAMA)
- Registered Medical Assistant - RMA (AMT)
- Certified Clinical Medical Assistant - CCMA (NHA)
- Certified Electrocardiography - CET (NHA)
- Certified Phlebotomy - CPT (NHA)
- Basic Life Support for Healthcare Providers - BLS (AHA)

Students gain experience in a wide variety of areas, including:

- Clinical procedures such as electrocardiography (EKG), venipuncture, and specimen collection
- Medical office administration
- Medical terminology
- Pharmacology and human diseases

Benefit from:

- A strong foundation in both the theory and practice of clinical care
- Hands-on learning in on-site medical laboratories that simulate the clinical environment
- Instruction in the use of relevant medical devices and software
- Valuable, practical experience through a program-related, faculty-monitored practicum

Certification

The Medical Assistant Certificate program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Graduates of CAAHEP-accredited Medical Assistant programs are eligible to sit for the Certified Medical Assistant - CMA (AAMA) exam. The CMA (AAMA) designation is a national credential awarded by the American Association of Medical Assistants (AAMA), indicating that the Medical Assistant meets certain standards of competence as determined by the AAMA. Although certification is not required to work in most states, employers prefer to hire certified Medical Assistants. In the State of New Jersey, Medical Assistants who hold the CMA (AAMA) credential are permitted to administer injections.

Berkeley College's Medical Assistant credentialing examination two-year weighted average pass rate is 95 percent, which far exceeds the 30 percent threshold set forth by the MAERB. This rate is representative of students who graduated in 2013 and 2014 and who passed the Certified Medical Assistant - CMA (AAMA), Registered Medical Assistant - RMA (AMT), and/or Certified Clinical Medical Assistant - CCMA (NHA) certification examinations.

Academic Programs

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

Berkeley College Academic Program Statistics ↗

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Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

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- Certified Phlebotomy - CPT (NHA)
- Basic Life Support for Healthcare Providers - BLS (AHA)

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
- Our affiliation with **CommandCare LLC**, which provides an additional level of access to opportunities within the healthcare field

Certification

The Medical Assistant Certificate program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Graduates of CAAHEP-accredited Medical Assistant programs are eligible to sit for the Certified Medical Assistant - CMA (AAMA) exam. The CMA (AAMA) designation is a national credential awarded by the American Association of Medical Assistants (AAMA), indicating that the Medical Assistant meets certain standards of competence as determined by the AAMA. Although certification is not required to work in most states, employers prefer to hire certified Medical Assistants. In the State of New Jersey, Medical Assistants who hold the CMA (AAMA) credential are permitted to administer injections.

Berkeley College's Medical Assistant credentialing examination three-year weighted average pass rate is 93 percent, which far exceeds the 60 percent threshold set forth by the MAERB. This rate is representative of students who graduated in 2013, 2014, and 2015 and who passed the Certified Medical Assistant - CMA (AAMA), Registered Medical Assistant - RMA (AMT), and/or Certified Clinical Medical Assistant - CCMA (NHA) certification examinations.

Academic Programs

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

- **Medical Assistant Certificate**

Berkeley College Academic Program Statistics ↗

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

SAMPLE PROGRAM SEQUENCE

	Semester Credits
FIRST SEMESTER	
MED1100 Clinical and Surgical Office Procedures	3
MED1120 Medical Office Administration	3
MED1130 Medical Emergencies and Electrocardiography	3
SCI1120 Human Biology	3
HEA2200 Medical Terminology.....	3
SECOND SEMESTER	
MED1140 Specimen Collection and Procedures	3
MED1160 Principles of Pharmacology and Human Diseases.....	3
MED2280 Medical Assistant Capstone and Practicum	6
SOC2231 Human Relations	3
THIRD SEMESTER	
HEA1101 Foundations of Health Services.....	3
HEA2203 Ethical and Legal Aspects of Health Services	3
CIS1115 Computer Applications.....	3
ENG1105 Writing and Research	3
SCI2228 Microbiology.....	3
FOURTH SEMESTER	
HEA2255 Computer Applications in Health Services.....	3
MAT2215 Statistics I.....	3
Social Science Elective.....	3
Humanities Elective	3
Free Elective	3

60 SEMESTER CREDITS
REQUIRED FOR GRADUATION

NOTE: In addition to meeting the immunization requirements of Berkeley College and the State of New Jersey, additional vaccinations such as a tetanus shot administered within the past 10 years and the Hepatitis B vaccination are recommended for students enrolled in the Medical Assistant program.

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

To qualify for graduation, students must pass all Medical (MED) courses with a minimum grade of C, as well as participate in a national credential examination accredited by the National Commission for Certifying Agencies (NCCA) such as the Certified Medical Assistant - CMA (AAMA), Registered Medical Assistant - RMA (AMT), or Certified Clinical Medical Assistant - CCMA (NHA). The American Association of Medical Assistants (AAMA) guidelines require students to meet certain criteria in order to participate in the CMA (AAMA) exam. A full explanation of these guidelines can be found on the AAMA website (<http://www.aama-ntl.org/cma-aama-exam/application-steps/eligibility>). Although certification is not required to work in most states, employers prefer to hire certified Medical Assistants.

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

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

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

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

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

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

PROGRAM LEARNING OBJECTIVES

1. Reading and Written Communication: Students will demonstrate competent writing and reading throughout their programs of study.
2. Oral Communication: Students will demonstrate effective oral communication skills in both general and major-specific contexts.
3. Critical Analysis and Reasoning: Students will use critical analysis and reasoning, supported by knowledge and skills learned throughout their degree programs, to enhance personal and professional decision making:
 - Quantitative analysis and reasoning
 - Analysis and reasoning in the humanities, sciences, social sciences, and arts
 - Ethical analysis and reasoning
 - Reasoning in career-related contexts
4. Knowledge and Skills for Living in a Diverse Society: Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.
5. Information Literacy: Students will define and articulate their needs for information and access this information effectively and efficiently.
6. Integration of Learning: Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.
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.

**Berkeley College
Overview**

Academic Programs

**Academic Policies
and Procedures**

**Admissions and
Finances**

**Administration,
Faculty, and Staff**

Contact Us



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Student Handbook

Medical Assistant Certificate Program

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

HEA2200 Medical Terminology

3

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

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

Any required traditional textbooks and 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 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.

MED1100 Clinical and Surgical Office Procedures

3

Students learn the skills needed to function in a clinical office setting including patient relations, laboratory procedures and safety, maintaining medical asepsis, recognizing surgical instrumentation, conducting proper autoclaving and disinfecting, obtaining vital signs, draping patients, assisting with examinations and treatments, and performing diagnostic procedures. Students also learn to prepare and maintain a sterile surgical environment, prepare a patient for minor surgery, and assist during minor surgical procedures.

Prerequisites: HEA2200, SCI1120

MED1120 Medical Office Administration

3

Introduction to the healthcare industry and the medical assistant profession. Emphasizes patient relations as well as efficient procedures and administration of the professional office. Telephone techniques, patient scheduling, medical records management, and patient privacy within the practice are covered. Explores career development opportunities and strategies. Stresses entry-level job requirements and upward career paths.

MED1130 Medical Emergencies and Electrocardiography

3

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

Prerequisites or Corequisites: HEA2200, SCI1120

MED1140 Specimen Collection and Procedures

3

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

Prerequisites or Corequisites: HEA2200, SCI1120

MED1160 Principles of Pharmacology and Human Diseases

3

Basic principles of pharmacology and human pathophysiology are combined to further the understanding of medication administration, as well as the therapeutic and non-therapeutic effects of various medication classifications. This course covers the pharmacokinetics, pharmacodynamics, drug preparation, and dose calculation as well as the various routes of drug administration. Also covered are the etiology, pathogenesis, pathophysiology, and treatment of the common pathologies.

Prerequisites or Corequisites: HEA2200, SCI1120

MED2280 Medical Assistant Capstone and Practicum

6

This course requires the student to integrate the knowledge, skills, and techniques learned throughout the Medical Assistant program. The practicum component provides students with 165 hours of hands-on work experience in a supervised ambulatory healthcare environment. The on-campus component elicits reflection on the application of principles and practices learned throughout the entire Medical Assistant program. This course is designed to reinforce the knowledge and skills necessary to sit for industry-specific certifications examinations such as the Certified Medical Assistant – CMA (AAMA), Registered Medical Assistant - RMA, and/or Certified Clinical Medical Assistant - CCMA.

Prerequisite or Corequisite: HEA2200, SCI1120, and departmental permission

LIBERAL ARTS AND SCIENCES CORE COURSES

SCI1120 Human Biology

3

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

SOC2231 Human Relations

3

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

30 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

In addition to meeting the **immunization requirements** of Berkeley College and the State of New Jersey, additional vaccinations such as a tetanus shot administered within the past 10 years and the Hepatitis B vaccination are recommended for students enrolled in the Medical Assistant program.

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[employment/medical_assistant_certificate_statistics_sem.htm](#)

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[SAMPLE PROGRAM SEQUENCE](#)

[Medical Assistant Certificate Program Statistics \(Semester\)](#)

Medical Assistant Certificate

SAMPLE PROGRAM SEQUENCE

	Semester Credits
FIRST SEMESTER	
MED1100 Clinical and Surgical Office Procedures	3
MED1120 Medical Office Administration	3
MED1130 Medical Emergencies and Electrocardiography	3
SCI1120 Human Biology	3
HEA2200 Medical Terminology.....	3

SECOND SEMESTER

MED1140 Specimen Collection and Procedures	3
MED1160 Principles of Pharmacology and Human Diseases.....	3
MED2280 Medical Assistant Capstone and Practicum	6
SOC2231 Human Relations	3

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Medical Assistant Certificate

PROGRAM LEARNING OBJECTIVES

1. Reading and Written Communication: Students will demonstrate competent writing and reading throughout their programs of study.
2. Oral Communication: Students will demonstrate effective oral communication skills in both general and major-specific contexts.
3. Critical Analysis and Reasoning: Students will use critical analysis and reasoning, supported by knowledge and skills learned throughout their program, to enhance personal and professional decision making:
 - Quantitative analysis and reasoning
 - Analysis and reasoning in the humanities, sciences, social sciences, and arts
 - Ethical analysis and reasoning
 - Reasoning in career-related contexts
4. Knowledge and Skills for Living in a Diverse Society: Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.
5. Information Literacy: Students will define and articulate their needs for information and access this information effectively and efficiently.
6. Integration of Learning: Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.
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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2016–2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



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Student Handbook

Medical Insurance, Billing, and Coding

Keeping a healthy bottom line for healthcare organizations.

Managing vast amounts of medical insurance and billing information is critical to the success of any healthcare organization. Berkeley College offers degree and certificate programs to prepare students with the important business and technology skills needed for positions in medical insurance, billing, and coding. Courses provide students with the required knowledge and skills to become nationally certified.

Graduates of the degree program are required to sit for the Certified Coding Associate (CCA) or the Certified Professional Coder (CPC) certification examination. Graduates of the certificate program are required to sit for the Certified Billing and Coding Specialist (CBCS) or Certified Professional Biller (CPB) certification examination. Although certification is not required to work in most states, employers prefer to hire certified Medical Insurance, Billing, and Coding graduates.

Faculty members in this program are selected for both academic excellence and relevant professional experience. They combine firsthand knowledge with teaching experience to help prepare students to enter this in-demand field.

Benefit from:

- Curricula that focus on the structure and dynamics of the healthcare industry
- An emphasis on technology and specialized software to collect, process, and use information essential to the healthcare industry and its clients
- Training in communications between healthcare providers and private and governmental funding agencies
- Valuable, practical experience through program-related, faculty-monitored internships or job-related assignments if enrolled in the Associate's degree program
- A seamless transition between the Certificate and Associate's degree programs

Academic Programs

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

[Berkeley College Academic Program Statistics](#) ↗

[Berkeley College Overview](#)
[Academic Programs](#)
[Academic Policies and Procedures](#)
[Admissions and Finances](#)
[Administration, Faculty, and Staff](#)
[Contact Us](#)



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[Student Handbook](#)

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

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

HEA1101 Foundations of Health Services 3

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

HEA2200 Medical Terminology 3

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

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

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HEA2203 Ethical and Legal Aspects of Health Services 3

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

HEA2230 Health Information Management 3

Provides the student with an overview of the health information management (HIM) segment of the healthcare industry. This course addresses job responsibilities, legal and ethical standards, clinical data management, technology, and the wide variety of responsibilities of management.

Prerequisite: HEA1101

HEA2255 Computer Applications in Health Services 3

Familiarizes students with computerized billing and electronic health records using practice management software. Students learn to enter and edit patient personal history information, enter charges and post payments to financial accounts, and print statements. The importance of accuracy is stressed throughout this course.

Prerequisite: HEA1101

HEA2293 Internship

3

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

Prerequisites: Departmental permission

MBC1100 Medical Coding - ICD

2

Introduces the development of medical nomenclature and classification systems. Topics include coding of diseases and procedures, an overview of coding systems, and basic coding rules and conventions.

Prerequisite: HEA2200

Prerequisite or Corequisite: SCI2100 or SCI1120

MBC1110 Medical Coding - CPT

2

Teaches procedural coding, the assignment of DRGs, the relationship between coding to reimbursement, and selected nomenclature and classification systems.

Prerequisite: HEA2200

Prerequisite or Corequisite: SCI2100 or SCI1120

MBC2200 Medical Coding - Hospital Coding

2

Introduces the student to the new coding system used by hospitals for coding inpatient procedures. Students will learn how to analyze, assign, and sequence coding procedures in the ICD-10-PCS coding system and/or ICD-9-CM volume 3 procedure codes.

Prerequisites: HEA2200, MBC1100

Prerequisite or Corequisite: SCI2100 or SCI1120

MBC2210 Medical Billing and Reimbursement Methods

2

Prepares students to be skilled health professionals in the business areas of health facilities. Students learn to interpret insurance payment documents, organize financial records, follow up on claims, handle denials and rejections, understand billing and collection guidelines, and monitor the cash flow cycle.

Prerequisite: HEA1101

MBC2220 Clinical Documentation and Compliance

2

Provides in-depth coverage of ICD, CPT, and HCPCS coding rubrics, conventions, principles, and updates as they apply to the coding of complex case studies. Students will assign codes and prospective payment categories using the required manuals.

Prerequisite: HEA2200, SCI2100, or SCI1120

Prerequisite or Corequisite: MBC2200

MBC2280 Medical Insurance, Billing, and Coding Capstone

5

Focuses on the integration of knowledge, skills, and techniques learned throughout the Medical Insurance, Billing, and Coding program. This course reinforces the knowledge and skills needed to sit for a national certification exam.

Prerequisites: MBC1110, MBC2220, and departmental permission

MED1000 Basic Pharmacology and Pathophysiology

3

This course explores the causes, diagnosis, and treatment of common diseases as well as the basic principles of pharmacology. Focus is placed on the description of conditions and diseases of the organ systems, including etiology, signs and symptoms, methods of diagnosis, and treatment. The classification, actions, side effects, adverse reactions, sources, and forms of medications will also be explored.

Prerequisite: HEA2200

BUSINESS CORE COURSES**CIS1115 Computer Applications** 3

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

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

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

ENG2205 Writing Through Literature 3

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

Prerequisite: ENG1105

ENG2215 Public Speaking 3

Supports students in the development of oral communication skills. This course emphasizes the identification of good and poor speech habits, techniques for improving speech, oral interpretation, effective speech planning and delivery, and interpersonal communication.

Prerequisite or Corequisite: ENG2205

SCI1100 Anatomy and Physiology I 3

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

SCI2100 Anatomy and Physiology II 3

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

Prerequisite: SCI1100

SOC2231 Human Relations 3

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

Science/Humanities Elective 3

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

Internship eligibility and employment opportunities in the healthcare field may be contingent upon the results of a medical examination, which may include drug and alcohol testing, as well as receipt of satisfactory references. Applicants for whom such requirements may be matters of concern are strongly advised to contact an Admissions counselor prior to enrolling in this program.

To qualify for graduation, students must participate in the Certified Coding Associate (CCA) examination

administered by the American Health Information Management Association (AHIMA) or the Certified Professional Coder (CPC) examination administered by AAPC. Although certification is not required to work in most states, employers prefer to hire certified Medical Insurance, Billing, and Coding graduates.

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SAMPLE PROGRAM SEQUENCE ↗

A.A.S., Health Services Administration - Medical Insurance, Billing, and Coding New Jersey Program Statistics (Semester) ↗

A.A.S., Health Services Administration - Medical Insurance, Billing, and Coding New York Program Statistics (Semester) ↗

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

SAMPLE PROGRAM SEQUENCE

	Semester Credits		Semester Credits
FIRST SEMESTER		THIRD SEMESTER	
HEA1101 Foundations of Health Services.....	3	MBC1110 Medical Coding - CPT	2
HEA2200 Medical Terminology.....	3	MBC2200 Medical Coding - Hospital Coding	2
SCI1100 Anatomy and Physiology I.....	3	MBC2220 Clinical Documentation and Compliance	2
CIS1115 Computer Applications.....	3	HEA2203 Ethical and Legal Aspects of Health Services.....	3
ENG1105 Writing and Research	3	ENG2215 Public Speaking.....	3
		ENG2205 Writing Through Literature.....	3
SECOND SEMESTER		FOURTH SEMESTER	
MBC1100 Medical Coding - ICD	2	MBC2280 Medical Insurance, Billing, and Coding Capstone	5
MBC2210 Medical Billing and Reimbursement Methods.....	2	HEA2293 Internship.....	3
HEA2255 Computer Applications in Health Services.....	3	HEA2230 Health Information Management.....	3
SCI2100 Anatomy and Physiology II.....	3	Science/Humanities Elective	3
MED1000 Basic Pharmacology and Pathophysiology.....	3		
SOC2231 Human Relations	3		

60 SEMESTER CREDITS
REQUIRED FOR GRADUATION

NOTE: Internship eligibility and employment opportunities in the healthcare field may be contingent upon the results of a medical examination, which may include drug and alcohol testing, as well as receipt of satisfactory references. Applicants for whom such requirements may be matters of concern are strongly advised to contact an Admissions counselor prior to enrolling in this program.

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

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

PROGRAM LEARNING OBJECTIVES

1. Reading and Written Communication: Students will demonstrate competent writing and reading throughout their programs of study.
2. Oral Communication: Students will demonstrate effective oral communication skills in both general and major-specific contexts.
3. Critical Analysis and Reasoning: Students will use critical analysis and reasoning, supported by knowledge and skills learned throughout their degree programs, to enhance personal and professional decision making:
 - Quantitative analysis and reasoning
 - Analysis and reasoning in the humanities, sciences, social sciences, and arts
 - Ethical analysis and reasoning
 - Reasoning in career-related contexts
4. Knowledge and Skills for Living in a Diverse Society: Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.
5. Information Literacy: Students will define and articulate their needs for information and access this information effectively and efficiently.
6. Integration of Learning: Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.
7. To provide an understanding of medical terminology 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 and educate coding changes to 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 AHIMA or AAPC.

**Berkeley College
Overview**

Academic Programs

**Academic Policies
and Procedures**

**Admissions and
Finances**

**Administration,
Faculty, and Staff**

Contact Us



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Student Handbook

Medical Insurance, Billing, and Coding Certificate Program

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

HEA1101 Foundations of Health Services 3

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

HEA2200 Medical Terminology 3

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

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

Any required traditional textbooks and 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 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.

HEA2203 Ethical and Legal Aspects of Health Services 3

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

HEA2230 Health Information Management 3

Provides the student with an overview of the health information management (HIM) segment of the healthcare industry. This course addresses job responsibilities, legal and ethical standards, clinical data management, technology, and the wide variety of responsibilities of management.

Prerequisite: HEA1101

HEA2255 Computer Applications in Health Services 3

Familiarizes students with computerized billing and electronic health records using practice management software. Students learn to enter and edit patient personal history information, enter charges and post payments to financial accounts, and print statements. The importance of accuracy is stressed throughout this course.

Prerequisite: HEA1101

MBC1100 Medical Coding - ICD 2

Introduces the development of medical nomenclature and classification systems. Topics include coding of diseases and procedures, an overview of coding systems, and basic coding rules and conventions.

Prerequisite: HEA2200

Prerequisite or Corequisite: SCI2100 or SCI1120

MBC1110 Medical Coding - CPT

2

Teaches procedural coding, the assignment of DRGs, the relationship between coding to reimbursement, and selected nomenclature and classification systems.

Prerequisite: HEA2200

Prerequisite or Corequisite: SCI2100 or SCI1120

MBC2210 Medical Billing and Reimbursement Methods

2

Prepares students to be skilled health professionals in the business areas of health facilities. Students learn to interpret insurance payment documents, organize financial records, follow up on claims, handle denials and rejections, understand billing and collection guidelines, and monitor the cash flow cycle.

Prerequisite: HEA1101

BUSINESS CORE COURSES

CIS1115 Computer Applications

3

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

LIBERAL ARTS AND SCIENCES CORE COURSES

ENG1105 Writing and Research

3

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

SCI1120 Human Biology

3

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

30 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

To qualify for graduation, students must participate in the Certified Professional Biller (CPB) examination administered by AAPC or the Certified Billing and Coding Specialist (CBCS) examination administered by the National Healthcareer Association (NHA). Although certification is not required to work in most states, employers prefer to hire certified Medical Insurance, Billing, and Coding graduates.

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SAMPLE PROGRAM SEQUENCE

Medical Insurance, Billing, and Coding Certificate in New Jersey Program Statistics (Semester)

[Berkeley College](#) 1-800-446-5400 ext. WBW

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Medical Insurance, Billing, and Coding Certificate

SAMPLE PROGRAM SEQUENCE

	Semester Credits
FIRST SEMESTER	
HEA1101 Foundations of Health Services.....	3
HEA2200 Medical Terminology.....	3
SCI1120 Human Biology	3
CIS1115 Computer Applications.....	3
ENG1105 Writing and Research	3
SECOND SEMESTER	
MBC1100 Medical Coding - ICD	2
MBC1110 Medical Coding - CPT	2
MBC2210 Medical Billing and Reimbursement Methods.....	2
HEA2203 Ethical and Legal Aspects of Health Services.....	3
HEA2255 Computer Applications in Health Services.....	3
HEA2230 Health Information Management.....	3

NOTE: To qualify for graduation, students must participate in the Certified Professional Biller (CPB) examination administered by AAPC or the Certified Billing and Coding Specialist (CBCS) examination administered by the National Healthcareer Association (NHA). Although certification is not required to work in most states, employers prefer to hire certified Medical Insurance, Billing, and Coding graduates.

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REQUIRED FOR GRADUATION

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Medical Insurance, Billing, and Coding Certificate

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8. To demonstrate proficiency in the electronic medical record, encoding software, word processing, spreadsheets, database, email, and the Internet.
9. To assign correct ICD, CPT, HCPCS codes in outpatient encounters and to understand compliance to implement and educate coding changes to appropriate office personnel.
10. To prepare students for administrative routines such as medical record keeping, documentation, and to evaluate/respond/resubmit claim denials.
11. To prepare students for successful completion of a national certification exam, administered by the National Healthcareer Association (NHA).



Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



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Student Handbook

Nursing

The Berkeley College School of Health Studies is committed to excellence in nursing education. Current programs prepare students to enter this rewarding, in-demand field and to enhance their skills and expand their career opportunities.

The Practical Nurse Certificate program prepares students to sit for the NCLEX-PN licensure examination, which is required to become a Licensed Practical Nurse (LPN). Students learn to provide basic medical care and perform administrative tasks. Graduates often begin careers in physicians' offices, clinics, nursing homes, assisted living facilities, rehabilitation centers, or home healthcare settings.

The LPN to B.S.N. program is the only on-site LPN to B.S.N. program in New Jersey. Licensed, experienced LPNs can earn a Bachelor of Science in Nursing (B.S.N.) degree and prepare to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). With advanced skills and training, graduates can qualify for higher-level positions and pursue graduate degrees.

Academic Programs

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

[Berkeley College Academic Program Statistics](#) ↗

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

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

The only on-site LPN to B.S.N. program in New Jersey!

(LPN License Required)

The Berkeley College School of Health Studies now offers an LPN to B.S.N. program in which experienced LPNs can transition to the role of a baccalaureate-prepared Registered Nurse (RN). Graduates of the program are awarded a Bachelor of Science in Nursing (B.S.N.) degree and are eligible to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). In the rapidly changing world of healthcare, a B.S.N. can expand employment and earning opportunities. In fact, many hospitals and other healthcare facilities now require RNs to possess a B.S.N. The B.S.N. also prepares nurses to pursue graduate degrees.

Nurses with a B.S.N. are qualified to perform advanced tasks, including:

- Developing nursing care treatment plans
- Providing care to patients who are ill, injured, or suffering from other medical conditions
- Providing support and education to patients and families
- Supervising nurses and other professionals
- Administering medications and injections
- Assisting doctors during surgeries and other medical procedures

Benefit from:

- A strong foundation in both the theory and practice of clinical care
- The practical experience of hands-on labs and faculty monitored clinical or job-related assignments
- A supportive faculty selected on the basis of academic excellence and relevant professional experience in the nursing field
- Eligibility to sit for the NCLEX-RN examination and to apply for graduate programs in nursing

Applicants to the LPN to B.S.N. program must a) have completed an accredited Practical Nurse program in the United States, b) possess an unrestricted active or inactive practical nurse license, and c) have completed a minimum of 2,080 hours of work as an LPN within the last two years.

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

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

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

NUR3310 Nursing Research for Evidence-Based Practice

3

Focuses on the introduction of research with an emphasis on its application in nursing practice. The steps of the research process for qualitative and quantitative design will be examined. Students will review and critique scholarly, peer-reviewed nursing and inter-professional research studies. Ethical implications of research and translational scholarship will be discussed.

Prerequisites: MAT2215, SCI2100, SCI2110, SCI2228, ENG2205

Prerequisite or Corequisite: SCI3310

NUR3320 Transition to Professional Nursing 3

Focuses on the transition of the Licensed Practical Nurse to Registered Nurse within the healthcare environment. The development of professional values, critical thinking, and clinical judgment will be emphasized. Integration of nursing theory and evidence-based practice into nursing care will be explored. Concepts of social, political, and economic influences on nursing practice will be examined. Legal issues, organ and tissue donation, the nurse practice act, concepts of leadership, and appropriate delegation will be introduced.

Prerequisites: MAT2215, SCI2100, SCI2110, SCI2228, ENG2205

Prerequisite or Corequisite: SCI3310

NUR3330 Health Assessment Across the Lifespan 3

Using didactic and simulated clinical experiences, skills needed to conduct comprehensive physical assessment for individuals across the lifespan in a variety of settings are developed. Emphasis is placed on critical thinking, analysis, and the integration of systematic data collection for effective decision making in nursing practice. Use of evidence-based assessment tools for risk reduction is emphasized. A transcultural approach is used to assess the holistic human being.

Prerequisites or Corequisites: NUR3310, NUR3320

NUR3360 Advanced Mental Health Nursing 3

This course focuses on understanding the role of the professional nurse who cares for clients with mental health needs. Students will participate in clinical care of those in need of mental health services across a spectrum of care settings. Emphasis is placed on clinical judgment skills and professional values within a legal and ethical framework. Current issues in caring for individuals, families, and communities managing mental health challenges will be discussed. Topics may include, but are not limited to, abuse and neglect, chemical dependence, coping mechanisms, therapeutic communication, stress management, support systems, and cultural and religious influences.

Prerequisite: NUR3330

NUR4410 Advanced Maternal-Child Nursing 3

This didactic and clinical course focuses on the role of the professional nurse in meeting the holistic health needs of the childbearing and childrearing family. The nursing process is utilized to provide family-centered psychosocial and culturally sensitive care. Topics include, but are not limited to, maternal health, newborn and pediatric assessment, and pediatric growth and development (well/ill care). Students are provided the opportunity to utilize an evidence-based approach to critical thinking and nursing practice in various healthcare settings.

Prerequisite: NUR3330

NUR4420 Nursing Leadership and Management 3

This course explores management and leadership skills for the professional registered nurse in designing, coordinating, directing, and evaluating safe and quality healthcare. The role of the RN will be emphasized as a change agent and transformational leader. Students will demonstrate the application of nursing theory, evidence-based practice, information systems, problem solving, and effective communication strategies for best practices within a nursing organization.

Prerequisites: NUR3360, NUR4410, NUR4450

NUR4430 Community Health Nursing 3

Focuses on the application of the nursing process for a vulnerable population or community group in the promotion and protection of public health using health promotion, risk reduction, and disease management strategies. Community assessment, epidemiologic, environmental, change, political action, and case management frameworks are used to guide evidence-based nursing care delivery to persons, families, and populations in community settings. The nurse's role on the community health team and an understanding of healthcare needs of different cultural groups will be studied.

Prerequisites: NUR3360, NUR4410, NUR4450

NUR4440 Advanced Nursing Pharmacology 3

This course builds upon basic nursing knowledge of pharmacology. In-depth review of drug classifications will be emphasized. Students will apply critical thinking skills to the calculation and administration of medications. A case study approach will be used to focus on the nursing role of promoting safe, high-quality pharmacological care. Advance concepts such as chemotherapy, blood administration, and critical care medications will also be explored.

Prerequisite: NUR3330

NUR4450 Advanced Adult Health Nursing 3

This didactic and clinical course builds on the basic concepts of critical care related to multi-organ/system function and dysfunction, requiring the development of critical thinking. Nursing care relating to physiology, assessment, pathophysiology, system failure, end of life, and clinical management of the cardiovascular system, neurological system, pulmonary system, endocrine system, and renal system are addressed. Core concepts of complex pathophysiology, evidence-based treatment modalities, and advanced nursing roles are integrated in discussions of providing care to critically ill patients.

Prerequisite or Corequisite: NUR4440

NUR4460 Professional Nursing Seminar 3

Knowledge and skills from previous courses will be integrated into case studies and simulations focused on building critical thinking and clinical judgment. Individual student plans will be developed through testing to identify strengths and opportunities for learning. Test-taking strategies will be reviewed and utilized. Preparation for the transition to professional nursing practice will be emphasized.

Prerequisites or Corequisites: NUR4420, NUR4430

SCIENCE CORE COURSES**SCI1100 Anatomy and Physiology I** 3

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

SCI1110 Anatomy and Physiology Laboratory I 1

An introduction to the basic principles of human anatomy and physiology as explored through laboratory sessions. Laboratory activities coincide with lectures to enhance understanding of each topic by providing visual and hands-on experiments for the concepts learned in the lecture. Laboratory sessions include microscopy, dissections, and elementary physiological experiments. Among the topics considered are various body systems including the musculoskeletal, digestive, nervous, and integumentary, as well as the general and special senses.

Prerequisite: SCI1100

SCI2100 Anatomy and Physiology II 3

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

Prerequisite: SCI1100

SCI2110 Anatomy and Physiology Laboratory II 1

Continues the study of human anatomy and physiology through laboratory exploration. Laboratory activities coincide with lectures to enhance understanding of each topic by providing visual and hands-on experiments for the concepts learned in the lecture. Laboratory sessions include microscopy, dissections, and elementary physiological experiments. Among the topics covered are the cardiovascular, respiratory, urinary, endocrine, lymphatic, and reproductive systems.

Prerequisite: SCI1110

Corequisite: SCI2100

SCI2228 Microbiology 3

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

SCI3000 Chemistry for Healthcare Professionals 4

An introduction to chemistry, organic chemistry, and biological chemistry for students in nursing and other health science programs. This course expands on foundational knowledge of physiological processes and treatment modalities in human beings. A case study approach will be integrated into the course.

Prerequisite: MAT2211

SCI3310 Nutrition for Healthcare Professionals 3

An introduction to the basic principles of nutrition and a foundation for wellness. Practical application of essential information and the interrelationships between nutrition, food, and the environment as they impact health status will be explored. Culture/religious beliefs, ethnicity, socio-economic status, and nutritional trends and how they influence the nutritional health of the person will be examined. The nutritional needs associated with obesity and eating disorders, enteral and parenteral nutrition, metabolic and respiratory stress, gastrointestinal disorders, diabetes, cardiovascular disorders, renal disorders, cancer, and HIV/ AIDS across the lifespan will be discussed.

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

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

ENG2205 Writing Through Literature 3

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

Prerequisite: ENG1105

ENG3315 Advanced Writing 3

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

Prerequisite: ENG2205

HUM2225 Introduction to Ethics 3

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

MAT2211 College Algebra 3

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

Prerequisite: CSK85 or placement-based score

MAT2215 Statistics I 3

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

SOC2225 Introduction to Psychology 3

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

SOC2231 Human Relations 3

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

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

SOC3305 Marriage and Family

3

Explores the traditional and changing family as a social institution with multicultural and crosscultural differences. Family roles and patterns are examined with emphasis on the forms they assume in different cultures and subcultures, including ethnic and class variations.

English Elective

3

Humanities Electives*

6

Liberal Arts Elective

3

Social Science Elective

3

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

30

120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

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

Governing regulations may disqualify individuals from obtaining professional certification in this field based upon certain health conditions or results of criminal background checks. Therefore, in addition to meeting the **immunization requirements** of Berkeley College and the State of New Jersey, students applying to the LPN to B.S.N. program must provide authorization for a criminal background check prior to registration and submit a physical assessment by a licensed medical professional prior to participating in clinical rotations. Students enrolled in the LPN to B.S.N. program are required to purchase their own malpractice insurance.

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

To qualify for graduation, students must pass all Nursing (NUR) courses with a minimum grade of B. Graduates of the LPN to B.S.N. program are eligible to sit for the NCLEX-RN licensure examination. Passing this exam is required to work as a Registered Nurse (RN).

This program also requires students to obtain specific supplies, the cost of which totals approximately \$1,435.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/bsn_lpn_to_bsn_nj_statistics_sem.htm.

SAMPLE PROGRAM SEQUENCE

B.S.N., LPN to B.S.N. New Jersey Program Statistics (Semester)

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

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

SAMPLE PROGRAM SEQUENCE

Semester Credits	Semester Credits	
FIRST SEMESTER		
SCI1100 Anatomy and Physiology I..... 3	SEVENTH SEMESTER	
SCI1110 Anatomy and Physiology Laboratory I 1		
ENG1105 Writing and Research 3		
MAT2211 College Algebra 3		
SOC2225 Introduction to Psychology..... 3		
SECOND SEMESTER		
SCI2100 Anatomy and Physiology II 3		
SCI2110 Anatomy and Physiology Laboratory II..... 1		
MAT2215 Statistics I 3		
SCI3310 Nutrition for Healthcare Professionals..... 3		
SOC2231 Human Relations 3		
THIRD SEMESTER		
SCI2228 Microbiology 3	120 SEMESTER CREDITS REQUIRED FOR GRADUATION NOTE: Three credits of Humanities Electives must be at the 3000/4000 level. Governing regulations may disqualify individuals from obtaining professional certification in this field based upon certain health conditions or results of criminal background checks. Therefore, in addition to meeting the immunization requirements of Berkeley College and the State of New Jersey, students applying to the LPN to B.S.N. program must provide authorization for a criminal background check prior to registration and submit a physical assessment by a licensed medical professional prior to participating in clinical rotations. Students enrolled in the LPN to B.S.N. program are required to purchase their own malpractice insurance. Extensive criminal background checks may be repeated after admission at the request of clinical facilities, and positive findings may prevent students from completing the clinical portion of the program and graduating. Health requirements required for clinical courses are extensive and may total several hundred dollars. The costs of these health requirements are borne by the student. To qualify for graduation, students must pass all Nursing (NUR) courses with a minimum grade of B. Graduates of the LPN to B.S.N. program are eligible to sit for the NCLEX-RN licensure examination. Passing this exam is required to work as a Registered Nurse (RN). This program also requires students to obtain specific supplies, the cost of which totals approximately \$1,435.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/bsn_lpn_to_bsn_nj_statistics_sem.htm .	
ENG2205 Writing Through Literature 3		
SCI3000 Chemistry for Healthcare Professionals 4		
Social Science Elective..... 3		
FOURTH SEMESTER		
NUR3310 Nursing Research for Evidence Based Practice..... 3		
NUR3320 Transition to Professional Nursing 3		
NUR3330 Health Assessment Across the Lifespan 3		
ENG3315 Advanced Writing 3		
HUM2225 Introduction to Ethics 3		
FIFTH SEMESTER		
NUR3360 Advanced Mental Health Nursing 3		
SOC3305 Marriage and Family 3		
English Elective..... 3		
Humanities Elective 3		
SIXTH SEMESTER		
NUR4410 Advanced Maternal-Child Nursing 3		
NUR4440 Advanced Nursing Pharmacology 3		
NUR4450 Advanced Adult Health Nursing 3		
Liberal Arts Elective 3		

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

PROGRAM LEARNING OBJECTIVES

1. Prepare graduates as professional nurse generalists with the knowledge and skills to provide safe and high quality care for patients (including families, groups, and communities) in a variety of settings and across the lifespan.
2. Provide graduates with the most current knowledge and skills recommended by federal healthcare agencies, nursing experts, and professional nursing organizations.
3. Facilitate career mobility, as well as personal and professional growth, for Licensed Practical Nurses.
4. Prepare graduates for success on the NLCEX-RN exam for entry into professional nursing practice.
5. Contribute to meeting healthcare needs of the community through care by baccalaureate-prepared professional nurses.
6. Facilitate the development of a diverse baccalaureate-prepared nursing workforce.
7. Prepare graduates for success in career advancement and graduate study.

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Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



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Student Handbook

Practical Nurse Certificate

Provide vital care to patients in need.

The Practical Nurse program provides students with the knowledge and clinical skills necessary to enter the healthcare field as a Practical Nurse. Graduates of the Practical Nurse program are eligible to sit for the NCLEX-PN licensure examination. Passing this exam is required to become a Licensed Practical Nurse (LPN).

Practical Nurses provide basic medical care, including:

- Monitoring a patient's health by checking vital signs
- Administering wound care and inserting catheters
- Providing for the basic comfort of patients, such as helping them bathe or dress
- Reporting a patient's medical status to the registered nurse and/or physician
- Maintaining patient health records
- Collecting specimens

Practical Nurse graduates provide care to their patients in a variety of healthcare environments, including physicians' offices, clinics, nursing homes, assisted living facilities, rehabilitation centers, and home healthcare settings.

Benefit from:

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

Practical Nurse Certificate Program

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

NUR1100 Foundations of Nursing

8

Students learn the components of nursing and the application of techniques and procedures to provide care to patients. Topics include the nursing process; communication skills; legal and ethical aspects of nursing; physical and psychosocial development; health promotion; safety skills; infection control; basic normal assessment; pain management; and concepts of loss, grief, and death. Hands-on demonstration, practice, and validation of skills are conducted in the nursing lab and in the clinical setting.

NUR1200 Pharmacology

3

Students study the different drug categories and the methods of administration, including oral and by injection. Includes the proper use of the Physician's Desk Reference (PDR) and how to accurately read, prepare, and call in written prescriptions.

Prerequisite: SCI2215

Prerequisite or Corequisite: NUR1100

NUR1300 Nursing Concepts I

8

Students learn the concepts underlying health and wellness of individuals and families. Students will apply concepts to exemplars addressing basic nutrition, fluid and electrolytes, surgery, oxygenation, and the cardiovascular, gastrointestinal, genitourinary, endocrine, eye and ear, neurological and muscular systems. Direct clinical practice provides opportunities for students to demonstrate successful application of these concepts in a patient care setting.

Prerequisites: NUR1100, SCI2215, SOC2225, CPR certification, and completion of all departmental physical forms, including purchase of malpractice insurance.

NUR1400 Special Topics in Nursing

6

Students explore special topics in nursing addressing the nursing process as applied to the provision of nursing care for individuals and families with mental health challenges, childbearing families, and children. Topics include anatomy and physiology, assessment, diseases and disorders, pharmacology, diet therapy, and special considerations across the life span. Students study the needs and care of patients from conception through childhood. Topics include conception, embryology, maternal and newborn health, nursing care from pre-conception to postpartum for childbearing families, reactions to hospitalization, childhood illnesses/disorders, outpatient settings, and federal legislation. Hands-on care and management of patients via the nursing process are conducted in the clinical setting.

Prerequisites: NUR1100, SCI 2215, SOC2225, CPR certification, and completion of all departmental physical forms, including purchase of malpractice insurance.

NUR2100 Nursing Concepts II

10

Students build upon concepts explored in Nursing Concepts I, including nutrition, fluid and electrolytes, and oxygenation. Students also learn about complex disease processes in the cardiovascular, gastrointestinal, neurological, muscular, and genitourinary systems. Students begin to explore immunological diseases such as HIV and concepts related to oncology. Direct clinical practice provides opportunities for students to demonstrate successful application of these concepts in a patient care setting.

Prerequisites: NUR1300, CPR certification, and completion of all departmental physical forms, including purchase of malpractice insurance

NUR2200 Transition into Practice

6

Students examine professional practice issues such as delegation and use of SBAR (Situation, Background, Assessment, and Recommendation). Legal/ethical issues concerning clients' rights, use of restraints/seclusion, and advance directives and palliative care are explored through case discussions, recent news events, practice updates, and legislative mandates.

Prerequisites: NUR1300, CPR certification, and completion of all departmental physical forms, including purchase of malpractice insurance

Prerequisites or Corequisites: NUR1400, NUR2100

LIBERAL ARTS AND SCIENCES CORE COURSES

SCI2215 Life Sciences

6

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

SOC2225 Introduction to Psychology

3

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

50 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

Governing regulations may disqualify individuals from obtaining professional certification in this field based upon health or criminal records. Therefore, in addition to meeting the **immunization requirements** of Berkeley College and the State of New Jersey, students applying to the Practical Nurse program must provide

authorization for a criminal background check prior to registration and submit a physical assessment by a licensed medical professional prior to participating in clinical rotations. Students enrolled in the Practical Nurse program are required to purchase their own malpractice insurance.

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

To qualify for graduation, students must pass all Nursing (NUR) courses, Life Sciences, and Introduction to Psychology with a minimum grade of C+.

Graduates of the Practical Nurse program are eligible to sit for the NCLEX-PN licensure examination. Passing this exam is required to work as a Licensed Practical Nurse (LPN).

This program also requires students to obtain specific supplies, the cost of which totals approximately \$740.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/practical_nurse_certificate_statistics_sem.htm.

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

[SAMPLE PROGRAM SEQUENCE](#) ↗

[Practical Nurse Certificate Program Statistics \(Semester\)](#) ↗

Practical Nurse Certificate

SAMPLE PROGRAM SEQUENCE

	Semester Credits
FIRST SEMESTER	
SCI2215 Life Sciences	6
SOC2225 Introduction to Psychology.....	3
NUR1100 Foundations of Nursing	8
SECOND SEMESTER	
NUR1200 Pharmacology.....	3
NUR1300 Nursing Concepts I.....	8
NUR1400 Special Topics in Nursing	6
THIRD SEMESTER	
NUR2100 Nursing Concepts II.....	10
NUR2200 Transition into Practice	6

50 SEMESTER CREDITS
REQUIRED FOR GRADUATION

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

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

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

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

Practical Nurse Certificate

PROGRAM LEARNING OBJECTIVES

1. Reading and Written Communication: Students will demonstrate competent writing and reading throughout their programs of study.
2. Oral Communication: Students will demonstrate effective oral communication skills in both general and major-specific contexts.
3. Critical Analysis and Reasoning: Students will use critical analysis and reasoning, supported by knowledge and skills learned throughout their programs, to enhance personal and professional decision making:
 - Quantitative analysis and reasoning
 - Analysis and reasoning in the humanities, sciences, social sciences, and arts
 - Ethical analysis and reasoning
 - Reasoning in career-related contexts
4. Knowledge and Skills for Living in a Diverse Society: Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.
5. Information Literacy: Students will define and articulate their needs for information and access this information effectively and efficiently.
6. Integration of Learning: Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.
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 system, 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.

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



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Student Handbook

Patient Care Technician Certificate Program

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

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

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

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

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

Benefit from:

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

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

HEA2200 Medical Terminology

3

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

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

Any required traditional textbooks and 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 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.

MED1130 Medical Emergencies and Electrocardiography

3

Introduction to the anatomy and physiology of the cardiac system. Students learn how to perform electrocardiogram (EKG) on patients, troubleshoot EKG machine problems, and recognize basic cardiac arrhythmias. Spirometry testing is performed. Students will also learn to respond to common emergency situations, administer first aid in accordance with Occupational Safety and Health Administration (OSHA)

standards, recognize the effect of stress on all persons involved in emergency situations, and demonstrate self-awareness in responding to emergency situations. Emphasis is placed on professional attitudes and the principles and basic concepts of ethics and laws involved in providing medical services. Students must obtain Basic Life Support (BLS) for Healthcare Providers certification through the American Heart Association.

Prerequisites or Corequisites: HEA2200, SCI1120

MED1140 Specimen Collection and Procedures 3

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

Prerequisites or Corequisites: HEA2200, SCI1120

PCT1010 Foundations of Patient Care 6

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

PCT1320 Advanced Patient Care 3

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

Prerequisite: PCT1010

PCT2320 Patient Care Practicum 3

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

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

Corequisite: PCT2700

PCT2700 Patient Care Capstone 3

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

Prerequisite or Corequisite: PCT1320

LIBERAL ARTS AND SCIENCES CORE COURSES

SCI1120 Human Biology 3

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

SOC2225 Introduction to Psychology 3

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

PATIENT CARE TECHNICIAN ELECTIVES - Choose One

PCT2310 Patient Care Communication 3

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

Prerequisite: PCT1010

PCT2560 Home Health Aide

3

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

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

33 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

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

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

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

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SAMPLE PROGRAM SEQUENCE

Patient Care Technician Certificate Program Statistics (Semester)

Patient Care Technician Certificate

SAMPLE PROGRAM SEQUENCE

	Semester Credits
FIRST SEMESTER	
SCI1120 Human Biology	3
PCT1010 Foundations of Patient Care.....	6
MED1130 Medical Emergencies and Electrocardiography	3
SOC2225 Introduction to Psychology.....	3
HEA2200 Medical Terminology.....	3

SECOND SEMESTER

PCT1320 Advanced Patient Care.....	3
MED1140 Specimen Collection and Procedures	3
PCT2320 Patient Care Practicum.....	3
PCT2700 Patient Care Capstone	3
Patient Care Technician Elective	3

33 SEMESTER CREDITS
REQUIRED FOR GRADUATION

PATIENT CARE TECHNICIAN ELECTIVES

PCT2310 Patient Care Communication	3
PCT2560 Home Health Aide.....	3

NOTE: Governing regulations may disqualify individuals from obtaining professional certification in this field based upon health or criminal records. Therefore, in addition to meeting the immunization requirements of Berkeley College and the State of New Jersey, students applying to the Patient Care Technician (PCT) program must provide authorization for a criminal background check prior to registration and submit a physical assessment by a licensed medical professional prior to participating in clinical rotations. Students are required to purchase their own malpractice insurance.

Extensive criminal background checks may be repeated after admission at the request of clinical facilities, and positive findings may prevent students from completing the clinical portion of the program, graduating, and participating in certification exams. Health requirements required for clinical courses are extensive and may total several hundred dollars. The costs of these health requirements are borne by the student.

The minimum passing grade required for a Patient Care Technician (PCT) course is a C. Any grade below a C is a failing grade. In order to pass a PCT course that consists of both didactic and clinical/laboratory portions, students must receive at least a C for the didactic portion of the course and a P for the clinical/laboratory portion. A failure in either the didactic or clinical/laboratory portion of a PCT course will result in a failing grade for the entire course. Therefore, only a PCT course in which students receive at least a C will satisfy the course requirements for the Patient Care Technician program.

To qualify for graduation, students enrolled in the Patient Care Technician program must pass all PCT courses with a minimum grade of C as well as participate in the Certified Patient Care Technician/Assistant (CPCT/A) certification examination. Although certification is not required to work in most states, employers prefer to hire certified Patient Care Technicians.

This program also requires students to obtain specific supplies, the cost of which totals approximately \$725.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore. BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/patient_care_technician_certificate_statistics_sem.htm.

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Under certain circumstances the need to take developmental College Skills courses may lengthen the time required to complete the student's program, and may result in increased costs to a student.

Not all programs and courses are offered at all campuses. You may be required to take some courses at another campus or online.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/patient_care_technician_certificate_statistics_sem.htm.

Patient Care Technician Certificate

PROGRAM LEARNING OBJECTIVES

1. Reading and Written Communication: Students will demonstrate competent writing and reading throughout their programs of study.
2. Oral Communication: Students will demonstrate effective oral communication skills in both general and major-specific contexts.
3. Critical Analysis and Reasoning: Students will use critical analysis and reasoning, supported by knowledge and skills learned throughout their programs, to enhance personal and professional decision making:
 - Quantitative analysis and reasoning
 - Analysis and reasoning in the humanities, sciences, social sciences, and arts
 - Ethical analysis and reasoning
 - Reasoning in career-related contexts
4. Knowledge and Skills for Living in a Diverse Society: Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.
5. Information Literacy: Students will define and articulate their needs for information and access this information effectively and efficiently.
6. Integration of Learning: Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.
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).

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



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Student Handbook

Surgical Processing Technician Certificate Program

Explore one of the most exciting, highly technical, and specialized environments in healthcare. The surgical processing department of a healthcare facility is the center of all activity involving cleaning and sterilizing supplies and equipment needed for surgery and other patient care areas.

The Surgical Processing Technician program provides students with the knowledge and professional skills necessary to deliver support to all patient care areas within a healthcare facility. Students learn processes for maintaining medical instruments and devices that must be decontaminated, processed, sterilized, and distributed in hospitals and surgical centers. Graduates have in-depth knowledge of operating rooms, operating room procedures, instruments used in operating rooms, and processes for sterilizing and packaging instruments used during surgery.

Students who wish to enhance their career opportunities can apply Surgical Processing Technician program credits toward the Berkeley College Health Sciences Associate in Applied Science degree program.

Benefit from:

- A strong foundation in both the theory and techniques of decontamination
- Hands-on learning in on-site medical laboratories that simulate the surgical processing environment
- Opportunities to practice communication and interpersonal skills needed for developing a rapport with colleagues and patients
- Valuable, practical experience gained through the completion of a practicum at an off-campus healthcare facility

The Berkeley College Surgical Processing Technician program meets the requirements of the International Association of Healthcare Central Service Materiel Management (IAHCSCMM). As a result, graduates of the Surgical Processing Technician program are eligible to sit for the Certified Registered Central Service Technician (CRCST) examination. Passing this examination is required to work as a Surgical Processing Technician in some states, including New Jersey and New York.

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

HEA2200 Medical Terminology

3

Provides a solid foundation and understanding of the medical language used by healthcare professionals through the introduction, reinforcement, and combination of medical word parts including prefixes, suffixes, and combining forms. Emphasis is placed on word building, analysis of word parts, spelling, special endings, plural forms, correct pronunciation of terminology related to procedures, and diseases of the various body systems. Commonly used abbreviations and symbols will also be introduced.

This program also requires students to obtain specific supplies, the cost of which totals approximately \$725.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and BerkeleyCollege.edu/gainful-employment/patient_care_technician_certificate_statistics_sem.htm.

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HEA2203 Ethical and Legal Aspects of Health Services

3

An introduction to the principles of law as applied to the healthcare field. Students learn ethical standards and issues as related to healthcare.

SPT1110 Fundamentals of Surgical Processing 4

Introduces the important role of the Central Service Department. Government regulations/standards, infection prevention/control, quality assurance, safety, communication, human relations skills, body systems and related surgical procedures, and medical terms and abbreviations used in surgery are discussed.

SPT2100 Surgical Instrumentation 4

Examines the basic categories of surgical instruments (simple to complex), processing standards accompanying flash sterilization, concepts of inventory management, and management of commonly used patient care equipment. Students learn the sterile packaging process and factors impacting sterilization.

Prerequisite or Corequisite: SPT1110

SPT2110 Basic Infection Control 3

Provides an overview of water purification systems, factors impacting water quality, distillation, deionization, reverse osmosis systems, cleaning chemicals, and various methods of cleaning and decontamination.

Prerequisite: SPT2100

SPT2150 Surgical Processing Clinical Practicum 8

Offers supervised practical work experience in a sterile processing environment, which provides students with hands-on experience. Didactic and laboratory skills acquired in the program are applied in the clinical setting.

Prerequisite: Departmental permission

Corequisite: SPT2151

SPT2151 Surgical Processing Clinical Seminar 2

Focuses on integrating the skills learned throughout the program with the work experience while also participating in focused discussions and special projects. This course stresses entry-level job requirements and upward career paths, resume writing skills, interviewing techniques, and networking.

Corequisite: SPT2150

LIBERAL ARTS AND SCIENCES CORE COURSES
SCI1120 Human Biology 3

Study of the structure and function of the human body. Students are introduced to the various body systems, including the integumentary, skeletal, muscular, nervous, special senses, endocrine, respiratory, digestive, urinary, reproductive, hematological/immunological, and cardiovascular. Course includes definitions, terminology, chemical basis of life, and energy, as well as microbiology.

SCI2228 Microbiology 3

The morphology and function of microorganisms, especially viruses and bacteria, are studied. The characteristics of microorganisms, the disease process, and the immune response are discussed.

33 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

Governing regulations may disqualify individuals from obtaining professional certification in this field based upon health or criminal records. Therefore, in addition to meeting the **immunization requirements** of Berkeley College and the State of New Jersey, students applying to the Health Sciences program must provide authorization for a criminal background check prior to registration and submit a physical assessment by a licensed medical professional prior to participating in clinical rotations.

Extensive criminal background checks may be repeated after admission at the request of clinical facilities, and positive findings may prevent students from completing the clinical portion of the program, graduating, and participating in certification exams. Health requirements required for clinical courses are extensive and may total several hundred dollars. The costs of these health requirements are borne by the student.

To qualify for graduation, students enrolled in the Surgical Processing Technician (SPT) specialization must pass all SPT courses and Microbiology with a minimum grade of C+, as well as participate in the Certified Registered

Central Service Technician (CRCST) certification examination. Passing this examination is required to work as a Surgical Processing Technician in some states, including New Jersey and New York.

This program also requires students to obtain specific supplies, the cost of which totals approximately \$670.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/surgical_processing_technician_certificate_statistics_sem.htm.

Any required traditional textbooks and/or some required supplies are included as part of the charge for tuition and fees and will be distributed to students. Please note, however, that students have the right to obtain traditional textbooks, and/or certain required items, from other sources. Students who demonstrate that they have obtained required item(s) from another source may return the items distributed by the College and receive a refund of the amount charged by the College for the specific item.

SAMPLE PROGRAM SEQUENCE

Surgical Processing Technician Certificate Program Statistics (Semester)

Surgical Processing Technician Certificate

SAMPLE PROGRAM SEQUENCE

	Semester Credits
FIRST SEMESTER	
SPT1110	Fundamentals of Surgical Processing 4
SPT2100	Surgical Instrumentation..... 4
HEA2200	Medical Terminology..... 3
SCI1120	Human Biology 3
SCI2228	Microbiology..... 3

SECOND SEMESTER

SPT2110	Basic Infection Control 3
SPT2150	Surgical Processing Clinical Practicum..... 8
SPT2151	Surgical Processing Clinical Seminar 2
HEA2203	Ethical and Legal Aspects of Health Services..... 3

33 SEMESTER CREDITS
REQUIRED FOR GRADUATION

NOTE: Governing regulations may disqualify individuals from obtaining professional certification in this field based upon health or criminal records. Therefore, in addition to meeting the immunization requirements of Berkeley College and the State of New Jersey, students applying to the Surgical Processing Technician program must provide authorization for a criminal background check prior to registration and submit a physical assessment by a licensed medical professional prior to participating in clinical rotations.

Extensive criminal background checks may be repeated after admission at the request of clinical facilities, and positive findings may prevent students from completing the clinical portion of the program, graduating, and participating in certification exams. Health requirements required for clinical courses are extensive and may total several hundred dollars. The costs of these health requirements are borne by the student.

To qualify for graduation, students enrolled in the Surgical Processing Technician program must pass all Surgical Processing Technician (SPT) courses and Microbiology with a minimum grade of C+, as well as participate in the Certified Registered Central Service Technician (CRCST) examination. Passing this examination is required to work as a Surgical Processing Technician in some states, including New Jersey and New York.

This program also requires students to obtain specific supplies, the cost of which totals approximately \$670.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/surgical_processing_technician_certificate_statistics_sem.htm.

Any required traditional textbooks and/or some required supplies are included as part of the charge for tuition and fees and will be distributed to students. Please note, however, that students have the right to obtain traditional textbooks, and/or certain required items, from other sources. Students who demonstrate that they have obtained required item(s) from another source may return the items distributed by the College and receive a refund of the amount charged by the College for the specific item.

Under certain circumstances the need to take developmental College Skills courses may lengthen the time required to complete the student's program, and may result in increased costs to a student.

Not all programs and courses are offered at all campuses. You may be required to take some courses at another campus or online.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/surgical_processing_technician_certificate_statistics_sem.htm.

Surgical Processing Technician Certificate

PROGRAM LEARNING OBJECTIVES

1. Reading and Written Communication: Students will demonstrate competent writing and reading throughout their programs of study.
2. Oral Communication: Students will demonstrate effective oral communication skills in both general and major-specific contexts.
3. Critical Analysis and Reasoning: Students will use critical analysis and reasoning, supported by knowledge and skills learned throughout their programs, to enhance personal and professional decision making:
 - Quantitative analysis and reasoning
 - Analysis and reasoning in the humanities, sciences, social sciences, and arts
 - Ethical analysis and reasoning
 - Reasoning in career-related contexts
4. Knowledge and Skills for Living in a Diverse Society: Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.
5. Information Literacy: Students will define and articulate their needs for information and access this information effectively and efficiently.
6. Integration of Learning: Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.
7. To prepare students for successful completion of the Certified Registered Central Service Technician exam, administered by the International Association of Healthcare Central Services Materiel Management (IAHCSMM).
8. To ensure students enter the workforce as qualified and technically skilled surgical 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.

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



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Student Handbook

Surgical Technology

Specialized training for a specialized career.

The Surgical Technology program prepares students to work as valuable members of a surgical team, which most commonly includes surgeons, anesthesiologists, and circulating nurses. Surgical Technologists assist in surgical procedures under the supervision of surgeons, registered nurses, and other surgical personnel. They perform a variety of critical hands-on tasks, including:

- Preparing operating rooms by setting up surgical instruments and equipment
- Preparing patients for surgery by washing, shaving, and disinfecting incision sites
- Passing instruments and other sterile supplies to surgeons during surgical procedures
- Maintaining a proper sterile field throughout the surgical process
- Monitoring and assessing operating room conditions

Benefit from:

- A strong foundation in both the theory and techniques of surgical technology
- Hands-on learning in on-site surgical laboratories that simulate the surgical environment
- Valuable, practical experience gained through the completion of clinical practicums at off-campus healthcare facilities, under the supervision of instructors and professional practitioners
- Liberal arts and sciences courses that provide students with a foundation of skills and knowledge necessary to reason clearly and communicate effectively

Certification

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). Only students who complete a CAAHEP-accredited Surgical Technology program are eligible to sit for the Certified Surgical Technologist (CST) exam, a national credentialing exam administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). One-hundred percent of Berkeley College's Surgical Technology students who graduated between August 1, 2014, and July 31, 2015, passed the Certified Surgical Technologist (CST) exam on their first attempt. This pass rate is higher than the national average of 70 percent, according to statistics from the National Board of Surgical Technology and Surgical Assisting.

Degree Program

- **A.A.S., Surgical Technology**

[Berkeley College Academic Program Statistics](#) ↗

[Berkeley College Overview](#)
[Academic Programs](#)
[Academic Policies and Procedures](#)
[Admissions and Finances](#)
[Administration, Faculty, and Staff](#)
[Contact Us](#)



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Student Handbook

Surgical Technology

Associate in Applied Science Degree (A.A.S.)

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

HEA2200 Medical Terminology

3

Provides a solid foundation and understanding of the medical language used by healthcare professionals through the introduction, reinforcement, and combination of medical word parts including prefixes, suffixes, and combining forms. Emphasis is placed on word building, analysis of word parts, spelling, special endings, plural forms, correct pronunciation of terminology related to procedures, and diseases of the various body systems. Commonly used abbreviations and symbols will also be introduced.

This program also requires students to obtain specific supplies, the cost of which totals approximately \$725.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and BerkeleyCollege.edu/gainful-employment/patient_care_technician_certificate_statistics_sem.htm.

Any required traditional textbooks and 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 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.

HEA2203 Ethical and Legal Aspects of Health Services

3

An introduction to the principles of law as applied to the healthcare field. Students learn ethical standards and issues as related to healthcare.

SUR1100 Fundamentals of Surgical Technology

6

Students are introduced to the role and responsibilities of the surgical technologist, the healthcare team, and the clinical environment. Topics include environment and workplace safety, patient care and safety, age-extreme patients, and patients with special needs. Students learn the basic techniques for scrubbing, gowning, and gloving. An on-campus operating room laboratory provides students with such hands-on experience as vital signs, patient transporting, and positioning.

SUR2112 Surgical Techniques

6

Provides an in-depth study of the principles of aseptic techniques. Topics include wound healing, specimen care, safe use of surgical equipment, surgical counts, and prepping and draping the patient. Various types of sutures, needles, stapling devices, sponges, dressings, packings, drains, and catheters are presented. Students are introduced to robotics, physics, and electricity. Focuses on diagnostic procedures as well as general, genitourinary, orthopedics, obstetrics and gynecological, ear, nose, and throat surgical procedures. Emphasis is placed on developing an effective operative routine as students set up for mock surgical procedures and role play the members of the perioperative team.

Prerequisite: SUR1100

SUR2120 Surgical Specialty Intervention Procedures

3

Focuses on the following surgical specialties: ophthalmology, plastic, neurosurgery, thoracic surgery, peripheral

vascular, cardiovascular, organ and tissue recovery, and pediatric surgery.

Prerequisite: SUR2112

Corequisite: SUR2280

SUR2251 Pharmacology and Anesthesiology 2

The rationale for use of specific drugs, their therapeutic effects, major side effects on the surgical patient, and how these drugs may alter or influence surgical intervention are defined. Emphasis is on the role and responsibilities of the surgical technologist regarding pharmaceuticals in the operating room.

Prerequisite: SUR2112

SUR2280 Operating Room Clinical Practicum I 5

Students apply the didactic and laboratory skills learned throughout the program to the clinical setting, gain clinical work experience in surgical procedures and operating room practices, and scrub on surgical cases in various surgical specialties. Students also participate in focused discussions and special projects.

Prerequisites: SUR2112, Basic Cardiac Life Support/Automated External Defibrillation Certification

Corequisite: SUR2120

SUR2290 Operating Room Clinical Practicum II 5

Continuation of clinical work experience in surgical procedures and operating room practices. Students also participate in focused discussions and special projects.

Prerequisites: SUR2280, Basic Cardiac Life Support/Automated External Defibrillation Certification

Corequisite: SUR2292

SUR2292 Surgical Technology Capstone 4

Designed to elicit reflection and application to the whole of the Surgical Technology program. The course requires the student to apply the knowledge, skills, and techniques attained throughout the Surgical Technology program. The capstone course provides an opportunity for the assessment of surgical technologist critical thinking skills and teamwork skills through case studies that present experiences often encountered in the Surgical Technologist's workplace. The course reinforces the knowledge, skills, and strategies needed to sit for the national credentialing exam; and stresses entry-level job requirements and upward career paths, resume writing skills, interviewing techniques, and networking.

Prerequisite: Departmental permission

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research 3

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

ENG2205 Writing Through Literature 3

Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres.

Prerequisite: ENG1105

SCI1100 Anatomy and Physiology I 3

Study of the structure, function, and pathology (disease) of the human body. Students are introduced to various body systems including the musculoskeletal, digestive, nervous, and integumentary, as well as the special senses.

SCI1110 Anatomy and Physiology Laboratory I 1

An introduction to the basic principles of human anatomy and physiology as explored through laboratory sessions. Laboratory activities coincide with lectures to enhance understanding of each topic by providing visual

and hands-on experiments for the concepts learned in the lecture. Laboratory sessions include microscopy, dissections, and elementary physiological experiments. Among the topics considered are various body systems including the musculoskeletal, digestive, nervous, and integumentary, as well as the general and special senses.

Prerequisite: SCI1100

SCI2100 Anatomy and Physiology II

3

Study of the structure, function, and pathology (disease) of the human body. Students are introduced to various body systems including the cardiovascular, respiratory, urinary, endocrine, lymphatic, and reproductive systems.

Prerequisite: SCI1100

SCI2110 Anatomy and Physiology Laboratory II

1

Continues the study of human anatomy and physiology through laboratory exploration. Laboratory activities coincide with lectures to enhance understanding of each topic by providing visual and hands-on experiments for the concepts learned in the lecture. Laboratory sessions include microscopy, dissections, and elementary physiological experiments. Among the topics covered are the cardiovascular, respiratory, urinary, endocrine, lymphatic, and reproductive systems.

Prerequisite: SCI1110

Corequisite: SCI2100

SCI2228 Microbiology

3

The morphology and function of microorganisms, especially viruses and bacteria, are studied. The characteristics of microorganisms, the disease process, and the immune response are discussed.

SOC2225 Introduction to Psychology

3

Survey of the basic principles of psychology and their direct application to the understanding of human behavior so as to allow students to gain an understanding and awareness of their own everyday existence. Topics include human development, learning, memory, thinking, intelligence, creativity, motivation, emotion, adjustment, perception, abnormal behavior, and therapy.

Humanities Elective

3

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

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Extensive criminal background checks may be repeated after admission at the request of clinical facilities; and positive findings may prevent students from completing the clinical portion of the program, graduating, and participating in the national certification exam. Health requirements required for clinical courses are extensive and may total several hundred dollars. The costs of these health requirements are borne by the student.

To qualify for employment as a Surgical Technologist in the State of New Jersey, a person must either complete a nationally or regionally accredited Surgical Technology program or meet other specified criteria. Requirements may vary by state. The Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredits Berkeley College's Surgical Technology program; therefore, students who complete this program are eligible to sit for the Certified Surgical Technologist (CST) exam.

To qualify for graduation, students must pass all Surgical (SUR) courses, as well as Anatomy and Physiology I and II, Anatomy and Physiology Laboratory I and II, and Microbiology, with a minimum grade of C+, as well as participate in the Certified Surgical Technologist (CST) National Certification Exam administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). Passing this examination is required to work as a Surgical Technologist in some states, including New Jersey and New York.

This program also requires students to obtain specific supplies, the cost of which totals approximately \$835.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/aas_surgical_technology_statistics_sem.htm.

SAMPLE PROGRAM SEQUENCE

A.A.S., Surgical Technology Program Statistics (Semester) 

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Associate in Applied Science Degree (A.A.S.) Surgical Technology

SAMPLE PROGRAM SEQUENCE

	Semester Credits
FIRST SEMESTER	
SUR1100 Fundamentals of Surgical Technology.....	6
HEA2200 Medical Terminology.....	3
SCI1100 Anatomy and Physiology I.....	3
SCI1110 Anatomy and Physiology Laboratory I.....	1
ENG1105 Writing and Research.....	3
SECOND SEMESTER	
SUR2112 Surgical Techniques.....	6
SCI2228 Microbiology.....	3
SCI2100 Anatomy and Physiology II.....	3
SCI2110 Anatomy and Physiology Laboratory II.....	1
ENG2205 Writing Through Literature.....	3
THIRD SEMESTER	
SUR2120 Surgical Specialty Intervention Procedures.....	3
SUR2280 Operating Room Clinical Practicum I.....	5
SUR2251 Pharmacology and Anesthesiology.....	2
HEA2203 Ethical and Legal Aspects of Health Services.....	3
SOC2225 Introduction to Psychology.....	3
FOURTH SEMESTER	
SUR2290 Operating Room Clinical Practicum II.....	5
SUR2292 Surgical Technology Capstone.....	4
Humanities Elective.....	3

60 SEMESTER CREDITS
REQUIRED FOR GRADUATION

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Associate in Applied Science Degree (A.A.S.) Surgical Technology

PROGRAM LEARNING OBJECTIVES

1. Reading and Written Communication: Students will demonstrate competent writing and reading throughout their programs of study.
2. Oral Communication: Students will demonstrate effective oral communication skills in both general and major-specific contexts.
3. Critical Analysis and Reasoning: Students will use critical analysis and reasoning, supported by knowledge and skills learned throughout their degree programs, to enhance personal and professional decision making:
 - Quantitative analysis and reasoning
 - Analysis and reasoning in the humanities, sciences, social sciences, and arts
 - Ethical analysis and reasoning
 - Reasoning in career-related contexts
4. Knowledge and Skills for Living in a Diverse Society: Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.
5. Information Literacy: Students will define and articulate their needs for information and access this information effectively and efficiently.
6. Integration of Learning: Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.
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.

- [Berkeley College Overview](#)
- [Academic Programs](#)
- [Admissions and Finances](#)
- [Administration, Faculty, and Staff](#)
- [Contact Us](#)

Health Sciences

Associate in Applied Science Degree (A.A.S.)

Course Requirements



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MAJOR COURSES

Qtr. hrs. credit

HEA101 Introduction to Health Services

4

Students study the American healthcare system, its structure and operations, the forces responsible for shaping it, and the policies influencing its current and future performance.

HEA200 Medical Terminology I

4

Provides a solid foundation and understanding of the medical language used by healthcare professionals. This is accomplished through the introduction, reinforcement, and combining of medical word parts including prefixes, suffixes, and combining forms. Emphases are on word building, analysis of parts of the word, abbreviations, spelling, and correct pronunciation of various body systems including the musculoskeletal, digestive, nervous, and integumentary, as well as the senses.

HEA201 Medical Terminology II

4

Students continue to develop their understanding of the medical terms that are used regarding various body systems. There is an emphasis on combining word parts (prefixes, suffixes, and combining forms) to create full medical terms including the cardiovascular, respiratory, urinary, endocrine, lymphatic, and reproductive systems.

Prerequisite: HEA200

BUSINESS COURSES

BUS226 Career Management Seminar

2

Explores career development opportunities and strategies. Stresses entry-level job requirements and upward career paths. Covers resume writing skills, interviewing techniques, and the importance of professionalism. Continues the student's orientation to Berkeley College's computer framework, which includes content collection and compiling a professional ePortfolio.

CIS115 Computer Applications

4

An introduction to computer technology with an emphasis on applications. Students learn how to use software packages, such as Microsoft Windows, Word, PowerPoint, and Excel. Includes an orientation to Berkeley College's computer framework, which includes Blackboard, content collection, and portfolio development.

LIBERAL ARTS COURSES

ENG105 Expository Writing

4

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision, and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

ENG106 Writing Through Literature

4

Strengthens the writing, reading, and interpretive abilities introduced in ENG105. Encourages students to develop an appreciation and understanding of various works of literature, and utilize literature to enhance critical thinking and writing.

Prerequisite: ENG105

ENG115 Public Speaking

4

Designed to help students improve oral communication skills. Emphasis is placed on identifying good and poor speech habits, techniques for improving speech, oral interpretation, effective speech planning and delivery, and interpersonal communication.

Prerequisite: ENG106

SCI223 Anatomy and Physiology I 4

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 senses.

SCI224 Anatomy and Physiology II 4

Students continue to develop their understanding of the anatomy, physiology, and pathology (diseases) of the human body. Topics covered include the cardiovascular, respiratory, urinary, endocrine, lymphatic, and reproductive systems.

Prerequisite: SCI223

SCI228 Microbiology 4

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.

SCI242 Bioethics and Medical Law 4

This course provides an understanding of the legal, moral, and ethical issues involved in the healthcare environment, including laws and standards that protect both the healthcare professional and patient. In addition, the bioethics component of the course focuses on the study of the ethical controversies involved in the practice of medicine, including euthanasia, abortion, doctor-patient confidentiality, human and animal experimentation, genetic engineering, stem-cell research, cloning, and access to healthcare.

SOC225 Introduction to Psychology 4

Examines the basic principles of psychology and their direct application to the understanding of human behavior. Topics include human development, learning, memory, thinking, intelligence, creativity, motivation, emotion, adjustment, perception, abnormal behavior, and therapy.

Humanities Elective 4

FREE ELECTIVES 7

 90 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

In the final quarter most on-site courses are offered only during the late afternoon and early evening so as not to interfere with internships.

PATIENT CARE TECHNICIAN SPECIALIZATION COURSES

PCT101 Fundamentals of Patient Care	4
PCT111 Patient Care Procedures	4
PCT122 Introduction to Clinical	2
PCT132 Advanced Patient Care Techniques	4
PCT232 Patient Care Practicum	3
PCT256 Home Healthcare Techniques and Clinical	4
PCT270 Patient Care Capstone	4

SURGICAL PROCESSING TECHNICIAN SPECIALIZATION COURSES

SPT100 Introduction to Surgical Processing	3
SPT110 Surgical Instrumentation I: Inspection, Identification, Handling	4
SPT120 Surgical Instrumentation II: Sterile Packaging and Processing	4
SPT130 Sterilization, Cleaning, and Decontamination Techniques	4
SPT150 Surgical Processing Clinical Practicum	8
SPT151 Clinical Seminar	2

Patient Care Technician

Governing regulations may disqualify individuals from obtaining professional certification in this field based upon health or criminal records. Therefore, in addition to meeting the **immunization requirements** of Berkeley College and the State of New Jersey, students applying to the Patient Care Technician program must provide authorization for a criminal background check prior to registration and submit a physical assessment by a licensed physician, advanced practice registered nurse, or physician assistant prior to participating in clinical rotations. Hepatitis B vaccination and a tetanus shot are also recommended for all students enrolled in the Patient Care Technician program.

Extensive criminal background checks may be repeated after admission at the request of clinical facilities, and positive findings may prevent students from completing the clinical portion of the program and graduating. Health requirements required for clinical courses include 12 panel urine drug screen, flu vaccine, skin testing for tuberculosis, and various serum laboratory tests. The costs of these health requirements are borne by the student and may total several hundred dollars.

There are strict attendance requirements for completion of this program. Nonattendance in either the didactic or clinical portions of the program may result in course failure.

Effective July 6, 2015, the minimum passing grade required for a Patient Care

In order to pass a PCT course that consists of both didactic and clinical/laboratory portions, students must receive at least a C (70%) for the didactic portion of the course and a P for the clinical/laboratory portion. A failure in either the didactic or clinical/laboratory portion of a PCT course will result in a failing grade for the entire course. Therefore, only a PCT course in which students receive at least a C (70%) will satisfy the course requirements for the Patient Care Technician program.

To qualify for graduation, Patient Care Technician students must participate in the Patient Care Technician certification examination.

Surgical Processing Technician

To qualify for graduation, Surgical Processing Technician students are required to achieve a C+ in all Surgical Processing Technician (SPT) courses and SCI228 Microbiology. Students are also required to participate in the Certified Registered Central Service Technician (CRCST) certification examination.

Governing regulations may disqualify individuals from obtaining professional certification in this field based upon health or criminal records. Therefore, in addition to meeting the **immunization requirements** of Berkeley College and the State of New Jersey, students applying to the Health Sciences program must submit a physical assessment by a licensed physician, advanced practice registered nurse, or physician assistant, and provide authorization for a criminal background check prior to registration.

-
- **SAMPLE PROGRAM SEQUENCE - PATIENT CARE TECHNICIAN SPECIALIZATION**
 - **SAMPLE PROGRAM SEQUENCE - SURGICAL PROCESSING TECHNICIAN SPECIALIZATION**

 - **A.A.S., Health Sciences Program Statistics**

[Berkeley College Overview](#)

[Academic Programs](#)

[Admissions and Finances](#)

[Administration, Faculty, and Staff](#)

[Contact Us](#)



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Patient Care Technician Certificate Program

Work together with doctors, nurses, and other providers to offer vital patient care.

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. Patient Care Technicians who are multi-skilled and cross-trained in venipuncture, electrocardiography, and home healthcare enjoy much broader responsibilities and advancement opportunities.

Graduates of the Patient Care Technician program are eligible to sit for a variety of certification examinations, including:

- Certified Patient Care Technician (CPCT)
- Certified Home Health Aide (CHHA)
- Certified Electrocardiography (CET)
- Certified Phlebotomy (CPT)
- Certified Cardiopulmonary Resuscitation (CPR)

Students who wish to enhance their career opportunities can apply Patient Care Technician program credits toward the Berkeley College Health Sciences Associate in Applied Science degree program.

Benefit from:

- A strong foundation in both the theory and techniques of patient care
- Hands-on learning in on-site Patient Care Technician laboratories that simulate the clinical environment
- Opportunities to practice communication and interpersonal skills needed for developing a rapport with colleagues and patients
- Valuable, practical experience gained through the completion of a Patient Care Practicum at off-campus healthcare facilities, under the supervision of instructors and professional practitioners
- Eligibility to sit for numerous healthcare certification examinations

Course Requirements

MAJOR COURSES

Qtr. hrs. credit

PCT101 Fundamentals of Patient Care

4

This course introduces students to the fundamental components of patient care and the application of techniques and procedures required to provide basic care to patients. This course consists of a didactic and laboratory portion. In the didactic portion, students learn about infection control, safety procedures, rest/sleep guidelines, and the application

students hands-on demonstration, practice, and validation of skills.

PCT111 Patient Care Procedures

4

This course continues to build the foundational knowledge required to provide safe and effective patient care. Students learn about vital signs; nutrition and fluid intake; comfort, rest, and sleep; managing patients with injuries; and assisting in the nursing process of patient admission, discharge, and transfer. Within each system, students explore the relevant anatomy and physiology and common conditions and disorders. The laboratory portion of this course allows students hands-on demonstration, practice, and validation of skills.

Prerequisite: PCT101

PCT122 Introduction to Clinical

2

This course introduces students to the different roles and responsibilities of healthcare providers who work in nursing care settings as well as the legal and ethical considerations associated with these positions. Topics include patient rights, the role of the Patient Care Technician, communications, legal and ethical aspects of healthcare, and end-of-life care. Students enrolled in this class will take the American Heart Association CPR for Healthcare Providers course.

PCT132 Advanced Patient Care Techniques

4

This course continues to build the foundational knowledge required to provide safe and effective patient care. Topics include urinary and bowel elimination, the patient going to surgery, wound care, respiratory support and therapies, rehabilitation and restorative nursing, cancer, the nervous system, and cardiovascular systems. Within each system, students explore the relevant anatomy and physiology and common conditions and disorders. The laboratory portion of this course allows students hands-on demonstration, practice, and validation of skills.

Prerequisite: PCT111

PCT232 Patient Care Practicum

3

This course consists of supervised clinical practice in an acute care setting under the supervision of a New Jersey licensed Registered Nurse. Learning experiences allow students to develop competence in providing patient-focused basic care skills, including vital signs, cold/heat application, dressing

oxygen, intake/output, bathing, toileting, dressing, feeding, positioning, and transfer techniques.

Prerequisites: CPR certification and completion of all departmental physical forms, including purchase of malpractice insurance.

Prerequisite or corequisite: PCT132

PCT256 Home Healthcare Techniques and Clinical

4

This course introduces students to the proper application of patient care techniques and procedures within a home healthcare setting. In the didactic portion of this course, students learn about the role and responsibilities of the Homemaker-HHA and the associated legal and ethical considerations. Students learn about infant and child care and housekeeping. This course addresses patient safety, personal safety, standard precautions, death/dying, and emergencies as they apply to the safe and effective care of patients in a home healthcare environment. The laboratory portion of this course allows students hands-on demonstration, practice, and validation of skills. Clinical practice will be provided in either a laboratory or clinical setting under the direct supervision of a New Jersey licensed Registered Nurse.

Prerequisites: PCT111, PCT122, CPR certification, and completion of all departmental physical forms, including purchase of malpractice insurance

Prerequisite or corequisite: PCT132

PCT270 Patient Care Capstone

4

Students apply the knowledge, skills, and techniques attained throughout the program. Critical thinking and teamwork skills are assessed through case studies reflecting the Patient Care Technician's workplace.

Prerequisites: BUS226, PCT101, PCT111, PCT122, departmental approval, CPR Certification

Prerequisite or corequisite: PCT132

MEDICAL COURSES

MED230 Electrocardiography

2

Introduction to the anatomy and physiology of the cardiac system. Students learn lead placement and perform EKGs on patients, troubleshoot EKG machine problems, and recognize basic cardiac arrhythmias. Spirometry testing is performed.

Prerequisites or Corequisites: HEA201, SCI224

MED232 Phlebotomy/Hematology

2

Students learn the proper venipuncture and finger-stick techniques of obtaining human blood specimens in accordance with OSHA standards. Basic blood chemistry tests, including glucose, are performed and results are properly recorded. Students also become familiar with the anatomy and physiology of the blood body system and cover topics such as blood formation, testing and grouping, and individual blood type identification.

Prerequisite or Corequisite: SCI224

HEALTHCARE COURSES

HEA200 Medical Terminology I

4

Provides a solid foundation and understanding of the medical language used by healthcare professionals. This is accomplished through the introduction, reinforcement, and combining of medical word parts including prefixes, suffixes, and combining forms. Emphases are on word building, analysis of parts of the word, abbreviations, spelling, and correct pronunciation of various body systems including the musculoskeletal, digestive, nervous, and integumentary, as well as the senses.

HEA201 Medical Terminology II

4

Students continue to develop their understanding of the medical terms that are used regarding various body systems. There is an emphasis on combining word parts (prefixes, suffixes, and combining forms) to create full medical terms including the cardiovascular, respiratory, urinary, endocrine, lymphatic, and reproductive systems.

Prerequisite: HEA200

BUSINESS COURSES

BUS226 Career Management Seminar

2

Explores career development opportunities and strategies. Stresses entry-level job requirements and upward career paths. Covers resume writing skills, interviewing techniques, and the importance of professionalism. Continues the student's orientation to Berkeley College's computer framework, which includes content collection and compiling a professional ePortfolio.

LIBERAL ARTS COURSES

SCI223 Anatomy and Physiology I

4

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 senses.

SCI224 Anatomy and Physiology II

4

Students continue to develop their understanding of the anatomy, physiology, and pathology (diseases) of the human body. Topics covered include the cardiovascular, respiratory, urinary, endocrine, lymphatic, and reproductive systems.

Prerequisite: SCI223

47 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

Governing regulations may disqualify individuals from obtaining professional certification in this field based upon health or criminal records. Therefore, in addition to meeting the **immunization requirements** of Berkeley College and the State of New Jersey, students applying to the Patient Care Technician program must provide authorization for a criminal background check prior to registration and submit a physical assessment by a licensed physician, advanced practice registered nurse, or physician assistant prior to participating in clinical rotations. Hepatitis B vaccination and a tetanus shot are also recommended for all students enrolled in the Patient Care Technician program.

Extensive criminal background checks may be repeated after admission at the request of clinical facilities, and positive findings may prevent students from completing the clinical portion of the program and graduating. Health requirements required for clinical courses include 12 panel urine drug screen, flu vaccine, skin testing for tuberculosis, and various serum laboratory tests. The costs of these health requirements are borne by the student and may total several hundred dollars.

There are strict attendance requirements for completion of this program. Nonattendance in either the didactic or clinical portions of the program may result in course failure.

Effective July 6, 2015, the minimum passing grade required for a Patient Care Technician (PCT) course is a C (70%). Any grade below a C (70%) is a failing grade. In order to pass a PCT course that consists of both didactic and clinical/laboratory portions, students must receive at least a C (70%) for the didactic portion of the course and a P for the clinical/laboratory portion. A failure in either the didactic or clinical/laboratory portion of a PCT course will result in a failing grade for the entire course. Therefore, only a PCT course in which students receive at least a C (70%) will satisfy the course requirements for the Patient Care Technician program.

To qualify for graduation, students must participate in the Patient Care Technician certification examination.

- **SAMPLE PROGRAM SEQUENCE**

- **Patient Care Technician Certificate Program Statistics**

Berkeley College
Overview

Academic Programs

Admissions and
Finances

Administration,
Faculty, and Staff

Contact Us



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Surgical Processing Technician Certificate Program

Become an important part of a healthcare team.

Explore one of the most exciting, highly technical, and specialized environments in healthcare. The surgical processing department of a healthcare facility is the center of all activity involving supplies and equipment needed for surgery and other patient care areas.

The Surgical Processing Technician program provides students with the knowledge and professional skills necessary to deliver support to all patient care areas within a healthcare facility. Students learn processes for maintaining medical instruments and devices that must be decontaminated, processed, sterilized, and distributed in hospitals and surgical centers. Graduates have in-depth knowledge of operating rooms, operating room procedures, instruments used in operating rooms, and processes for sterilizing and packaging instruments used during surgery.

Students who wish to enhance their career opportunities can apply Surgical Processing Technician program credits toward the Berkeley College Health Sciences Associate in Applied Science degree program.

Benefit from:

- A strong foundation in both the theory and techniques of decontamination
- Hands-on learning in on-site Surgical Processing Technician laboratories that simulate the surgical processing environment
- Opportunities to practice communication and interpersonal skills needed for developing a rapport with colleagues and patients
- Valuable, practical experience gained through the completion of a Clinical Practicum at an off-campus healthcare facility
- Eligibility to sit for the Certified Registered Central Service Technician (CRCST) examination

Certified surgical processing technician eligibility

The Berkeley College Surgical Processing Technician program meets the requirements of the International Association of Healthcare Central Service Materiel Management (IAHCSMM). As a result, graduates of the Surgical Processing Technician program are eligible to sit for the Certified Registered Central Service Technician (CRCST) examination.

Course Requirements

MAJOR COURSES

Qtr. hrs. credit

SPT100 Introduction to Surgical Processing

3

Students are introduced to the importance of the Central Service Department and its role in providing quality patient

prevention and control, quality assurance, safety, communication, and human relations skills are discussed. Students become familiar with the major body systems and related surgical procedures. Medical terms and abbreviations used in surgery are emphasized.

SPT110 Surgical Instrumentation I: Inspection, Identification, Handling

4

Study of 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.

Prerequisite or Corequisite: SPT100

SPT120 Surgical Instrumentation II: Sterile Packaging and Processing

4

Provides an overview of the sterile packaging process, including reusable and disposable packaging materials. Factors impacting sterilization, including steam, dry heat, ethylene oxide, hydrogen peroxide (gas plasma), and ozone are discussed.

Prerequisite: SPT110

SPT130 Sterilization, Cleaning, and Decontamination Techniques

4

Provides an overview of water purification systems, factors impacting water quality, distillation, deionization, reverse osmosis systems, cleaning chemicals, and various methods of cleaning and decontamination. Includes tours to hospitals, ambulatory surgery centers, and medical offices.

Prerequisite: SPT110

SPT150 Surgical Processing Clinical Practicum

8

Supervised practical work-experience program in a sterile processing environment which provides students with hands-on experience. Didactic and laboratory skills acquired in the program are applied in the clinical setting.

Prerequisite: Departmental approval

SPT151 Clinical Seminar

2

Students focus on integrating the skills learned throughout the program with the work experience.

Corequisite: SPT150

HEALTHCARE COURSES

HEA200 Medical Terminology I

4

Provides a solid foundation and understanding of the medical language used by healthcare professionals. This is accomplished through the introduction, reinforcement, and combining of medical word parts including prefixes, suffixes, and combining forms. Emphases are on word building, analysis of parts of the word, abbreviations, spelling, and correct pronunciation of various body systems including the musculoskeletal, digestive, nervous, and integumentary, as well as the senses.

HEA201 Medical Terminology II

4

Students continue to develop their understanding of the medical terms that are used regarding various body systems. There is an emphasis on combining word parts (prefixes, suffixes, and combining forms) to create full medical terms including the cardiovascular, respiratory, urinary, endocrine, lymphatic, and reproductive systems.

Prerequisite: HEA200

BUSINESS COURSES

CIS115 Computer Applications

4

An introduction to computer technology with an emphasis on applications. Students learn how to use software packages, such as Microsoft Windows, Word, PowerPoint, and Excel. Includes an orientation to Berkeley College's computer framework, which includes Blackboard, content collection, and portfolio development.

LIBERAL ARTS COURSES

SCI228 Microbiology

4

The morphology and function of microorganisms, especially

microorganisms, the disease process, and the immune response are discussed.

SCI242 Bioethics and Medical Law

4

This course provides an understanding of the legal, moral, and ethical issues involved in the healthcare environment, including laws and standards that protect both the healthcare professional and patient. In addition, the bioethics component of the course focuses on the study of the ethical controversies involved in the practice of medicine, including euthanasia, abortion, doctor-patient confidentiality, human and animal experimentation, genetic engineering, stem-cell research, cloning, and access to healthcare.

47 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

In the final quarter most on-site courses will be offered only during the late afternoon and early evening so as not to interfere with clinical rotations.

Governing regulations may disqualify individuals from obtaining professional certification in this field based upon health or criminal records. Therefore, in addition to meeting the **immunization requirements** of Berkeley College and the State of New Jersey, students applying to the Surgical Processing Technician program must provide authorization for a criminal background check prior to registration and submit a physical assessment by a licensed physician, advanced practice registered nurse, or physician assistant prior to participating in clinical rotations. Hepatitis B vaccination and a tetanus shot are also recommended for all students enrolled in the Surgical Processing Technician program.

Extensive criminal background checks may be repeated after admission at the request of clinical facilities; and positive findings may prevent students from completing the clinical portion of the program, graduating, and/or participating in the certification exam. Health requirements required for clinical courses include 12-panel urine drug screening, flu vaccine, skin testing for tuberculosis, and various serum laboratory tests. The costs of these health requirements are borne by the student and may total several hundred dollars.

To qualify for graduation, students are required to achieve a C+ in all Surgical Processing Technician (SPT) courses and SCI228 Microbiology. Students are also required to participate in the Certified Registered Central Service Technician (CRCST) certification examination.

- **SAMPLE PROGRAM SEQUENCE**

- **Surgical Processing Technician Certificate Program Statistics**

- [Berkeley College Overview](#)
- [Academic Programs](#)
- [Admissions and Finances](#)
- [Administration, Faculty, and Staff](#)
- [Contact Us](#)

Medical Assistant Associate in Applied Science Degree (A.A.S.)

Course Requirements



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MAJOR COURSES

Qtr. hrs. credit

HEA101 Introduction to Health Services

4

Students study the American healthcare system, its structure and operations, the forces responsible for shaping it, and the policies influencing its current and future performance.

HEA200 Medical Terminology I

4

Provides a solid foundation and understanding of the medical language used by healthcare professionals. This is accomplished through the introduction, reinforcement, and combining of medical word parts including prefixes, suffixes, and combining forms. Emphases are on word building, analysis of parts of the word, abbreviations, spelling, and correct pronunciation of various body systems including the musculoskeletal, digestive, nervous, and integumentary, as well as the senses.

HEA201 Medical Terminology II

4

Students continue to develop their understanding of the medical terms that are used regarding various body systems. There is an emphasis on combining word parts (prefixes, suffixes, and combining forms) to create full medical terms including the cardiovascular, respiratory, urinary, endocrine, lymphatic, and reproductive systems.

Prerequisite: HEA200

HEA210 Medical Coding I

3

An introduction to the development of medical nomenclature and classification systems. Topics include coding of diseases

coding rules and conventions.

Prerequisites: HEA200, SCI223

MED107 Medical Emergencies

1

Students learn to respond to common emergency situations, administer first aid in accordance with OSHA standards, recognize the effect of stress on all persons involved in emergency situations and demonstrate self-awareness in responding to emergency situations. Students must obtain Basic Life Support (BLS) for Healthcare Providers certification through the American Heart Association.

MED121 Medical Office Administration I

3

Introduction into the healthcare industry and the Medical Assistant profession. Emphasizes efficient procedures and administration of the professional office. Telephone techniques, patient scheduling, medical records management, and patient privacy within the practice are covered. An emphasis on professionalism and patient relations also is addressed.

MED221 Medical Office Administration II

3

Introduction into the management of the professional office. Emphasizes administrative functions necessary in an efficient healthcare facility. Medical insurance, billing and collections, finances, and management of a practice are covered.

Prerequisite: MED121

MED230 Electrocardiography

2

Introduction to the anatomy and physiology of the cardiac system. Students learn lead placement and perform EKGs on patients, troubleshoot EKG machine problems, and recognize basic cardiac arrhythmias. Spirometry testing is performed.

Prerequisites or Corequisites: HEA201, SCI224

MED232 Phlebotomy/Hematology

2

Students learn the proper venipuncture and finger-stick techniques of obtaining human blood specimens in accordance with OSHA standards. Basic blood chemistry tests, including glucose, are performed and results are properly recorded.

physiology of the blood body system and cover topics such as blood formation, testing and grouping, and individual blood type identification.

Prerequisite or Corequisite: SCI224

MED236 Clinical Laboratory

2

Covers basic laboratory techniques and Clinical Laboratory Improvement Amendments (CLIA), including specimen collection, preservation, and analysis and reporting of all specimen results.

Prerequisites: HEA201, SCI224

MED240 Clinical Procedures I

3

Students learn the skills needed to function in a clinical office setting, including patient relations, proper laboratory procedures and safety, medical asepsis, obtaining vital signs, draping patients, assisting with examinations and treatments, and performing diagnostic procedures. Students review anatomy and physiology of the eye and ear and gastrointestinal systems, and focus on tests and diagnostic procedures of these systems. Students are introduced to OSHA standards.

Prerequisites or Corequisites: HEA201, SCI224

MED242 Clinical Procedures II

3

Students learn the skills needed to function in a clinical office setting, including patient relations, proper laboratory procedures and safety, specifics of the gynecological patient, the pediatric patient, growth and development, urology and male health. Responsibilities include assisting with examinations, treatments, and procedures of the orthopedic patient, and performing diagnostic procedures, imaging, patient teaching, and preparation for tests. OSHA standards are reinforced.

Prerequisites: MED230, MED240

Prerequisite or Corequisite: MED232

MED246 Assisting with Minor Surgeries

1

Through practical applications, students develop the skills necessary to maintain medical asepsis, recognize surgical instrumentation, and conduct proper autoclaving and disinfecting. Students also learn to prepare and maintain a sterile surgical environment, prepare a patient for minor surgery, and assist during minor surgical procedures.

MED251 Pharmacology

3

Students study the different drug categories and the methods of administration, including oral and by injection. Includes the proper use of the Physicians' Desk Reference (PDR) and how to accurately read, prepare, and call in written prescriptions.

MED282 Medical Assistant Capstone

4

Designed to elicit reflection and application to the whole of the Medical Assistant program. The capstone course provides an opportunity for the assessment of the medical assistant critical thinking skills and teamwork skills. Finally, the capstone course is designed to reinforce the knowledge and skills needed to sit for industry specific certifications examinations such as the Certified Medical Assistant (CMA), Registered Medical Assistant (RMA), and/or Certified Clinical Medical Assistant (CCMA).

Prerequisites: BUS226 and departmental approval

Corequisite: MED293

MED293 Medical Assistant Internship

6

The course requires the student to apply the knowledge, skills, and techniques attained throughout the Medical Assistant program. Work-experience program in a supervised healthcare environment that provides students with 180 hours of hands-on experience. On-campus seminars focus on integrating the skills learned throughout the program with work experience through case studies reflecting experiences often encountered in the medical assistant's workplace.

Prerequisites: BUS226 and departmental approval

BUSINESS COURSES**BUS226 Career Management Seminar**

2

Explores career development opportunities and strategies. Stresses entry-level job requirements and upward career paths. Covers resume writing skills, interviewing techniques, and the importance of professionalism. Continues the student's orientation to Berkeley College's computer framework, which includes content collection and compiling a professional ePortfolio.

An introduction to computer technology with an emphasis on applications. Students learn how to use software packages, such as Microsoft Windows, Word, PowerPoint, and Excel. Includes an orientation to Berkeley College's computer framework, which includes Blackboard, content collection, and portfolio development.

LIBERAL ARTS COURSES

ENG105 Expository Writing

4

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision, and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

ENG106 Writing Through Literature

4

Strengthens the writing, reading, and interpretive abilities introduced in ENG105. Encourages students to develop an appreciation and understanding of various works of literature, and utilize literature to enhance critical thinking and writing.

Prerequisite: ENG105

ENG115 Public Speaking

4

Designed to help students improve oral communication skills. Emphasis is placed on identifying good and poor speech habits, techniques for improving speech, oral interpretation, effective speech planning and delivery, and interpersonal communication.

Prerequisite: ENG106

SCI223 Anatomy and Physiology I

4

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 senses.

SCI224 Anatomy and Physiology II

4

Students continue to develop their understanding of the anatomy, physiology, and pathology (diseases) of the human body. Topics covered include the cardiovascular, respiratory, urinary, endocrine, lymphatic, and reproductive systems.

Prerequisite: SCI223

SCI228 Microbiology

4

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.

SCI242 Bioethics and Medical Law

4

This course provides an understanding of the legal, moral, and ethical issues involved in the healthcare environment, including laws and standards that protect both the healthcare professional and patient. In addition, the bioethics component of the course focuses on the study of the ethical controversies involved in the practice of medicine, including euthanasia, abortion, doctor-patient confidentiality, human and animal experimentation, genetic engineering, stem-cell research, cloning, and access to healthcare.

SOC225 Introduction to Psychology

4

Examines the basic principles of psychology and their direct application to the understanding of human behavior. Topics include human development, learning, memory, thinking, intelligence, creativity, motivation, emotion, adjustment, perception, abnormal behavior, and therapy.

Humanities Elective

4

90 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

In the final quarter most on-site courses are offered only during the late afternoon and early evening so as not to interfere with internships.

In addition to meeting the **immunization requirements** of Berkeley College and the State of New Jersey, a tetanus shot administered within the past ten years is also recommended for students enrolled in the Medical Assistant program. Hepatitis B vaccination and a tetanus shot are also recommended for part-time students enrolled in the Medical Assistant program.

Effective January 4, 2016, the minimum passing grade required for all MED courses for Medical Assistant students is a C (70 percent). Any grade below a C (70 percent) is

(70 percent) will satisfy the course requirements for the Medical Assistant program. A failure in the lecture, laboratory, or practicum portion of a MED course will result in a failing grade for the entire course.

To qualify for graduation, students must participate in a national credential examination which is accredited by the National Commission for Certifying Agencies (NCCA) such as the Certified Medical Assistant - CMA (AAMA), Registered Medical Assistant - RMA (AMT), or Certified Clinical Medical Assistant - CCMA (NHA).

-
- **SAMPLE PROGRAM SEQUENCE**

- **A.A.S., Medical Assistant Program Statistics**

Berkeley College
Overview

Academic Programs

Admissions and
Finances

Administration,
Faculty, and Staff

Contact Us



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Medical Assistant Certificate Program

Course Requirements

MAJOR COURSES

Qtr. hrs. credit

MED107 Medical Emergencies

1

Students learn to respond to common emergency situations, administer first aid in accordance with OSHA standards, recognize the effect of stress on all persons involved in emergency situations and demonstrate self-awareness in responding to emergency situations. Students must obtain Basic Life Support (BLS) for Healthcare Providers certification through the American Heart Association.

MED121 Medical Office Administration I

3

Introduction into the healthcare industry and the Medical Assistant profession. Emphasizes efficient procedures and administration of the professional office. Telephone techniques, patient scheduling, medical records management, and patient privacy within the practice are covered. An emphasis on professionalism and patient relations also is addressed.

MED230 Electrocardiography

2

Introduction to the anatomy and physiology of the cardiac system. Students learn lead placement and perform EKGs on patients, troubleshoot EKG machine problems, and recognize basic cardiac arrhythmias. Spirometry testing is performed.

Prerequisites or Corequisites: HEA201, SCI224

MED232 Phlebotomy/Hematology

2

Students learn the proper venipuncture and finger-stick techniques of obtaining human blood specimens in accordance with OSHA standards. Basic blood chemistry tests, including glucose, are performed and results are properly recorded.

physiology of the blood body system and cover topics such as blood formation, testing and grouping, and individual blood type identification.

Prerequisite or Corequisite: SCI224

MED236 Clinical Laboratory

2

Covers basic laboratory techniques and Clinical Laboratory Improvement Amendments (CLIA), including specimen collection, preservation, and analysis and reporting of all specimen results.

Prerequisites: HEA201, SCI224

MED240 Clinical Procedures I

3

Students learn the skills needed to function in a clinical office setting, including patient relations, proper laboratory procedures and safety, medical asepsis, obtaining vital signs, draping patients, assisting with examinations and treatments, and performing diagnostic procedures. Students review anatomy and physiology of the eye and ear and gastrointestinal systems, and focus on tests and diagnostic procedures of these systems. Students are introduced to OSHA standards.

Prerequisites or Corequisites: HEA201, SCI224

MED246 Assisting with Minor Surgeries

1

Through practical applications, students develop the skills necessary to maintain medical asepsis, recognize surgical instrumentation, and conduct proper autoclaving and disinfecting. 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: HEA201, SCI224

MED251 Pharmacology

3

Students study the different drug categories and the methods of administration, including oral and by injection. Includes the proper use of the Physicians' Desk Reference (PDR) and how to accurately read, prepare, and call in written prescriptions.

MED282 Medical Assistant Capstone

4

Designed to elicit reflection and application to the whole of the Medical Assistant program. The capstone course provides an opportunity for the assessment of the medical assistant critical thinking skills and teamwork skills. Finally, the capstone course is designed to reinforce the knowledge and skills needed to sit for industry specific certifications examinations such as the Certified Medical Assistant (CMA), Registered Medical Assistant (RMA), and/or Certified Clinical Medical Assistant (CCMA).

Prerequisites: BUS226 and departmental approval
Corequisite: MED293

MED293 Medical Assistant Internship

6

The course requires the student to apply the knowledge, skills, and techniques attained throughout the Medical Assistant program. Work-experience program in a supervised healthcare environment that provides students with 180 hours of hands-on experience. On-campus seminars focus on integrating the skills learned throughout the program with work experience through case studies reflecting experiences often encountered in the medical assistant's workplace.

Prerequisites: BUS226 and departmental approval

HEALTHCARE COURSES

HEA200 Medical Terminology I

4

Provides a solid foundation and understanding of the medical language used by healthcare professionals. This is accomplished through the introduction, reinforcement, and combining of medical word parts including prefixes, suffixes, and combining forms. Emphases are on word building, analysis of parts of the word, abbreviations, spelling, and correct pronunciation of various body systems including the musculoskeletal, digestive, nervous, and integumentary, as well as the senses.

HEA201 Medical Terminology II

4

Students continue to develop their understanding of the medical terms that are used regarding various body systems. There is an emphasis on combining word parts (prefixes, suffixes, and combining forms) to create full medical terms including the cardiovascular, respiratory, urinary, endocrine, lymphatic, and reproductive systems.

Prerequisite: HEA200

An introduction to the development of medical nomenclature and classification systems. Topics include coding of diseases and procedures, an overview of coding systems, and basic coding rules and conventions.

Prerequisites: HEA200, SCI223

BUSINESS COURSES

BUS226 Career Management Seminar 2

Explores career development opportunities and strategies. Stresses entry-level job requirements and upward career paths. Covers resume writing skills, interviewing techniques, and the importance of professionalism. Continues the student's orientation to Berkeley College's computer framework, which includes content collection and compiling a professional ePortfolio.

CIS115 Computer Applications 4

An introduction to computer technology with an emphasis on applications. Students learn how to use software packages, such as Microsoft Windows, Word, PowerPoint, and Excel. Includes an orientation to Berkeley College's computer framework, which includes Blackboard, content collection, and portfolio development.

LIBERAL ARTS COURSES

SCI223 Anatomy and Physiology I 4

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 senses.

SCI224 Anatomy and Physiology II 4

Students continue to develop their understanding of the anatomy, physiology, and pathology (diseases) of the human body. Topics covered include the cardiovascular, respiratory, urinary, endocrine, lymphatic, and reproductive systems.

Prerequisite: SCI223

This course provides an understanding of the legal, moral, and ethical issues involved in the healthcare environment, including laws and standards that protect both the healthcare professional and patient. In addition, the bioethics component of the course focuses on the study of the ethical controversies involved in the practice of medicine, including euthanasia, abortion, doctor-patient confidentiality, human and animal experimentation, genetic engineering, stem-cell research, cloning, and access to healthcare.

SOC225 Introduction to Psychology

4

Examines the basic principles of psychology and their direct application to the understanding of human behavior. Topics include human development, learning, memory, thinking, intelligence, creativity, motivation, emotion, adjustment, perception, abnormal behavior, and therapy.

60 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

In the final quarter most on-site courses are offered only during the late afternoon and early evening so as not to interfere with internships.

In addition to meeting the **immunization requirements** of Berkeley College and the State of New Jersey, a tetanus shot administered within the past ten years is also recommended for students enrolled in the Medical Assistant program. Hepatitis B vaccination and a tetanus shot are also recommended for part-time students enrolled in the Medical Assistant program.

Effective January 4, 2016, the minimum passing grade required for all MED courses for Medical Assistant students is a C (70 percent). Any grade below a C (70 percent) is a failing grade. Therefore, only a MED course in which students receive at least a C (70 percent) will satisfy the course requirements for the Medical Assistant program. A failure in the lecture, laboratory, or practicum portion of a MED course will result in a failing grade for the entire course.

To qualify for graduation, students must participate in a national credential examination which is accredited by the National Commission for Certifying Agencies (NCCA) such as the Certified Medical Assistant - CMA (AAMA), Registered Medical Assistant - RMA (AMT), or Certified Clinical Medical Assistant - CCMA (NHA).

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- **SAMPLE PROGRAM SEQUENCE**

- **Medical Assistant Certificate Program Statistics**

Berkeley College
Overview

Academic Programs

Admissions and
Finances

Administration,
Faculty, and Staff

Contact Us



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Medical Insurance, Billing, and Coding Certificate Program

Course Requirements

MAJOR COURSES

Qtr. hrs. credit

HEA101 Introduction to Health Services

4

Students study the American healthcare system, its structure and operations, the forces responsible for shaping it, and the policies influencing its current and future performance.

HEA200 Medical Terminology I

4

Provides a solid foundation and understanding of the medical language used by healthcare professionals. This is accomplished through the introduction, reinforcement, and combining of medical word parts including prefixes, suffixes, and combining forms. Emphases are on word building, analysis of parts of the word, abbreviations, spelling, and correct pronunciation of various body systems including the musculoskeletal, digestive, nervous, and integumentary, as well as the senses.

HEA201 Medical Terminology II

4

Students continue to develop their understanding of the medical terms that are used regarding various body systems. There is an emphasis on combining word parts (prefixes, suffixes, and combining forms) to create full medical terms including the cardiovascular, respiratory, urinary, endocrine, lymphatic, and reproductive systems.

Prerequisite: HEA200

HEA210 Medical Coding I

3

An introduction to the development of medical nomenclature and classification systems. Topics include coding of diseases and procedures, an overview of coding systems, and basic coding rules and conventions.

HEA211 Medical Coding II

3

Students learn about inpatient coding, the assignment of DRGs, the relationships of coding to reimbursement, and selected nomenclature and classification systems.

Prerequisite: HEA210

HEA251 Medical Records

4

Offers an introduction to the medical record. This course assists students in developing a thorough understanding of the content of medical records in order to be able to locate information necessary for billing and coding. Students are exposed to patient records typical of acute, outpatient, and alternate care settings. Students also learn about numbering and filing systems, record storage and circulation, and legal aspects of medical records.

Prerequisites: HEA201, SCI224

HEA252 Medical Insurance Procedures

4

Provides students with an in-depth look at billing third-party payers (Managed Care, Medicaid, Medicare, Tricare, and Workers' Compensation). The course will cover specific terminology; the rules and regulations; the submission of the correct claim form; the criteria needed for each payer; the federal laws for each payer; identification of benefits or non-benefits for each third-party payer; and how to calculate payment.

HEA253 Electronic Medical Billing

4

Covers the administrative billing procedures performed by medical billing and coding professionals. This course will focus on electronic claims preparation and submission utilizing documentation provided in Electronic Health Records (EHR). This class allows students to perform practical applications of the coding skills learned in coding courses.

Prerequisite or Corequisite: HEA252

Prerequisite: HEA210

HEA261 Medical Reimbursement and Appeals

3

An in-depth study of the advanced administrative procedures

course will focus on complex claims submission, EOB interpretation, strategies for dealing with insurance carriers, follow-up practices, and the appeal process. The development of an appropriate and effective collection plan will be discussed.

Prerequisite: HEA252

HEA293 Internship

4

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisite: BUS226

BUSINESS COURSES

BUS226 Career Management Seminar

2

Explores career development opportunities and strategies. Stresses entry-level job requirements and upward career paths. Covers resume writing skills, interviewing techniques, and the importance of professionalism. Continues the student's orientation to Berkeley College's computer framework, which includes content collection and compiling a professional ePortfolio.

CIS115 Computer Applications

4

An introduction to computer technology with an emphasis on applications. Students learn how to use software packages, such as Microsoft Windows, Word, PowerPoint, and Excel. Includes an orientation to Berkeley College's computer framework, which includes Blackboard, content collection, and portfolio development.

LIBERAL ARTS COURSES

SCI223 Anatomy and Physiology I

4

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 senses.

SCI224 Anatomy and Physiology II

4

Students continue to develop their understanding of the anatomy, physiology, and pathology (diseases) of the human body. Topics covered include the cardiovascular, respiratory, urinary, endocrine, lymphatic, and reproductive systems.

Prerequisite: SCI223

SCI242 Bioethics and Medical Law

4

This course provides an understanding of the legal, moral, and ethical issues involved in the healthcare environment, including laws and standards that protect both the healthcare professional and patient. In addition, the bioethics component of the course focuses on the study of the ethical controversies involved in the practice of medicine, including euthanasia, abortion, doctor-patient confidentiality, human and animal experimentation, genetic engineering, stem-cell research, cloning, and access to healthcare.

SOC231 Human Relations in the Workforce

4

Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with coworkers, supervisors, and customers/clients at any work environment. 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.

59 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

In the final quarter, most on-site courses are offered only during the late afternoon and early evening as not to interfere with internships.

Eligibility for internships required to obtain a Berkeley College degree or certificate 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, receipt of satisfactory references, and background checks. 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.

To qualify for graduation, students must participate in the Certified Billing and Coding Specialist (CBCS) certification examination.

- **Medical Insurance, Billing, and Coding Certificate in New Jersey Program Statistics**

Berkeley College
Overview

Academic Programs

Admissions and
Finances

Administration,
Faculty, and Staff

Contact Us



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Practical Nurse Certificate Program

Course Requirements

MAJOR COURSES	Qtr. hrs. credit	Clock hours
<p>NUR100 Fundamentals of Nursing</p> <p>Students learn the components of nursing and the application of techniques and procedures to provide care to patients. Topics include introduction to nursing skills, principles of basic nutrition, basic therapeutic techniques, assessment and communication skills, and advanced therapeutics. Hands-on demonstration, practice, and validation of skills are conducted in the nursing lab.</p>	5	132
<p>NUR101 Introduction to Clinical Nursing</p> <p>Students are provided with an introduction to the evolution of nursing and the scope of nursing practice. Concepts of health-illness (a nursing concept), theoretical frameworks, healthcare delivery systems, legal and ethical issues, interpersonal relationships, and health instruction are explored. Review of basic mathematical skills required for accurate medication calculations, dose verification, and medication administration. Metric and apothecary systems as well as conversion units measurement are reviewed. Longhand calculations to be utilized. Hands-on demonstration, practice, and validation of skills are conducted during each class.</p>	1	24
<p>NUR123 Practical Nursing Process: Integumentary System</p> <p>Students study the integumentary system, including such topics as anatomy and physiology, assessment, diseases and disorders, diet therapy, pharmacology, special considerations across the life span, and the nursing process.</p> <p>Prerequisites: NUR100, NUR101, SOC225, SCI215 Prerequisite or Corequisite: NUR125</p>	1	12

Students study the different drug categories and the methods of administration, including oral and by injection. Includes the proper use of the Physicians' Desk Reference (PDR) and how to accurately read, prepare, and call in written prescriptions.

Prerequisites: SCI215, NUR101
Prerequisite or Corequisite: NUR100

NUR126 Practical Nursing Process: Cardiovascular System/Respiratory System 6 132

Students study the needs and care of patients with cardiac and respiratory issues. Topics include anatomy and physiology, assessment, diseases and disorders, diet therapy, pharmacology, special considerations across the life span, and the nursing process. Hands-on care and management of patients via the nursing process are conducted in the clinical setting.

Prerequisites: NUR100, NUR101, NUR125, SCI215, SOC225, CPR certification, and completion of all departmental physical forms, including purchase of malpractice insurance

NUR127 Practical Nursing Process: Musculoskeletal System/Nervous System 6 132

Students study the needs and care of patients with musculoskeletal and nervous system issues. Topics include anatomy and physiology, assessment, diseases and disorders, diet therapy, pharmacology, special considerations across the life span, and the nursing process. Hands-on care and management of patients via the nursing process are conducted in the clinical setting.

Prerequisites: NUR100, NUR101, NUR125, SOC225, SCI215, CPR certification, and completion of all departmental physical forms, including purchase of malpractice insurance

NUR128 Practical Nursing Process: Sensory System 1 12

Students study the needs and care of patients with sensory system issues. Topics covered include anatomy and physiology, assessment, diseases and disorders, diet therapy, pharmacology, special considerations across the life span, and the nursing process.

Prerequisites: NUR100, NUR101, SOC225, SCI215
Prerequisite or Corequisite: NUR125

NUR131 Practical Nursing Process: Geriatric 5 118

Students focus on the aging patient and diseases and disorders affecting them and their care. Topics include anatomy and physiology, assessment, diseases and disorders, elder abuse, ethical and legal issues, legislation, special considerations across the life span, and the nursing process. Hands-on care and management of patients via the nursing process are conducted in the clinical setting.

Prerequisites: NUR100, NUR101, SOC225, SCI215, CPR certification, and completion of all departmental physical forms, including purchase of malpractice insurance
Prerequisite or Corequisite: NUR125

NUR132 Practical Nursing Process: Acute Care Nursing/Gastrointestinal System

5 108

Students focus on acutely ill patients with gastrointestinal system issues and the management of their care. Topics include illness terminology, anatomy and physiology, assessment, diseases and disorders, response to illness, pre- and post-operative care, infection, special considerations across the life span, and the nursing process. Hands-on care and management of patients via the nursing process are conducted in the clinical setting.

Prerequisites: NUR100, NUR101, SOC225, SCI215, CPR certification, and completion of all departmental physical forms, including purchase of malpractice insurance
Prerequisite or Corequisite: NUR125

NUR221 Practical Nursing Process: Maternity/Newborn Nursing/Child Health Nursing

6 132

Students study the needs and care of patients from conception through childhood. Topics include maternal newborn health, conception and embryology, antepartal period, intrapartal period, postpartum period, newborn, management of health problems, healthcare delivery settings, reactions to hospitalization, childhood illnesses/disorders, outpatient settings, and federal legislation. Hands-on care and management of patients via the nursing process are conducted in the clinical setting.

Prerequisites: NUR100, NUR101, NUR125, SOC225, SCI215, CPR certification, and completion of all departmental physical forms, including purchase of malpractice insurance

NUR223 Practical Nursing Process: Reproductive System

3 36

Students study both male and female reproductive systems. Topics include anatomy and physiology, assessment, diseases

considerations across the life span, and the nursing process.

Prerequisites: NUR100, NUR101, NUR125, SOC225, SCI215

NUR232 Practical Nursing Process: Endocrine System/Psychiatric Nursing

5

108

Students study the needs and care of patients with endocrine system issues as well as patients with mental health issues. Topics include anatomy and physiology, assessment, diseases and disorders, diet therapy, pharmacology, mental and emotional disorders, special considerations across the life span, and the nursing process. Hands-on care and management of patients via the nursing process are conducted in the clinical setting.

Prerequisites: NUR100, NUR101, NUR125, SOC225, SCI215, CPR certification, and completion of all departmental physical forms, including purchase of malpractice insurance

NUR234 Practical Nursing Process: Hematological/Immunological System/Oncology Nursing

4

96

Students study the needs and care of patients with hematological/immunological conditions with a focus on the oncology patient. Topics include anatomy and physiology, assessment, diseases and disorders, diet therapy, pharmacology, special considerations across the life span, and the nursing process. Hands-on care and management of patients via the nursing process are conducted in the clinical setting.

Prerequisites: NUR100, NUR101, NUR125, SOC225, SCI215, CPR certification, and completion of all departmental physical forms, including purchase of malpractice insurance

NUR235 Practical Nursing Capstone

8

204

The case study approach is utilized to enhance the student's transition to entry-level practical nursing. Emphasis is placed upon the integration of all aspects of patient care including legal, ethical, and current issues, as well as upon the development of leadership skills in the healthcare setting. Hands-on management and application of the nursing process to patients are conducted in the clinical setting.

Prerequisites: Completion of first four quarters; CPR certification; completion of all departmental physical forms, including purchase of malpractice insurance; and departmental approval

SCI215 Life Sciences

8

96

Study of the structure and function of the human body. Students are introduced to the various body systems, including the integumentary, skeletal, muscular, nervous, sensory, endocrine, respiratory, digestive, urinary, reproductive, hematological/immunological, and cardiovascular. Course includes definitions, terminology, chemical basis of life, and energy, as well as microbiology.

SOC225 Introduction to Psychology

4

48

Examines the basic principles of psychology and their direct application to the understanding of human behavior. Topics include human development, learning, memory, thinking, intelligence, creativity, motivation, emotion, adjustment, perception, abnormal behavior, and therapy.

BUSINESS COURSES
BUS226 Career Management Seminar

2

24

Explores career development opportunities and strategies. Stresses entry-level job requirements and upward career paths. Covers resume writing skills, interviewing techniques, and the importance of professionalism. Continues the student's orientation to Berkeley College's computer framework, which includes content collection and compiling a professional ePortfolio.

72 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

(1460 total clock hours)

The minimum passing grade for a Nursing course (NUR) is a C+. Nursing students who receive a grade of C or below in any NUR course may repeat that course. If the student receives a grade of C or below for the repeated course, the student will be dismissed from the Practical Nurse program. Nursing students who fail two NUR courses, whether in the same quarter or in different quarters, will be dismissed from the Practical Nurse program.

In addition, the minimum passing grade required for Life Sciences (SCI215) and Introduction to Psychology (SOC225) is a C+. Nursing students who receive a grade of C or below in either of these courses may repeat that course. A minimum grade of C+ in the repeated course is required.

certification in this field based upon health or criminal records. Therefore, in addition to meeting the **immunization requirements** of Berkeley College and the State of New Jersey, students applying to the Practical Nurse program must provide authorization for a criminal background check prior to registration and submit a physical assessment by a licensed physician, advanced practice registered nurse, or physician assistant prior to participating in clinical rotations. Hepatitis B vaccination and a tetanus shot are also recommended for all students enrolled in the Practical Nurse program.

Extensive criminal background checks may be repeated after admission at the request of clinical facilities; and positive findings may prevent students from completing the clinical portion of the program, graduating, and participating in the State nursing licensure exam. Health requirements required for clinical courses include 12-panel urine drug screening, flu vaccine, skin testing for tuberculosis, and various serum laboratory tests. The costs of these health requirements are borne by the student and may total several hundred dollars.

To qualify for graduation, students must pass all NUR courses, Life Sciences, and Psychology with a minimum grade of C+. Students are required to purchase their own malpractice insurance. There are strict attendance requirements for completion of this program. Nonattendance in either the didactic or clinical portions of the program may result in course failure.

-
- **SAMPLE PROGRAM SEQUENCE**

 - **Practical Nurse Certificate Program Statistics**

- [Berkeley College Overview](#)
- [Academic Programs](#)
- [Admissions and Finances](#)
- [Administration, Faculty, and Staff](#)
- [Contact Us](#)

Surgical Technology Associate in Applied Science Degree (A.A.S.)

Course Requirements



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MAJOR COURSES	Qtr. hrs. credit
<p>HEA200 Medical Terminology I</p> <p>Provides a solid foundation and understanding of the medical language used by healthcare professionals. This is accomplished through the introduction, reinforcement, and combining of medical word parts including prefixes, suffixes, and combining forms. Emphases are on word building, analysis of parts of the word, abbreviations, spelling, and correct pronunciation of various body systems including the musculoskeletal, digestive, nervous, and integumentary, as well as the senses.</p>	4
<p>HEA201 Medical Terminology II</p> <p>Students continue to develop their understanding of the medical terms that are used regarding various body systems. There is an emphasis on combining word parts (prefixes, suffixes, and combining forms) to create full medical terms including the cardiovascular, respiratory, urinary, endocrine, lymphatic, and reproductive systems.</p> <p>Prerequisite: HEA200</p>	4
<p>SUR100 Fundamentals of Surgical Technology</p> <p>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.</p>	3

SUR110 Surgical Instrumentation

2

Focuses on the identification, classification, care, and handling of surgical instrumentation. Various methods of sterilization are included.

Prerequisite: SUR100

SUR112 Surgical Techniques

3

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.

Prerequisite: SUR100

SUR115 Surgical Techniques Laboratory

3

Students practice the principles of aseptic techniques. Emphasis is placed on setting up the instrument table, Mayo stand, and prepping and draping the patient.

Prerequisite: SUR100

Prerequisites or Corequisites: SUR110, SUR112

SUR120 Surgical Procedures I

3

Focuses on diagnostic procedures; general obstetrics and gynecology; ophthalmology; ear, nose, and throat; and oral and maxillofacial.

Prerequisites: SUR110, SUR112, SUR115

SUR125 Surgical Procedures Laboratory I

3

Students develop an operative routine as they set up for mock surgical procedures and role play the members of the perioperative team.

Prerequisite or Corequisite: SUR120

SUR220 Surgical Procedures II

3

Focuses on organ and tissue recovery and the following

thoracic, cardiothoracic, peripheral vascular, cardiovascular, genitourinary, orthopedic, and pediatric.

Prerequisites: SUR120, SUR125

SUR251 Pharmacology and Anesthesiology

2

The rationale for use of specific drugs, their therapeutic effects, major side effects on the surgical patient, and how these drugs may alter or influence surgical intervention are defined. Emphasis is on the role and responsibilities of the surgical technologist regarding pharmaceuticals in the operating room.

SUR280 Clinical Practicum I

5

Students apply the didactic and laboratory skills learned throughout the program to the clinical setting, gain clinical work experience in surgical procedures and operating room practices, and also have the opportunity to scrub on surgical cases in various surgical specialties.

Prerequisites: Completion of first four quarters and departmental approval

Prerequisite or Corequisite: SUR220

SUR281 Clinical Seminar I

1

Students focus on integrating the skills learned throughout the program with the work experience. Research assignments required.

Prerequisite: Basic Cardiac Life Support/Automated External Defibrillation Certification

Corequisite: SUR280

SUR290 Clinical Practicum II

5

Continuation of clinical work experience in surgical procedures and operating room practices.

Prerequisites: SUR280 and departmental approval

SUR291 Clinical Seminar II

1

Students continue to focus on integrating the skills learned throughout the program with the work experience. Oral presentations required.

SUR292 Surgical Technologist Capstone

4

Designed to elicit reflection and application to the whole of the Surgical Technology program. The course requires the student to apply the knowledge, skills, and techniques attained throughout the Surgical Technology program. The capstone course provides an opportunity for the assessment of surgical technologist critical thinking skills and teamwork skills through case studies reflecting experiences often encountered in the Surgical Technologist's workplace. Finally, the capstone course is developed to reinforce the knowledge and skills needed to sit for the national credentialing exam.

Corequisites: BUS226 and departmental approval

BUSINESS COURSES

BUS226 Career Management Seminar

2

Explores career development opportunities and strategies. Stresses entry-level job requirements and upward career paths. Covers resume writing skills, interviewing techniques, and the importance of professionalism. Continues the student's orientation to Berkeley College's computer framework, which includes content collection and compiling a professional ePortfolio.

LIBERAL ARTS COURSES

ENG105 Expository Writing

4

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision, and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

ENG106 Writing Through Literature

4

Strengthens the writing, reading, and interpretive abilities introduced in ENG105. Encourages students to develop an appreciation and understanding of various works of literature, and utilize literature to enhance critical thinking and writing.

Prerequisite: ENG105

ENG115 Public Speaking

4

Designed to help students improve oral communication skills. Emphasis is placed on identifying good and poor speech habits, techniques for improving speech, oral interpretation, effective speech planning and delivery, and interpersonal communication.

Prerequisite: ENG106

SCI223 Anatomy and Physiology I

4

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 senses.

SCI224 Anatomy and Physiology II

4

Students continue to develop their understanding of the anatomy, physiology, and pathology (diseases) of the human body. Topics covered include the cardiovascular, respiratory, urinary, endocrine, lymphatic, and reproductive systems.

Prerequisite: SCI223

SCI225 Anatomy and Physiology Laboratory I

1

An introduction to the basic principles of human anatomy and physiology as explored through laboratory sessions. Laboratory activities coincide with lectures to enhance understanding of each topic by providing visual and hands-on experiments for the concepts learned in the lecture. Laboratory sessions include microscopy, dissections, and elementary physiological experiments. Among the topics considered are various body systems, including the musculoskeletal, digestive, nervous, and integumentary, as well as the senses.

Corequisite: SCI223

SCI226 Anatomy and Physiology Laboratory II

1

Continues the study of human anatomy and physiology through laboratory exploration. Laboratory activities coincide with lectures to enhance understanding of each topic by providing visual and hands-on experiments for the concepts learned in the lecture. Laboratory sessions include

experiments. Among the topics covered are the cardiovascular, respiratory, urinary, endocrine, lymphatic, and reproductive systems.

Prerequisite: SCI225

Corequisite: SCI224

SCI228 Microbiology

4

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.

SCI234 Pathophysiology

2

Students are introduced to disease and its abnormal physiological pathways through each body system. Treatments, both surgical and medicinal, are discussed.

Prerequisites: SCI224, SCI226

SCI242 Bioethics and Medical Law

4

This course provides an understanding of the legal, moral, and ethical issues involved in the healthcare environment, including laws and standards that protect both the healthcare professional and patient. In addition, the bioethics component of the course focuses on the study of the ethical controversies involved in the practice of medicine, including euthanasia, abortion, doctor-patient confidentiality, human and animal experimentation, genetic engineering, stem-cell research, cloning, and access to healthcare.

SOC225 Introduction to Psychology

4

Examines the basic principles of psychology and their direct application to the understanding of human behavior. Topics include human development, learning, memory, thinking, intelligence, creativity, motivation, emotion, adjustment, perception, abnormal behavior, and therapy.

Liberal Arts and Sciences Electives

6

90 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

In the final quarter most on-site courses will be offered only during the late afternoon and early evening so as not to interfere with clinical rotations.

Surgical Technology students who receive a grade of C or below in any SUR course may repeat that course. If the student receives a grade of C or below for the repeated course, the student will be dismissed from the Surgical Technology program.

In addition, the minimum passing grade required for Anatomy and Physiology I (SCI223), Anatomy and Physiology II (SCI224), Anatomy and Physiology I Lab (SC1225), Anatomy and Physiology II Lab (SCI226), Microbiology (SCI228), and Pathophysiology (SCI234) is a C+. Surgical Technology students who receive a grade of C or below in any of these courses may repeat the course. A minimum grade of C+ on the repeated course is required to pass the course.

Governing regulations may disqualify individuals from obtaining professional certification in this field based upon health or criminal records. Therefore, in addition to meeting the **immunization requirements** of Berkeley College and the State of New Jersey, students applying to the Surgical Technology program must provide authorization for a criminal background check prior to registration and submit a physical assessment by a licensed medical professional prior to participating in clinical rotations. Hepatitis B vaccination and a tetanus shot are also recommended for part-time students enrolled in the Surgical Technology program.

Extensive criminal background checks may be repeated after admission at the request of clinical facilities; and positive findings may prevent students from completing the clinical portion of the program, graduating, and participating in the national certification exam. Health requirements required for clinical courses include 12-panel drug screen, flu vaccine, skin testing for tuberculosis, and various serum laboratory tests. The cost of these health requirements are borne by the students and may total several hundred dollars.

To qualify for employment as a Surgical Technologist in the State of New Jersey, a person must either complete a nationally or regionally accredited Surgical Technology program or meet other specified criteria. Requirements may vary by state. Berkeley College's Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP); therefore students who complete this program are eligible to sit for the Certified Surgical Technologist (CST) exam. The CST designation is a national credential indicating that the Surgical Technologist meets certain standards of competence.

To qualify for graduation, students must pass all SUR courses, as well as Anatomy and Physiology I and II, Anatomy and Physiology I and II Lab, Microbiology, and Pathophysiology, with a minimum grade of C+, as well as participate in the CST National Certification Exam administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

-
- **SAMPLE PROGRAM SEQUENCE**

 - **A.A.S., Surgical Technology Program Statistics**

**Berkeley College
Overview****Academic Programs****Academic Policies
and Procedures****Admissions and
Finances****Administration,
Faculty, and Staff****Contact Us****Get a PDF of the
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School of Liberal Arts

The liberal arts are an important part of a Berkeley College education. The School of Liberal Arts offers courses in Social Sciences, English, Humanities, Mathematics, and Science. These courses add value to the specialized, career-focused business, health, or professional studies training received by students.

In addition to helping students develop critical thinking, writing, reading, and interpretive skills, the School of Liberal Arts exposes students to ideas, issues, and achievements that affect the world. The well-rounded programs at Berkeley College are designed to prepare intellectually curious students for both personal and professional success.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit

BerkeleyCollege.edu/disclosures/.



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Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



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School of Professional Studies

The School of Professional Studies at Berkeley College provides a well-rounded education to help prepare students for careers requiring specialized training. Degree programs have been developed by industry experts to give students the in-depth knowledge and latest skills required to excel in professional environments. Curricula are updated regularly to meet current marketplace demands. The dedicated, outstanding faculty members have been selected for both excellent academic credentials and practical experience, and they deliver close, personal attention to students. Comprehensive support services and resources are available to students at all locations and online.



- **Design Management**
- **Graphic Design**
- **Interior Design**
- **Justice Studies - Criminal Justice**
- **Legal Studies**
- **National Security**

The following programs are not offered to new students and are only available to continuing students currently enrolled in them:

Interior Design

- **B.S., Interior Design Management**

Justice Studies - Criminal Justice

- **B.S., Justice Studies - Criminal Justice with a Minor in Information Technology Management in New Jersey**
- **B.S., Justice Studies - Criminal Justice with a Minor in Information Technology Management in New York**
- **B.S., Justice Studies - Criminal Justice with a Minor in Legal Studies in New Jersey**
- **B.S., Justice Studies - Criminal Justice with a Minor in Legal Studies in New York**
- **B.S., Justice Studies - Criminal Justice with a Minor in Management in New Jersey**
- **B.S., Justice Studies - Criminal Justice with a Minor in Management in New York**

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[Berkeley College Academic Program Statistics](#)

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



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Design Management

Combine business with artistic creativity to manage interior and graphic design.

Strategic decision-making processes are critical to the success of interior and graphic design firms and countless other organizations with creative departments and functions. Design Management bridges the disciplines of design, management, and production by blending strategy, communication, marketing, technology, and design. Students develop the analytical and managerial skills necessary to identify opportunities for innovation, learn the fundamentals of business and management, and build a strong foundation of design knowledge and proficiency.

The program includes courses in business, design management, liberal arts, and a specialization in either interior design or graphic design. Graduates will be prepared to work in design management positions within design firms and other design departments.

Design Management instructors are chosen for both their academic credentials and their relevant professional experience. They share firsthand industry knowledge that can help prepare students to enter the competitive job market.

Benefit from:

- A program that provides a strong foundation in both business and design
- Hands-on learning that allows students to apply management skills and abilities in professional situations
- Interpersonal skills necessary to collaborate with and lead teams of professionals in various types and sizes of organizations
- Introduction to prevalent industry software
- Practical experience through a program-related, faculty-monitored internship or job-related assignments

Degree Program

- **B.B.A., Design Management**

[Berkeley College Academic Program Statistics](#) 

[Berkeley College Overview](#)
[Academic Programs](#)
[Academic Policies and Procedures](#)
[Admissions and Finances](#)
[Administration, Faculty, and Staff](#)
[Contact Us](#)



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[Student Handbook](#)

Design Management Bachelor of Business Administration Degree (B.B.A.)

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

DES3310 Design Management I

3

Introduces Design Management concepts. This course covers the major principles of successful management of the people, projects, processes, and procedures behind the design of our everyday products, services, environments, and experiences.

Prerequisite: GRD2234 or INT2250

DES3350 Design Management II: Managing Creative Organizations

3

Continues the introduction of Design Management concepts through the lens of design business strategy. This course covers three main foundation components in the design industry: balancing creativity (positioning, brand development), profitability (business finance), and leadership (team management).

Prerequisite: DES3310

DES3390 Contract Administration

3

Outlines the essential business activities and relationships between the designer, owners, and contractors/subcontractors during the phases of a project. Students learn methods and procedures for managing the competitive bid process, actual construction, FF&E procurement and installation, and post-occupancy reporting.

Prerequisite: DES3350

DES4400 Design Management III: Project Management

3

Provides an overview of project management concepts related to the various phases of an interior design project. This course examines the application of project management concepts from project initiation through post-occupancy and close-out.

Prerequisite: DES3350

DES4410 Career Management

3

Explores job requirements, development opportunities, and strategies for successful career management. This course covers resume writing, interviewing, and the importance of professionalism. Students prepare the documents needed to pursue job opportunities in interior design, including a professional design portfolio.

Prerequisite: DES3350

DES4461 Design Management IV: Capstone

3

Provides a capstone learning experience. Students develop a comprehensive interior design project proposal/management plan incorporating all the skills and knowledge developed throughout their course of study in design management.

Prerequisite: DES4400

DES4483 Internship 3

Provides a field-based internship experience. Students work for an interior design/architecture firm under the direction of a mentor who provides necessary guidance to meet job requirements and develop career/professional skills. Students meet with an instructor each week to assess/evaluate their programs.

Prerequisite: Departmental permission

MGT2220 Principles of Management 3

Examines operational theories of management under the functions of planning, organizing, staffing, directing, and controlling. Emphasizes the manager's role in creating and maintaining an internal environment for performance. Students discuss cases in detail.

Prerequisite: BUS1101

MGT2240 Human Resources and Organizational Behavior 3

Examines the knowledge and skills needed to identify, grow, and sustain organizational talent within the context of organization behavior. Students learn about recruitment, talent development, motivation, teamwork, compensation, performance, rewards and recognition, safety, relevant laws, and cultural concerns.

Prerequisite: MGT2220

MKT2220 Principles of Marketing 3

Provides an introduction to the fundamental principles and practices in the marketing process. Provides a detailed study of each marketing mix tool (product, price, place, promotion) along with an introduction to marketing research and consumer behavior.

Select Interior Design or Graphic Design Specialization Courses below* 48

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research 3

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

ENG2205 Writing Through Literature 3

Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres.

Prerequisite: ENG1105

ENG3315 Advanced Writing 3

Explores a wide variety of professional and creative writing modes, from personal profiles to blogging and beyond. Students build their reading, writing, and researching skills while reinforcing the fundamental concepts and current developments associated with the areas of their respective majors.

Prerequisite: ENG2205

HUM2225 Introduction to Ethics 3

Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.

MAT2215 Statistics I 3

Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial

distributions, sampling theory, hypothesis testing, and regression and correlation.

SOC1123 Psychology of Adjustment 3

Explores the psychological principles involved in coping with the challenges of moving through changes in life stages and life circumstances. Topics include stress management, communication, time management, healthy relationships, positive thinking, conflict management, and balancing home, education, and work.

SOC2231 Human Relations 3

Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.

SOC3350 Psychology of Design 3

Introduces the role and value of design in our lives. We create the environments in which we live and are greatly influenced by them. Our choices are often an unconscious desire to express or validate certain personal and social identities. In this course, students think, experience, research, discuss, and create.

English Elective 3

Humanities Elective 3

Liberal Arts Electives** 6

Mathematics/Science Elective 3

Science Elective 3

120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

*DESIGN SPECIALIZATION: INTERIOR DESIGN

INT1100 Architectural Visualization	3
INT1110 Sketching and Color Composition	3
INT1120 Studio I: Conceptual Design	3
INT1150 CAD I	3
INT1160 Studio II: Space Planning	3
INT1170 History of Architecture and Interior Design I	3
INT2200 CAD II	3
INT2220 Studio III: Residential I	3
INT2230 Materials, Textiles, and Finishes	3
INT2240 History of Architecture and Interior Design II	3
INT2250 Studio IV: Commercial I	3
INT2260 Architectural Construction and Methods I	3
INT2290 Lighting	3

INT3310 Building Codes and Regulations	3
INT3350 Architectural Construction and Methods II	3
INT3370 CAD III: Working Drawings	3

OR

*DESIGN SPECIALIZATION: GRAPHIC DESIGN

GRD1100 Graphic Design Principles I	3
GRD1105 Painting I	3
GRD1120 3D Design and Modeling	3
GRD1130 Digital Page Layout	3
GRD1170 Drawing I	3
GRD1190 Typography I	3
GRD2200 Graphic Design Principles II	3
GRD2210 Graphic Design in Visual Culture	3
GRD2226 Professional Development Seminar	3
GRD2230 Digital Photography and Creative Media	3
GRD2233 Web Design I	3
GRD2234 Web Design II	3
GRD2235 Web Design III	3
GRD2290 Typography II	3
GRD3330 Digital Filmmaking	3
GRD3360 Packaging Design I	3

**12 credits of Liberal Arts Electives must be at the 3000/4000 level. Interior Design Specialization students must select an English Elective and a Social Science Elective to meet the Liberal Arts Electives requirement.

This program requires students in the Graphic Design Specialization to obtain specific supplies, the cost of which totals approximately \$125.00. This program also requires students in the Interior Design Specialization to obtain specific supplies, the cost of which totals approximately \$200.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/bba_design_management_nj_statistics.htm.

SAMPLE PROGRAM SEQUENCE - Interior Design Specialization 

SAMPLE PROGRAM SEQUENCE - Graphic Design Specialization 

B.B.A., Design Management New Jersey Program Statistics 

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Bachelor of Business Administration Degree (B.B.A.) Design Management: Interior Design Specialization

SAMPLE PROGRAM SEQUENCE

	Semester Credits		Semester Credits
FIRST SEMESTER		FIFTH SEMESTER	
INT1100	3	DES3310	3
INT1110	3	MGT2220	3
INT1120	3	INT3310	3
ENG1105	3	INT3350	3
SOC1123	3	English Elective	3
SECOND SEMESTER		SIXTH SEMESTER	
INT1150	3	DES3350	3
INT1160	3	Managing Creative Organizations	3
INT1170	3	MGT2240	3
MAT2215	3	Human Resources and Organizational Behavior	3
ENG2205	3	ENG3315	3
		Advanced Writing	3
		INT3370	3
		CAD III: Working Drawings	3
		Social Science Elective	3
THIRD SEMESTER		SEVENTH SEMESTER	
INT2200	3	DES4400	3
INT2220	3	Design Management III: Project Management	3
INT2230	3	DES3390	3
INT2240	3	Contract Administration	3
SOC2231	3	MKT2231	3
		Principles of Marketing	3
		English Elective	3
		Science Elective	3
FOURTH SEMESTER		EIGHTH SEMESTER	
INT2250	3	DES4461	3
INT2260	3	Design Management IV: Capstone	3
INT2290	3	DES4483	3
HUM2225	3	Internship	3
Mathematics/Science Elective	3	DES4410	3
		Career Management	3
		SOC3350	3
		Psychology of Design	3
		Humanities Elective	3

120 SEMESTER CREDITS
REQUIRED FOR GRADUATION

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This program also requires students in the Interior Design Specialization to obtain specific supplies, the cost of which totals approximately \$200.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/bba_design_management_nj_statistics.htm.

Under certain circumstances the need to take developmental College Skills courses may lengthen the time required to complete the student's program, and may result in increased costs to a student.

Not all programs and courses are offered at all campuses. You may be required to take some courses at another campus or online.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/bba_design_management_nj_statistics.htm.

Bachelor of Business Administration Degree (B.B.A.) Design Management: Graphic Design Specialization

SAMPLE PROGRAM SEQUENCE

Semester Credits	Semester Credits
FIRST SEMESTER	
GRD1100 Graphic Design Principles I..... 3	DES3310 Design Management I..... 3
GRD1170 Drawing I..... 3	MGT2220 Principles of Management 3
GRD1120 3D Design and Modeling..... 3	GRD2235 Web Design III 3
ENG1105 Writing and Research..... 3	GRD3330 Digital Filmmaking..... 3
SOC1123 Psychology of Adjustment 3	GRD3360 Packaging Design I 3
SECOND SEMESTER	
GRD1105 Painting I 3	DES3350 Design Management II: Managing Creative Organizations 3
GRD1130 Digital Page Layout 3	MGT2240 Human Resources and Organizational Behavior 3
GRD1190 Typography I..... 3	ENG3315 Advanced Writing..... 3
MAT2215 Statistics I..... 3	Humanities Elective..... 3
ENG2205 Writing Through Literature..... 3	Liberal Arts Elective..... 3
THIRD SEMESTER	
GRD2200 Graphic Design Principles II..... 3	SEVENTH SEMESTER
GRD2210 Graphic Design in Visual Culture..... 3	DES3390 Contract Administration 3
GRD2230 Digital Photography and Creative Media 3	DES4400 Design Management III: Project Management..... 3
GRD2233 Web Design I 3	MKT2220 Principles of Marketing 3
SOC2231 Human Relations..... 3	Liberal Arts Elective..... 3
FOURTH SEMESTER	
GRD2226 Professional Development Seminar 3	Science Elective 3
GRD2234 Web Design II..... 3	EIGHTH SEMESTER
GRD2290 Typography II..... 3	DES4461 Design Management IV: Capstone..... 3
HUM2225 Introduction to Ethics..... 3	DES4483 Internship 3
Mathematics/Science Elective 3	SOC3350 Psychology of Design 3
	DES4410 Career Management..... 3
	English Elective 3

120 SEMESTER CREDITS
REQUIRED FOR GRADUATION

NOTE: 12 credits of Liberal Arts Electives must be at the 3000/4000 level.

This program requires students in the Graphic Design Specialization to obtain specific supplies, the cost of which totals approximately \$125.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/bba_design_management_nj_statistics.htm.

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Bachelor of Business Administration Degree (B.B.A.) Design Management

PROGRAM LEARNING OBJECTIVES

1. Reading and Written Communication: Students will demonstrate competent writing and reading throughout their programs of study.
2. Oral Communication: Students will demonstrate effective oral communication skills in both general and major-specific contexts.
3. Critical Analysis and Reasoning: Students will use critical analysis and reasoning, supported by knowledge and skills learned throughout their degree programs, to enhance personal and professional decision making:
 - Quantitative analysis and reasoning
 - Analysis and reasoning in the humanities, sciences, social sciences, and arts
 - Ethical analysis and reasoning
 - Reasoning in career-related contexts
4. Knowledge and Skills for Living in a Diverse Society: Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.
5. Information Literacy: Students will define and articulate their needs for information and access this information effectively and efficiently.
6. Integration of Learning: Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.
7. Students will demonstrate an understanding of management theories and their application in practice as related to the design industry.
8. Students will apply all aspects of the design process to creative problem solving in the context of design management.
9. Students will understand and demonstrate the ability to apply professional values, including responsibility, accountability, and effectiveness.
10. Students will demonstrate accurate and effective use of technology and specialized software to collect, process, and use information essential to the design industry.
11. Students will identify, evaluate, and access resources, and manage projects critical to decision making and business success.

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Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



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Student Handbook

Graphic Design

Learn the skills needed for exciting careers in the fields of visual communications.

Virtually all organizations depend on compelling visual communication to successfully convey ideas and engage customers. The Graphic Design program at Berkeley College is both innovative to give you more career options...and thorough to help you stand out in the job market.

Along with the history of graphic design and a strong foundation in art and design principles, the curriculum exposes students to the problem-solving process using a broad range of traditional, digital, and emerging media. Courses are taught in modern studio/lab environments at our Woodland Park campus and online, encouraging entrepreneurial teamwork and collaboration. Critical thinking, conceptual problem solving, and creativity are emphasized as students learn about:

- Web design
- User interface and interactive design
- Motion graphics and animation
- Digital photography and imaging
- Illustration
- Filmmaking
- Game design
- Packaging
- Advertising
- Publication design
- Typographic design
- And more

Instructors are chosen for both academic excellence and relevant professional experience. They share firsthand occupational knowledge that can help prepare students to enter the job market. Portfolios, internships, and capstone projects are completed prior to graduation, as students work closely with the Career Services Department to secure future employment.

Students have the opportunity to interact with Interior Design and Design Management students, exhibit their work in the Gallery at Woodland Park, and contribute to the department website. Students may also participate in field trips, attend guest lectures and opening receptions, and network with members of the professional design, art, and film community.

Benefit from:

- A program that provides a strong foundation in the practice of graphic design as a fine art
- Hands-on learning that emphasizes skills required by employers
- Proficiency in industry technology, including current computer graphic software
- Valuable, practical experience through program-related, faculty-monitored internships or job-related assignments

Degree Program

- **B.F.A., Graphic Design**

[Berkeley College Academic Program Statistics](#) ↗

[Berkeley College Overview](#)
[Academic Programs](#)
[Academic Policies and Procedures](#)
[Admissions and Finances](#)
[Administration, Faculty, and Staff](#)
[Contact Us](#)



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Graphic Design

Bachelor of Fine Arts Degree (B.F.A.)

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

GRD1100 Graphic Design Principles I 3

Introduces two-dimensional design and color theory and their relational aspects. This course explores the elements and principles of design, color, and light in the creative process. Students learn about the design process, from concept to completion, and explore the fundamentals of Adobe Illustrator.

GRD1105 Painting I 3

Approaches two-dimensional theory through the freeform and experiential painterly process. Students recreate and build on elements of design in a painterly manner through their own work. Subject matters range from the traditional painting genre of still life, interiors, and the figure, to the abstract.

GRD1120 3D Design and Modeling 3

Introduces the principles and applications of design as it relates to the synthesis of three-dimensional form, space, light, shadow, relief, and motion. The relationship of material and form and its application to packaging are explored. Subjects range from man-made geometric forms to architecture and nature.

GRD1130 Digital Page Layout 3

Explores the integration of type and images in digital page layouts and multiple-page projects. This course emphasizes the application of industry standard software for both print and digital output.

Prerequisite: GRD1100

GRD1170 Drawing I 3

Develops drawing skills for graphic design and the visual arts. Includes genres of fine art such as observation of the human figure in composition. Drawings will include three-dimensional objects, perspective, still life, and the landscape.

GRD1190 Typography 1 3

Introduces the history, physical attributes, family classification, terminology, and structural aspects of type. Students explore typography as a medium that conveys aesthetic, emotional, and intellectual meaning. Students create effective marketing materials by incorporating type as an integrated and active element.

Prerequisite: GRD1100

GRD2200 Graphic Design Principles II 3

Integrates the skills acquired in Graphic Design Principles I, incorporating typography and graphics to create effective communications design from concept through completion, utilizing industry-standard software.

Prerequisites: GRD1110, GRD1190

GRD2210 Graphic Design in Visual Culture	3
Traces the development of visual communication from the first cave paintings to present-day digital marketing. This course examines how cultural and technological developments have affected our viewpoints of the relationship, and use of images and typography.	
GRD2226 Professional Development Seminar	3
Investigates career-development opportunities and strategies. This course focuses on entry-level job requirements and career research. Students learn resume writing and interviewing skills. Emphasis is placed on creating conceptual approaches for communicating ideas visually and project development and management.	
GRD2230 Digital Photography and Creative Media	3
Introduces the basic concepts, terminology, and applications of digital photography. This course explores the creative transformation of images for effective visual communication. Students develop critical thinking and technical skills needed to use photography in their work as designers. Prerequisite: GRD1100	
GRD2233 Web Design I	3
Explores the role of artists and designers in the web environment. Students are introduced to the concepts, process, and applications of programming code for creating and styling web pages, and preparing images and graphics for the web environment.	
GRD2234 Web Design II	3
Develops the skills acquired in Web Design I. Students continue learning programming code with an emphasis on interaction design, user-interface design, and front-end development. Prerequisite: GRD2233	
GRD2235 Web Design III	3
Develops the skills acquired in Web Design II. Students explore design for both web and mobile apps incorporating multimedia, video, audio, and responsive design. Prototype development and testing are explored. Prerequisite: GRD2234	
GRD2290 Typography II	3
Develops the skills acquired in Typography I. Projects incorporate type as a decorative element to produce creative marketable design results. Principles of selecting typeface, use of grids, and basic layout designs and formats are addressed. Prerequisite: GRD1190	
GRD3320 Graphic Design Principles III and Game Development	3
Integrates the skills acquired in the foundation courses and conceptual abilities developed in Graphic Design Principles II. Emphasis is on developing design thinking and building visual problem-solving skills. Students are introduced to Motion Graphics and Game Design Graphics. Prerequisite: GRD2200	
GRD3330 Digital Filmmaking	3
Develops the skills acquired in Digital Photography and Creative Media. This course includes advanced digital imaging techniques and introduces students to a wide range of styles in contemporary photography as well as video. Prerequisite: GRD2230	
GRD3360 Packaging Design I	3
Incorporates the history, purpose, types, materials, environmental considerations, symbols, labels, and security measures of packaging. Students study packaging as a new-product development process, explore graphic design for marketing options, and produce models with industry standard specifications sheets.	

Prerequisite: GRD2200

GRD3395 Branding and Information Design 3

Explores various processes and the translation of information in a visual format for data visualization in current media. Marketing trends and strategies are explored in the development of creative solutions to design problems. Students create functional design solutions for identity systems across multiple points of contact.

Prerequisite: GRD2200

GRD4400 Animation Foundations 3

Explores the foundation of animation, including the basic concepts of animation and what makes things move. This course covers X, Y, and Z planes; keyframes; animation paths; hierarchies; pivots and rotation; and the importance of timing.

Prerequisite: GRD2230

GRD4410 Publication Design 3

Explores publication design procedures and techniques, from planning to production. Students research and analyze graphic design in multi-page publications and create their own multi-page publication designs. This course covers procedures and techniques for the successful printing of projects.

Prerequisite: GRD1130

GRD4415 UI/UX Design 3

Explores aspects of user interface design engineering. The preparation of concepts will utilize the principles of design, typography, color, and problem solving skills. Concepts include wireframes, user testing, personas, scenarios and storyboards, applied to front-end and back-end web and app development.

Prerequisite: GRD2235

GRD4420 Game Design 3

Introduces the theory and practice of game creation and design for interactive home entertainment, arcade games, education, and multiplayer online environments. Students study the history, genres, technology, organization, psychology, and story of games. Students will then gain mastery over the Unity 3d engine.

Prerequisite: GRD2200

GRD4460 Capstone Project 3

Requires students to utilize cumulative skills acquired in advanced course studies to work on an individual research project for their portfolio with the help of a faculty mentor. This course is taken in a student's senior year.

Prerequisite: GRD3360

GRD4470 Special Topics in Graphic Design 3

Focuses in depth on a particular period area of interest within graphic design to further develop conceptual and technical skills and create professional work for portfolio development.

Prerequisite: GRD3320

GRD4481 Portfolio 3

Provides a studio and critique workshop. Students edit, create, add, highlight, and refine projects to meet industry standards and promote individual graphic design skills in their specialized area. This course is taken in a student's senior year.

Prerequisite: GRD3395

GRD4483 Internship 3

Provides a field-based internship experience where students acquire career/professional skills within the graphic design industry. This course is taken during a student's last semester of study.

Prerequisite: Departmental permission

LIBERAL ARTS AND SCIENCE CORE COURSES*
ENG1105 Writing and Research 3

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

ENG2205 Writing Through Literature 3

Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres.

Prerequisite: ENG1105

ENG3315 Advanced Writing 3

Explores a wide variety of professional and creative writing modes, from personal profiles to blogging and beyond. Students build their reading, writing, and researching skills while reinforcing the fundamental concepts and current developments associated with the areas of their respective majors.

Prerequisite: ENG2205

HUM2225 Introduction to Ethics 3

Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.

MAT2215 Statistics I 3

Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.

SOC1123 Psychology of Adjustment 3

Explores the psychological principles involved in coping with the challenges of moving through changes in life stages and life circumstances. Topics include stress management, communication, time management, healthy relationships, positive thinking, conflict management, and balancing home, education, and work.

SOC2231 Human Relations 3

Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.

English Elective 3

Humanities Elective 3

Liberal Arts Electives 6

Mathematics/Science Elective 3

Science Elective 3

Social Science Elective 3

120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

*12 credits of Liberal Arts Electives must be at the 3000/4000 level.

This program also requires students to obtain specific supplies, the cost of which totals approximately \$125.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/bfa_graphic_design_statistics.htm.

SAMPLE PROGRAM SEQUENCE 

B.F.A., Graphic Design Program Statistics 

Bachelor of Fine Arts Degree (B.F.A.) Graphic Design

SAMPLE PROGRAM SEQUENCE

		Semester Credits			Semester Credits
FIRST SEMESTER			SIXTH SEMESTER		
GRD1100	Graphic Design Principles I	3	GRD3395	Branding and Information Design.....	3
GRD1170	Drawing I.....	3	GRD4400	Animation Foundations.....	3
GRD1120	3D Design and Modeling	3	GRD4410	Publication Design.....	3
ENG1105	Writing and Research	3	ENG3315	Advanced Writing	3
SOC1123	Psychology of Adjustment.....	3		Liberal Arts Elective.....	3
SECOND SEMESTER			SEVENTH SEMESTER		
GRD1105	Painting I.....	3	GRD4415	UI/UX Design	3
GRD1130	Digital Page Layout.....	3	GRD4420	Game Design.....	3
GRD1190	Typography I.....	3	GRD4460	Capstone Project.....	3
MAT2215	Statistics I.....	3		Science Elective	3
ENG2205	Writing Through Literature	3		English Elective.....	3
THIRD SEMESTER			EIGHTH SEMESTER		
GRD2200	Graphic Design Principles II	3	GRD4470	Special Topics in Graphic Design.....	3
GRD2210	Graphic Design in Visual Culture	3	GRD4481	Portfolio	3
GRD2230	Digital Photography and Creative Media.....	3	GRD4483	Internship.....	3
GRD2233	Web Design I.....	3		Humanities Elective	3
SOC2231	Human Relations	3		Social Science Elective.....	3
FOURTH SEMESTER			120 SEMESTER CREDITS REQUIRED FOR GRADUATION		
GRD2226	Professional Development Seminar	3	NOTE: 12 credits of Liberal Arts Electives must be at the 3000/4000 level.		
GRD2234	Web Design II.....	3	This program also requires students to obtain specific supplies, the cost of which totals approximately \$125.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and/or BerkeleyCollege.edu/ gainful-employment/bfa_graphic_design_statistics.htm.		
GRD2290	Typography II	3			
HUM2225	Introduction to Ethics	3			
	Mathematics/Science Elective	3			
FIFTH SEMESTER					
GRD2235	Web Design III.....	3			
GRD3320	Graphic Design Principles III and Game Development.....	3			
GRD3330	Digital Filmmaking	3			
GRD3360	Packaging Design I.....	3			
	Liberal Arts Elective.....	3			

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Bachelor of Fine Arts Degree (B.F.A.) Graphic Design

PROGRAM LEARNING OBJECTIVES

1. Reading and Written Communication: Students will demonstrate competent writing and reading throughout their programs of study.
2. Oral Communication: Students will demonstrate effective oral communication skills in both general and major-specific contexts.
3. Critical Analysis and Reasoning: Students will use critical analysis and reasoning, supported by knowledge and skills learned throughout their degree programs, to enhance personal and professional decision making:
 - Quantitative analysis and reasoning
 - Analysis and reasoning in the humanities, sciences, social sciences, and arts
 - Ethical analysis and reasoning
 - Reasoning in career-related contexts
4. Knowledge and Skills for Living in a Diverse Society: Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.
5. Information Literacy: Students will define and articulate their needs for information and access this information effectively and efficiently.
6. Integration of Learning: Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.
7. Students will visualize original design concepts through research, analysis, and the interpretation of project-specific criteria.
8. Students will apply, target, and synthesize practical graphic design skills needed to achieve professional objectives within a given time frame, from inception to completion, by making use of leading design tools, computer graphic software, and related technology.
9. Students will articulate their experiential knowledge of graphic design media, method, and mission through concise visual, written, and spoken communication.
10. Students will be prepared to compete effectively and ethically in a challenging, diverse, and global market with regard for a shared historic and contemporary graphic design heritage, while also taking into consideration recent laws of business practice, copyright, and the public domain.

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Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



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Student Handbook

Interior Design

The art and technique of creating functional and aesthetic environments for living and working.

Interior Design degree programs at Berkeley College focus on the creative and technical aspects of this exciting industry. Graduates are prepared with the necessary skills and practical knowledge to enter the industry in a range of roles.

Bachelor of Fine Arts (B.F.A.) and Associate's degree programs prepare students to pursue careers in creative positions, as residential or commercial interior designers, exhibit designers, designers in architectural firms, and more.

Faculty members in this program are selected for both academic excellence and relevant professional experience in interior design. They combine firsthand knowledge and know-how with classroom instruction for a thorough education for entry into the professional world.

Benefit from:

- A curriculum that focuses on exploring design fundamentals, theory, visual communication, culture, and history
- Studio-based, hands-on projects, exploring all aspects of design through sketching, drafting, and color composition
- Modern computer-aided design learning current programs used in the design industry, such as AutoCAD, Revit, SketchUp Pro, Rhino, 3ds Max, and rendering with V-Ray
- Valuable, practical experience through program-related, faculty-monitored internships or job-related assignments
- A seamless transition between Associate's and Bachelor's degrees

Berkeley College collects and publishes the following information in connection with an application for accreditation with the Council for Interior Design Accreditation (CIDA). To view the CIDA information, [click here](#). Note: this data is separate and apart from the retention, graduation, and employment rates calculated and disclosed in accordance with federal law. To view the federal disclosure information, see the [Berkeley College Academic Program Statistics page](#).

Degree Programs

- [A.A.S., Interior Design](#)
- [B.F.A., Interior Design](#)

[Berkeley College Academic Program Statistics](#) ↗

[Berkeley College Overview](#)
[Academic Programs](#)
[Academic Policies and Procedures](#)
[Admissions and Finances](#)
[Administration, Faculty, and Staff](#)
[Contact Us](#)



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Interior Design

Associate in Applied Science Degree (A.A.S.)

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

INT1100 Architectural Visualization

3

Provides a solid foundation in basic drafting techniques through hands-on instruction in the proper use of drafting materials and tools. Topics include plan, elevation, section, and scale.

INT1110 Sketching and Color Composition

3

Introduces the development of basic freehand sketches. This course emphasizes quick sketch techniques and rapid visualization. Students learn a variety of drawing media and rendering techniques for visually communicating design concepts.

INT1120 Studio I: Conceptual Design

3

Introduces the principles and elements of design. This course emphasizes conceptual analysis and problem solution in two- and three-dimensional design. Students examine the psychological and cultural impact of form, space, and volume in making appropriate design decisions.

INT1150 CAD I

3

Introduces AutoCAD as a drafting tool. Students learn to use CAD to create and edit plans, elevations, and section views of designs for use in design studies and presentations. Students also learn presentation styles, drawing organization, and other techniques used in professional practice.

Prerequisite: INT1100

INT1160 Studio II: Space Planning

3

Introduces space planning with an emphasis upon conceptual analysis. Students learn space planning and furniture arrangement from a functional and aesthetic viewpoint. This course addresses the major parameters of interior design, including human factors, ADA, and universal design as well as design theory.

Prerequisite: INT1120

INT1170 History of Architecture and Interior Design I

3

Surveys the history of architecture and interior design from the earliest civilizations through the late 18th century. The material will be presented chronologically, and various themes in the development of interior design will be traced throughout the period covered. Influence and originality in a design context will be examined.

INT2200 CAD II

3

Instructs students in the use of Rhinoceros 5.0, Vray, and 3dsmax to create, manipulate, and render three-dimensional views of interior spaces. Students master modeling, materials, and lighting to develop striking

renderings of their design solutions.

Prerequisite: INT1150

INT2220 Studio III: Residential I 3

Introduces the study of residential environments and the planning of interior spaces. This course emphasizes the design process from initial client contact/programming through final design. Topics include space planning/presentation skills, review of human factors, and the needs of clients and the public.

Prerequisite: INT1160

INT2230 Materials, Textiles, and Finishes 3

Explores the appropriate selection, application, and installation of materials and finishes used in the interior environment. This course emphasizes the basic materials, manufacturing, and specification processes and characteristics of goods specified by the interior designer.

Prerequisite: INT1150

INT2240 History of Architecture and Interior Design II 3

Provides a survey of the history of architecture and interior design from the 19th century to the present. Course material will be presented chronologically and various themes in the development of interior design will be traced throughout the period covered. Influence and originality in a design context will be examined.

Prerequisite: INT1170

INT2250 Studio IV: Commercial I 3

Presents the fundamentals of commercial design through lectures, discussions, readings, and studio projects. This course provides an introduction and expert guidance on practical, aesthetic, and social issues involved in designing non-residential interiors.

Prerequisite: INT2220

INT2260 Architectural Construction and Methods I 3

Studies the relationship between Interior Design and Architectural systems. Topics include construction methods and materials. This course covers foundation, floor and wall systems; construction techniques and building materials; and elements of site analysis, regulatory factors and zoning ordinances.

Prerequisite: INT2230

INT2293 Internship 3

Provides a field-based internship experience. Students work for an interior design/architecture firm under the direction of a mentor, who provides necessary guidance/direction to meet job requirements. Student interns meet/communicate weekly with a faculty instructor to assess/evaluate their programs.

Prerequisite: Departmental permission

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research 3

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

ENG2205 Writing Through Literature 3

Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres.

Prerequisite: ENG1105

HUM2225 Introduction to Ethics 3

Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.

MAT2215 Statistics I

3

Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.

SOC1123 Psychology of Adjustment

3

Explores the psychological principles involved in coping with the challenges of moving through changes in life stages and life circumstances. Topics include stress management, communication, time management, healthy relationships, positive thinking, conflict management, and balancing home, education, and work.

SOC2231 Human Relations

3

Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.

Mathematics/Science Elective

3

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

This program also requires students to obtain specific supplies, the cost of which totals approximately \$200.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/aas_interior_design_statistics.htm.

SAMPLE PROGRAM SEQUENCE

A.A.S., Interior Design Program Statistics

Associate in Applied Science Degree (A.A.S.) Interior Design

SAMPLE PROGRAM SEQUENCE

	Semester Credits		Semester Credits
FIRST SEMESTER		THIRD SEMESTER	
INT1100 Architectural Visualization.....	3	INT2200 CAD II	3
INT1110 Sketching and Color Composition	3	INT2220 Studio III: Residential I.....	3
INT1120 Studio I: Conceptual Design.....	3	INT2230 Materials, Textiles, and Finishes.....	3
ENG1105 Writing and Research	3	INT2240 History of Architecture and Interior Design II.....	3
SOC1123 Psychology of Adjustment.....	3	SOC2231 Human Relations	3
SECOND SEMESTER		FOURTH SEMESTER	
INT1150 CAD I	3	INT2250 Studio IV: Commercial I.....	3
INT1160 Studio II: Space Planning	3	INT2260 Architectural Construction and Methods I.....	3
INT1170 History of Architecture and Interior Design I	3	HUM2225 Introduction to Ethics	3
MAT2215 Statistics I.....	3	INT2293 Internship.....	3
ENG2205 Writing Through Literature	3	Mathematics/Science Elective	3

**60 SEMESTER CREDITS
REQUIRED FOR GRADUATION**

This program also requires students to obtain specific supplies, the cost of which totals approximately \$200.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore. BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/aas_interior_design_statistics.htm.

Under certain circumstances the need to take developmental College Skills courses may lengthen the time required to complete the student's program, and may result in increased costs to a student.

Not all programs and courses are offered at all campuses. You may be required to take some courses at another campus or online.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/aas_interior_design_statistics.htm.

Associate in Applied Science Degree (A.A.S.) Interior Design

PROGRAM LEARNING OBJECTIVES

1. Reading and Written Communication: Students will demonstrate competent writing and reading throughout their programs of study.
2. Oral Communication: Students will demonstrate effective oral communication skills in both general and major-specific contexts.
3. Critical Analysis and Reasoning: Students will use critical analysis and reasoning, supported by knowledge and skills learned throughout their degree programs, to enhance personal and professional decision making:
 - Quantitative analysis and reasoning
 - Analysis and reasoning in the humanities, sciences, social sciences, and arts
 - Ethical analysis and reasoning
 - Reasoning in career-related contexts
4. Knowledge and Skills for Living in a Diverse Society: Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.
5. Information Literacy: Students will define and articulate their needs for information and access this information effectively and efficiently.
6. Integration of Learning: Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.
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 and courses are offered at all locations. You may be required to take some courses at another location or online.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/aas_interior_design_statistics.htm.

[Berkeley College Overview](#)
[Academic Programs](#)
[Academic Policies and Procedures](#)
[Admissions and Finances](#)
[Administration, Faculty, and Staff](#)
[Contact Us](#)



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[Student Handbook](#)

Interior Design

Bachelor of Fine Arts Degree (B.F.A.)

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

INT1100 Architectural Visualization 3

Provides a solid foundation in basic drafting techniques through hands-on instruction in the proper use of drafting materials and tools. Topics include plan, elevation, section, and scale.

INT1110 Sketching and Color Composition 3

Introduces the development of basic freehand sketches. This course emphasizes quick sketch techniques and rapid visualization. Students learn a variety of drawing media and rendering techniques for visually communicating design concepts.

INT1120 Studio I: Conceptual Design 3

Introduces the principles and elements of design. This course emphasizes conceptual analysis and problem solution in two- and three-dimensional design. Students examine the psychological and cultural impact of form, space, and volume in making appropriate design decisions.

INT1150 CAD I 3

Introduces AutoCAD as a drafting tool. Students learn to use CAD to create and edit plans, elevations, and section views of designs for use in design studies and presentations. Students also learn presentation styles, drawing organization, and other techniques used in professional practice.

Prerequisite: INT1100

INT1160 Studio II: Space Planning 3

Introduces space planning with an emphasis upon conceptual analysis. Students learn space planning and furniture arrangement from a functional and aesthetic viewpoint. This course addresses the major parameters of interior design, including human factors, ADA, and universal design as well as design theory.

Prerequisite: INT1120

INT1170 History of Architecture and Interior Design I 3

Surveys the history of architecture and interior design from the earliest civilizations through the late 18th century. The material will be presented chronologically, and various themes in the development of interior design will be traced throughout the period covered. Influence and originality in a design context will be examined.

INT2200 CAD II 3

Instructs students in the use of Rhinoceros 5.0, Vray, and 3dsmax to create, manipulate, and render three-dimensional views of interior spaces. Students master modeling, materials, and lighting to develop striking renderings of their design solutions.

Prerequisite: INT1150

INT2220 Studio III: Residential I

3

Introduces the study of residential environments and the planning of interior spaces. This course emphasizes the design process from initial client contact/programming through final design. Topics include space planning/presentation skills, review of human factors, and the needs of clients and the public.

Prerequisite: INT1160

INT2230 Materials, Textiles, and Finishes

3

Explores the appropriate selection, application, and installation of materials and finishes used in the interior environment. This course emphasizes the basic materials, manufacturing, and specification processes and characteristics of goods specified by the interior designer.

Prerequisite: INT1150

INT2240 History of Architecture and Interior Design II

3

Provides a survey of the history of architecture and interior design from the 19th century to the present. Course material will be presented chronologically and various themes in the development of interior design will be traced throughout the period covered. Influence and originality in a design context will be examined.

Prerequisite: INT1170

INT2250 Studio IV: Commercial I

3

Presents the fundamentals of commercial design through lectures, discussions, readings, and studio projects. This course provides an introduction and expert guidance on practical, aesthetic, and social issues involved in designing non-residential interiors.

Prerequisite: INT2220

INT2260 Architectural Construction and Methods I

3

Studies the relationship between Interior Design and Architectural systems. Topics include construction methods and materials. This course covers foundation, floor and wall systems; construction techniques and building materials; and elements of site analysis, regulatory factors and zoning ordinances.

Prerequisite: INT2230

INT2290 Lighting

3

Introduces the student to the basic principles of lighting design. This will include technical, sustainable, and creative aspects of producing reflected ceiling plans and integrating light into the fabric of architecture. This course also covers the design and model making process of light fixtures.

Prerequisite: INT1150

INT3310 Building Codes and Regulations

3

Provides students with an overall understanding of codes, standards, and federal regulations with an emphasis on interior projects. This course utilizes real-life design examples to explain how specific codes and standards apply to a variety of building and project types.

Prerequisite: INT2260

INT3330 Studio V: Residential II

3

Develops advanced residential design concepts and skills with emphasis placed upon historical precedents, functionalism, energy efficiency, space planning, materials, and the latest technology in equipment and fixtures.

Prerequisite: INT2220

INT3340 Sustainable Design

3

Presents the fundamentals of sustainable design and its critical role in the design process. This course provides an understanding of green building philosophies, assessment tools, materials and methods, and design strategies for incorporating sustainable principles and materials into design projects.

Prerequisite: INT2250

INT3350 Architectural Construction and Methods II	3
Builds on the concepts presented in Architectural Construction and Methods I. Students are introduced to the various components and systems used in the construction and assembly of buildings. Types, differences, and features of interior environmental systems as well as traffic circulation systems are discussed. Prerequisite: INT2260	
INT3360 Studio VI: Commercial II	3
Focuses on design strategies and treatments for user populations and project types that have special needs. Students complete advanced level commercial design studio projects. This course explores practical, aesthetic, and social issues involved in designing non-residential interiors with a focus on special need user populations. Prerequisite: INT2250	
INT3370 CAD III: Working Drawings	3
Teaches students to create industry standard construction drawings used by the trade to build and renovate spaces. Symbols, graphic notations, sections, details, and schedules are taught to be used in the proper representation of their designs as legal documents for construction. Prerequisite: INT3350	
INT3380 Furniture Design	3
Focuses on the design concepts, functionality, materials, and construction documents to build furniture. The creative process of furniture design is covered through the studio projects assigned. Anthropometric and ergonomics are covered in depth. Prerequisites: INT2200, INT2260	
INT4400 Studio VII: Special Topics	3
Focuses on current areas of special interest in Interior Design. This course allows students to explore and research in detail carefully chosen projects while working in groups and individually. These projects will focus on selected real-world design competitions. Prerequisite: INT3360	
INT4410 Career Management	3
Explores job requirements, development opportunities, and strategies for successful career management. This course covers resume writing, interviewing, and the importance of professionalism. Students prepare documents needed to pursue job opportunities in interior design, including a professional design portfolio. Prerequisite: INT3330	
INT4420 Capstone: Research and Program	3
Provides instruction in individual design program development, including project and site selection. This course is the first of two capstone courses. The approved program developed in this course will be used as the basis of design for continuation of the project in INT4460 Studio VIII: Capstone Project. Prerequisite: INT3360	
INT4430 Professional Practice	3
Introduces the professional practices of the interior design profession. This course emphasizes professional ethics, contracts, design fees, budgets, project management, marketing, and client/contractor/designer/trade relationships. Prerequisite: INT3360	
INT4460 Studio VIII: Capstone Project	3
Continues the research and design of the interior design project based upon the building type approved in INT4430 Capstone: Research and Program course. Students apply all the skills and knowledge developed throughout their course of study in interior design. Prerequisite: INT4420	

INT4483 Internship 3

Provides a field-based internship experience. Students work for an interior design/architecture firm under the direction of a mentor, who provides necessary guidance/direction to meet job requirements. Student interns meet/communicate weekly with a faculty instructor to assess/evaluate their programs.

Prerequisite: Departmental permission

LIBERAL ARTS AND SCIENCE CORE COURSES***ENG1105 Writing and Research** 3

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

ENG2205 Writing Through Literature 3

Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres.

Prerequisite: ENG1105

ENG3315 Advanced Writing 3

Explores a wide variety of professional and creative writing modes, from personal profiles to blogging and beyond. Students build their reading, writing, and researching skills while reinforcing the fundamental concepts and current developments associated with the areas of their respective majors.

Prerequisite: ENG2205

HUM2225 Introduction to Ethics 3

Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.

MAT2215 Statistics I 3

Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.

SOC1123 Psychology of Adjustment 3

Explores the psychological principles involved in coping with the challenges of moving through changes in life stages and life circumstances. Topics include stress management, communication, time management, healthy relationships, positive thinking, conflict management, and balancing home, education, and work.

SOC2231 Human Relations 3

Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.

SOC3350 Psychology of Design 3

Introduces the role and value of design in our lives. We create the environments in which we live and are greatly influenced by them. Our choices are often an unconscious desire to express or validate certain personal and social identities. In this course, students think, experience, research, discuss, and create.

English Elective 3

Humanities Elective	3
Liberal Arts Electives	6
Mathematics/Science Elective	3
Science Elective	3

120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

*12 credits of Liberal Arts Electives must be at the 3000/4000 level.

Berkeley College collects and publishes student achievement data specific to B.F.A. Interior Design graduates in connection with an application for special accreditation. This data is separate and apart from the employment rates calculated and disclosed in accordance with federal law. To view the student achievement data, visit BerkeleyCollege.edu/interior-design.htm. For information about employment rate methodology, visit BerkeleyCollege.edu/employment-rate-methodology.htm.

This program also requires students to obtain specific supplies, the cost of which totals approximately \$300.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/bfa_interior_design_statistics.htm.

[SAMPLE PROGRAM SEQUENCE](#)**[B.F.A., Interior Design Program Statistics](#)**

Bachelor of Fine Arts Degree (B.F.A.) Interior Design

SAMPLE PROGRAM SEQUENCE

		Semester Credits			Semester Credits
FIRST SEMESTER			FIFTH SEMESTER		
INT1100	Architectural Visualization.....	3	INT3310	Building Codes and Regulations	3
INT1110	Sketching and Color Composition	3	INT3330	Studio V: Residential II	3
INT1120	Studio I: Conceptual Design.....	3	INT3340	Sustainable Design	3
ENG1105	Writing and Research	3	INT3350	Architectural Construction and Methods II.....	3
SOC1123	Psychology of Adjustment.....	3		Liberal Arts Elective.....	3
SECOND SEMESTER			SIXTH SEMESTER		
INT1150	CAD I	3	INT3360	Studio VI: Commercial II.....	3
INT1160	Studio II: Space Planning	3	INT3370	CAD III: Working Drawings	3
INT1170	History of Architecture and Interior Design I	3	INT3380	Furniture Design	3
MAT2215	Statistics I.....	3	ENG3315	Advanced Writing	3
ENG2205	Writing Through Literature	3		Liberal Arts Elective.....	3
THIRD SEMESTER			SEVENTH SEMESTER		
INT2200	CAD II	3	INT4400	Studio VII: Special Topics.....	3
INT2220	Studio III: Residential I.....	3	INT4410	Career Management.....	3
INT2230	Materials, Textiles, and Finishes.....	3	INT4420	Capstone: Research and Program	3
INT2240	History of Architecture and Interior Design II.....	3		English Elective.....	3
SOC2231	Human Relations	3		Science Elective	3
FOURTH SEMESTER			EIGHTH SEMESTER		
INT2250	Studio IV: Commercial I	3	INT4430	Professional Practice.....	3
INT2260	Architectural Construction and Methods I.....	3	INT4460	Studio VIII: Capstone Project	3
INT2290	Lighting.....	3	INT4483	Internship.....	3
HUM2225	Introduction to Ethics	3	SOC3350	Psychology of Design.....	3
	Mathematics/Science Elective	3		Humanities Elective	3

120 SEMESTER CREDITS
REQUIRED FOR GRADUATION

NOTE: 12 credits of Liberal Arts Electives must be at the 3000/4000 level.

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Bachelor of Fine Arts Degree (B.F.A.) Interior Design

PROGRAM LEARNING OBJECTIVES

1. Reading and Written Communication: Students will demonstrate competent writing and reading throughout their programs of study.
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3. Critical Analysis and Reasoning: Students will use critical analysis and reasoning, supported by knowledge and skills learned throughout their degree programs, to enhance personal and professional decision making:
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 - Analysis and reasoning in the humanities, sciences, social sciences, and arts
 - Ethical analysis and reasoning
 - Reasoning in career-related contexts
4. Knowledge and Skills for Living in a Diverse Society: Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.
5. Information Literacy: Students will define and articulate their needs for information and access this information effectively and efficiently.
6. Integration of Learning: Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.
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.
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Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

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Student Handbook

Justice Studies - Criminal Justice

Learn the skills to help make the world more secure.

Berkeley College's Bachelor's and Associate's degree programs in Justice Studies - Criminal Justice provide students with a comprehensive foundation in this important field. Armed with a combination of knowledge gained in the classroom and hands-on instruction from faculty with professional experience, graduates are prepared to enter a variety of careers in a wide range of organizations. Students take courses that focus on the theoretical, practical, technological, and management skills required for success in the field of criminal justice. Program-related group excursions and guest speakers from various areas of criminal justice are also an important part of the career-focused program.

Benefit from:

- A curriculum that examines:
 - The causes of crime
 - Criminal law and procedure
 - The role of law enforcement
 - Forensic science
 - Research methods
- Practical job preparation
- Exciting courses in specialized areas, such as:
 - Terrorism
 - Cyber Crime
 - Global Security
 - Intelligence
 - Case Management
- The opportunity to analyze emerging issues and focus studies in a single area such as policing or security
- Valuable, practical experience through program-related, faculty-monitored internships or job-related assignments
- A seamless transition between Associate's and Bachelor's degrees

Degree Programs

- **A.A.S., Justice Studies - Criminal Justice**
- **B.S., Justice Studies - Criminal Justice**

[Berkeley College Academic Program Statistics](#) ↗

[Berkeley College Overview](#)
[Academic Programs](#)
[Academic Policies and Procedures](#)
[Admissions and Finances](#)
[Administration, Faculty, and Staff](#)
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[Student Handbook](#)

Justice Studies - Criminal Justice Associate in Applied Science Degree (A.A.S.)

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

CIS1115 Computer Applications 3

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel. This course provides an orientation to Berkeley College's computer framework including Blackboard, content collection, and portfolio development.

JUS1100 Introduction to Justice Studies 3

Introduces the major institutions of justice in society. Topics include justice in a free society, the police, courts, correctional services, the balance of individual rights and public order, law and public policy, and factors affecting the future of the justice system.

JUS1110 Communication Skills for Criminal Justice Professionals 3

Examines the nature and importance of communication within the criminal justice system. Students develop report-writing skills and an understanding of the impact report writing has on the investigation and prosecution of crime, as well as on the administration of justice.

JUS2201 Criminal Procedure 3

Introduces the methods and body of rules by which criminal law functions in a free society. Topics include the collection and handling of evidence in a crime, police procedure in regard to search and seizure, emergency police searches, vehicle searches, confessions, and arrest and interrogation procedures.

Prerequisite: JUS1100

JUS2205 Criminal Law 3

Introduces the study of criminal law. Students will learn about general categories of criminal law (felonies and misdemeanors) and the various defenses to criminal charges (alibi, justification, excuse, conspiracy, and legal insanity).

Prerequisite: JUS1100

JUS2255 Computer Applications in Criminal Justice 3

Introduces essential criminal justice information systems. Students gain hands-on experience with computer applications widely used in police and correctional settings. Topics include criminal tracking databases, crime mapping software, crime analysis, crime patterns, and real time crime data utilized in law enforcement.

Prerequisite: JUS1100

JUS2293 Internship 3

Allows students to work in a position related to their course of study. Students integrate the skills and

knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisite: Departmental permission

SOC2218 Police and Society 3

Introduces the history and traditions of American policing. Examines the role of the police in advancing justice in a democratic society. Topics include law enforcement operations and strategies, such as profiling, organizational structure, community affairs, police use of force, and various major concerns in public policy.

SOC2220 Criminology 3

Introduces the various causes of crime in a free society. This course considers factors such as free will, biology, and other possible causes, such as DNA, nutrition, hormones, and subcultures of violence.

Major Electives 6

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research 3

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

ENG2205 Writing Through Literature 3

Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres.

Prerequisite: ENG1105

HUM2225 Introduction to Ethics 3

Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.

MAT2215 Statistics I 3

Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.

SOC1123 Psychology of Adjustment 3

Explores the psychological principles involved in coping with the challenges of moving through changes in life stages and life circumstances. Topics include stress management, communication, time management, healthy relationships, positive thinking, conflict management, and balancing home, education, and work.

SOC2231 Human Relations 3

Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.

Mathematics/Science Elective 3

FREE ELECTIVES 6

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

Eligibility for some internships required to obtain a Berkeley College degree and employment opportunities in fields related to this program may require candidates to meet specific health requirements or pass criminal background checks prescribed by law. Applicants for whom such requirements may be matters of concern are strongly advised to contact an Admissions counselor prior to enrolling in this program. Note that law enforcement jobs typically require the candidate to be physically and mentally fit and have a valid driver's license, a clean driving record, no felony criminal record, no domestic violence charges (felony or misdemeanor), no loan/credit card defaults, and the ability to be licensed (via your agency or department) to carry a firearm. A selection process involving qualifying examination and/or supplementary training may also be required. Job requirements for non-sworn personnel in criminal justice and related agencies vary.

SAMPLE PROGRAM SEQUENCE

[A.A.S., Justice Studies - Criminal Justice New Jersey Program Statistics](#)
[A.A.S., Justice Studies - Criminal Justice New York Program Statistics](#)

Associate in Applied Science Degree (A.A.S.) Justice Studies – Criminal Justice

SAMPLE PROGRAM SEQUENCE

	Semester Credits		Semester Credits
FIRST SEMESTER		THIRD SEMESTER	
JUS1100 Introduction to Justice Studies.....	3	JUS2201 Criminal Procedure.....	3
CIS1115 Computer Applications.....	3	JUS2205 Criminal Law.....	3
SOC1123 Psychology of Adjustment.....	3	JUS2255 Computer Applications in Criminal Justice.....	3
ENG1105 Writing and Research.....	3	MAT2215 Statistics I.....	3
HUM2225 Introduction to Ethics.....	3	Justice Studies Elective.....	3
SECOND SEMESTER		FOURTH SEMESTER	
JUS1110 Communication Skills for Criminal Justice Professionals.....	3	JUS2293 Internship.....	3
SOC2218 Police and Society.....	3	Justice Studies Elective.....	3
SOC2220 Criminology.....	3	Mathematics/Science Elective.....	3
ENG2205 Writing Through Literature.....	3	Free Electives.....	6
SOC2231 Human Relations.....	3		
		60 SEMESTER CREDITS REQUIRED FOR GRADUATION	

JUSTICE STUDIES ELECTIVES

JUS2210 Community Relations and the Police.....	3
JUS2220 Justice and the Media.....	3
JUS2225 Criminal Investigations.....	3
JUS2235 Juvenile Justice.....	3
JUS2240 Justice and the Judiciary.....	3
JUS2260 Contemporary Issues in Justice Studies.....	3
JUS2270 Special Topics in Justice Studies.....	3
NTS1102 Introduction to National Security.....	3

Under certain circumstances the need to take developmental College Skills courses may lengthen the time required to complete the student's program, and may result in increased costs to a student.

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Associate in Applied Science Degree (A.A.S.) Justice Studies – Criminal Justice

PROGRAM LEARNING OBJECTIVES

1. Reading and Written Communication: Students will demonstrate competent writing and reading throughout their programs of study.
2. Oral Communication: Students will demonstrate effective oral communication skills in both general and major-specific contexts.
3. Critical Analysis and Reasoning: Students will use critical analysis and reasoning, supported by knowledge and skills learned throughout their degree programs, to enhance personal and professional decision making:
 - Quantitative analysis and reasoning
 - Analysis and reasoning in the humanities, sciences, social sciences, and arts
 - Ethical analysis and reasoning
 - Reasoning in career-related contexts
4. Knowledge and Skills for Living in a Diverse Society: Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.
5. Information Literacy: Students will define and articulate their needs for information and access this information effectively and efficiently.
6. Integration of Learning: Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.
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.

Not all programs and courses are offered at all locations. You may be required to take some courses at another location or online.

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[Berkeley College Overview](#)
[Academic Programs](#)
[Academic Policies and Procedures](#)
[Admissions and Finances](#)
[Administration, Faculty, and Staff](#)
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Justice Studies - Criminal Justice Bachelor of Science Degree (B.S.)

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

CIS1115 Computer Applications 3

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel. This course provides an orientation to Berkeley College's computer framework including Blackboard, content collection, and portfolio development.

JUS1100 Introduction to Justice Studies 3

Introduces the major institutions of justice in society. Topics include justice in a free society, the police, courts, correctional services, the balance of individual rights and public order, law and public policy, and factors affecting the future of the justice system.

JUS1110 Communication Skills for Criminal Justice Professionals 3

Examines the nature and importance of communication within the criminal justice system. Students develop report-writing skills and an understanding of the impact report writing has on the investigation and prosecution of crime, as well as on the administration of justice.

JUS2201 Criminal Procedure 3

Introduces the methods and body of rules by which criminal law functions in a free society. Topics include the collection and handling of evidence in a crime, police procedure in regard to search and seizure, emergency police searches, vehicle searches, confessions, and arrest and interrogation procedures.

Prerequisite: JUS1100

JUS2205 Criminal Law 3

Introduces the study of criminal law. Students will learn about general categories of criminal law (felonies and misdemeanors) and the various defenses to criminal charges (alibi, justification, excuse, conspiracy, and legal insanity).

Prerequisite: JUS1100

JUS2255 Computer Applications in Criminal Justice 3

Introduces essential criminal justice information systems. Students gain hands-on experience with computer applications widely used in police and correctional settings. Topics include criminal tracking databases, crime mapping software, crime analysis, crime patterns, and real time crime data utilized in law enforcement.

Prerequisite: JUS1100

JUS3307 Corrections, Probation, and Parole 3

Introduces the history and current state of corrections, probation, and parole in the United States. Topics include the roles of corrections, probation, and parole officers; different types of jails and prisons; restorative justice; community-based correctional models; and extra-institutional supervision of convicted offenders.

Prerequisite: JUS1100

JUS4406 Research Methods in Criminal Justice 3

Examines the process of academic research with particular attention to research designs, data collection, and sampling. This course will address the procedures and methods necessary to conduct a research study in criminal justice. Methodological problems and ethical issues will be considered in detail.

Prerequisites: JUS1100, SOC2220, MAT2215

JUS4483 Internship 3

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisite: Departmental permission

SOC2218 Police and Society 3

Introduces the history and traditions of American policing. Examines the role of the police in advancing justice in a democratic society. Topics include law enforcement operations and strategies, such as profiling, organizational structure, community affairs, police use of force, and various major concerns in public policy.

SOC2220 Criminology 3

Introduces the various causes of crime in a free society. This course considers factors such as free will, biology, and other possible causes, such as DNA, nutrition, hormones, and subcultures of violence.

Justice Studies Electives* 15

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research 3

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

ENG2205 Writing Through Literature 3

Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres.

Prerequisite: ENG1105

ENG3315 Advanced Writing 3

Explores a wide variety of professional and creative writing modes, from personal profiles to blogging and beyond. Students build their reading, writing, and researching skills while reinforcing the fundamental concepts and current developments associated with the areas of their respective majors.

Prerequisite: ENG2205

HUM2225 Introduction to Ethics 3

Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.

MAT2215 Statistics I 3

Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.

SCI2230 Forensic Science 3

Focuses on the application of science to law. This course introduces students to the field of forensic science through a hands-on approach in its applications to criminal investigations. Students are presented with clear explanations of the techniques, abilities, and limitations of the modern crime laboratory and crime scene.

SOC1123 Psychology of Adjustment 3

Explores the psychological principles involved in coping with the challenges of moving through changes in life stages and life circumstances. Topics include stress management, communication, time management, healthy relationships, positive thinking, conflict management, and balancing home, education, and work.

SOC2210 Introduction to Sociology 3

Introduces the study of sociology. Examines the social institutions that shape and influence the behavior of the individual and groups in society, with emphasis on examining contemporary social problems. Topics include the study of human social life, theories and methods of sociology, and basic sociological concepts.

SOC2231 Human Relations 3

Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.

English Elective 3

Humanities Elective 3

Liberal Arts Electives** 24

Mathematics/Science Elective 3

FREE ELECTIVES 12**120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION**

*Nine credits of Justice Studies Electives must be at the 3000/4000 level.

**15 credits of Liberal Arts Electives must be at the 3000/4000 level.

Eligibility for some internships required to obtain a Berkeley College degree and employment opportunities in fields related to this program may require candidates to meet specific health requirements or pass criminal background checks prescribed by law. Applicants for whom such requirements may be matters of concern are strongly advised to contact an Admissions counselor prior to enrolling in this program. Note that law enforcement jobs typically require the candidate to be physically and mentally fit and have a valid driver's license, a clean driving record, no felony criminal record, no domestic violence charges (felony or misdemeanor), no loan/credit card defaults, and the ability to be licensed (via your agency or department) to carry a firearm. A selection process involving qualifying examination and/or supplementary training may also be required. Job requirements for non-sworn personnel in criminal justice and related agencies vary.

SAMPLE PROGRAM SEQUENCE

B.S., Justice Studies - Criminal Justice New Jersey Program Statistics

B.S., Justice Studies - Criminal Justice New York Program Statistics

Bachelor of Science Degree (B.S.) Justice Studies – Criminal Justice

SAMPLE PROGRAM SEQUENCE

	Semester Credits
FIRST SEMESTER	
JUS1100 Introduction to Justice Studies.....	3
CIS1115 Computer Applications.....	3
SOC1123 Psychology of Adjustment.....	3
ENG1105 Writing and Research	3
HUM2225 Introduction to Ethics	3

SECOND SEMESTER

JUS1110 Communication Skills for Criminal Justice Professionals	3
SOC2218 Police and Society	3
SOC2220 Criminology.....	3
ENG2205 Writing Through Literature	3
SOC2231 Human Relations	3

THIRD SEMESTER

JUS2201 Criminal Procedure	3
JUS2205 Criminal Law	3
JUS2255 Computer Applications in Criminal Justice	3
MAT2215 Statistics I	3
Justice Studies Elective.....	3

FOURTH SEMESTER

SOC2210 Introduction to Sociology	3
SCI2230 Forensic Science	3
Justice Studies Elective.....	3
Liberal Arts Elective	3
Mathematics/Science Elective	3

FIFTH SEMESTER

ENG3315 Advanced Writing	3
Justice Studies Elective.....	3
Liberal Arts Elective	3
Humanities Elective	3
Free Elective	3

SIXTH SEMESTER

JUS3307 Corrections, Probation, and Parole	3
Justice Studies Elective.....	3
Liberal Arts Elective	3
English Elective.....	3
Free Elective	3

SEVENTH SEMESTER

JUS4406 Research Methods in Criminal Justice.....	3
Justice Studies Elective.....	3
Liberal Arts Electives	6
Free Elective	3

EIGHTH SEMESTER

JUS4483 Internship.....	3
Liberal Arts Electives	9
Free Elective	3

120 SEMESTER CREDITS
REQUIRED FOR GRADUATION

NOTE: Nine credits of Justice Studies Electives must be at the 3000/4000 level. 15 credits of Liberal Arts Electives must be at the 3000/4000 level.

JUSTICE STUDIES ELECTIVES

JUS2210 Community Relations and the Police	3
JUS2220 Justice and the Media	3
JUS2225 Criminal Investigations	3
JUS2235 Juvenile Justice	3
JUS2240 Justice and the Judiciary.....	3
JUS2260 Contemporary Issues in Justice Studies	3
JUS2270 Special Topics in Justice Studies	3
JUS3301 Police Administration and Management.....	3
JUS3302 Homeland Security	3
JUS3307 Corrections, Probation, and Parole	3
JUS3314 Introduction to Intelligence	3
JUS3315 Terrorism	3
JUS4401 Corporate Security Management	3
JUS4402 Private Security Management	3
JUS4403 Cyber Crime.....	3
JUS4404 White Collar Crime.....	3
JUS4405 Transportation Security.....	3
JUS4407 Global Security	3
JUS4470 Special Topics in Justice Studies	3
NTS1102 Introduction to National Security.....	3

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Bachelor of Science Degree (B.S.) Justice Studies – Criminal Justice

PROGRAM LEARNING OBJECTIVES

1. Reading and Written Communication: Students will demonstrate competent writing and reading throughout their programs of study.
2. Oral Communication: Students will demonstrate effective oral communication skills in both general and major-specific contexts.
3. Critical Analysis and Reasoning: Students will use critical analysis and reasoning, supported by knowledge and skills learned throughout their degree programs, to enhance personal and professional decision making:
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 - Analysis and reasoning in the humanities, sciences, social sciences, and arts
 - Ethical analysis and reasoning
 - Reasoning in career-related contexts
4. Knowledge and Skills for Living in a Diverse Society: Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.
5. Information Literacy: Students will define and articulate their needs for information and access this information effectively and efficiently.
6. Integration of Learning: Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.
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 utilize and demonstrate ethical reasoning in addressing criminal justice issues.
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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Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

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Legal Studies

Learn the skills needed to enter legal support professions.

To meet growing needs for legal support, today's firms and organizations are seeking qualified graduates with broad knowledge of the law and legal practices. At Berkeley College, the Bachelor's and Associate's degree programs in Legal Studies are designed to prepare students who are interested in careers in legal support services with government, nonprofit organizations, regulatory/compliance offices, or other law-related careers, as well as those students considering law school and other advanced studies in law.

Courses focus on developing skills in critical reasoning and analysis, communication, research, writing, and more.

Benefit from:

- Performing law-related work in a wide range of disciplines
- Courses that focus on legal theory and practical application with attorneys in both private and public practice
- Exceptional faculty, including experienced corporate, litigation, and government attorneys who bring firsthand knowledge
- Instruction in current technology used in law-related applications and electronic legal research databases
- Valuable, practical experience through program-related, faculty-monitored internships or job-related assignments
- A seamless transition between Associate's and Bachelor's degrees

Graduates will be prepared to perform law-related work under the supervision of a lawyer, such as:

- Identifying and analyzing legal issues
- Investigating and evaluating facts
- Preparing pleadings, contracts, forms, legal memoranda, and other documents
- Interviewing clients and witnesses
- Case management
- Conducting legal research
- And many other law-related duties

Degree Programs

- **A.A.S., Legal Studies**
- **B.S., Legal Studies**

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[Academic Programs](#)
[Academic Policies and Procedures](#)
[Admissions and Finances](#)
[Administration, Faculty, and Staff](#)
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Legal Studies

Associate in Applied Science Degree (A.A.S.)

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

CIS1115 Computer Applications

3

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel. This course provides an orientation to Berkeley College's computer framework including Blackboard, content collection, and portfolio development.

LAW1100 Introduction to Law

3

Introduces the United States legal system. This course examines the structure and administration of the state and federal courts; the function of the trial and appellate courts; the sources of law; the differentiation between procedural and substantive law; and the legal principles of torts, contracts, criminal, civil and property law.

LAW1110 Contract Law

3

Examines the common law of contracts and the intricacies of the Uniform Commercial Code. The course covers the formation and performance of contracts; the role of the parties and the role of the court; defects in formation of contracts; failure of performance; and the rights and remedies of the parties upon breach.

LAW2200 Professional Responsibilities and Legal Ethics

3

Introduces students to the defining ethical issues faced by lawyers and the legal community. Topics include access to justice; issues in the attorney-client relationship; and ethics in particular context, such as criminal practice, government and corporate law. Resumes, cover letters and interviewing skills are also covered.

Prerequisite: LAW1100

LAW2210 Legal Research and Writing

3

Examines legal research and writing. Students locate and identify primary and secondary sources of law using traditional and computer-assisted research techniques, including Lexis, Westlaw, and the Internet. Students use databases to formulate searches, retrieve and display documents, and validate findings.

Prerequisites: LAW1100 or BUS2231

LAW2215 Torts

3

Provides an introduction to civil wrongs. Topics include negligence, international torts, strict liability, products liability, defamation and toxic torts. Students will examine relevant statutes as well as case law regarding various areas of torts.

Prerequisite: LAW1100

LAW2225 Real Property Law

3

Explores fundamental topics related to the petition, ownership and transfer of real property interest. Topics will

include closings of residential property real estate financing including mortgages and insurance, foreclosure and short sales. Students will relate theory to practice through a simulated real estate closing exercise.

Prerequisite: LAW1100

LAW2230 Civil Litigation 3

Introduces the rules governing the civil litigation process in both the state and federal civil courts. Topics will include all aspects of civil litigation including preparation of pleadings, discovery methods, motion practice, trial documents, and the appellate process.

Prerequisite: LAW1100

LAW2293 Internship 3

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisite: Departmental permission

Major Electives 6

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research 3

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

ENG2205 Writing Through Literature 3

Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres.

Prerequisite: ENG1105

HUM2225 Introduction to Ethics 3

Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.

MAT2215 Statistics I 3

Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.

SOC1123 Psychology of Adjustment 3

Explores the psychological principles involved in coping with the challenges of moving through changes in life stages and life circumstances. Topics include stress management, communication, time management, healthy relationships, positive thinking, conflict management, and balancing home, education, and work.

SOC2231 Human Relations 3

Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.

Mathematics/Science Elective 3

FREE ELECTIVES

6

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

Students must achieve a grade of C or better in both ENG1105 and ENG2205 to remain in the program.

SAMPLE PROGRAM SEQUENCE 

[A.A.S., Legal Studies New Jersey Program Statistics](#) 

[A.A.S., Legal Studies New York Program Statistics](#) 

Associate in Applied Science Degree (A.A.S.) Legal Studies

SAMPLE PROGRAM SEQUENCE

		Semester Credits			Semester Credits
FIRST SEMESTER			THIRD SEMESTER		
LAW1100	Introduction to Law	3	MAT2215	Statistics I.....	3
CIS1115	Computer Applications	3	LAW2210	Legal Research and Writing	3
SOC1123	Psychology of Adjustment	3	LAW2230	Civil Litigation.....	3
ENG1105	Writing and Research.....	3		Free Electives	6
HUM2225	Introduction to Ethics.....	3	FOURTH SEMESTER		
SECOND SEMESTER			LAW2225	Real Property Law.....	3
LAW1110	Contract Law.....	3	LAW2293	Internship	3
LAW2200	Professional Responsibilities and Legal Ethics.....	3		Mathematics/Science Elective	3
LAW2215	Torts	3		Legal Studies Electives	6
ENG2205	Writing Through Literature.....	3			
SOC2231	Human Relations.....	3			

60 SEMESTER CREDITS
REQUIRED FOR GRADUATION

NOTE: Students must achieve a grade of C or better in both
ENG1105 and ENG2205 to remain in the program.

LEGAL STUDIES ELECTIVES

LAW2235	Immigration Law	3
LAW2240	Family Law	3
LAW2250	Wills, Trusts, and Estates.....	3
LAW2260	Law Firm Communications and Technology	3
LAW2270	Special Topics in Legal Studies.....	3
ACC1111	Financial Accounting I	3
BUS2231	Business Law I.....	3
JUS2201	Criminal Procedure	3
JUS2205	Criminal Law	3

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Associate in Applied Science Degree (A.A.S.) Legal Studies

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 - Ethical analysis and reasoning
 - Reasoning in career-related contexts
4. Knowledge and Skills for Living in a Diverse Society: Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.
5. Information Literacy: Students will define and articulate their needs for information and access this information effectively and efficiently.
6. Integration of Learning: Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.
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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[Academic Programs](#)
[Academic Policies and Procedures](#)
[Admissions and Finances](#)
[Administration, Faculty, and Staff](#)
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Legal Studies Bachelor of Science Degree (B.S.)

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

CIS1115 Computer Applications 3

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel. This course provides an orientation to Berkeley College's computer framework including Blackboard, content collection, and portfolio development.

LAW1100 Introduction to Law 3

Introduces the United States legal system. This course examines the structure and administration of the state and federal courts; the function of the trial and appellate courts; the sources of law; the differentiation between procedural and substantive law; and the legal principles of torts, contracts, criminal, civil and property law.

LAW1110 Contract Law 3

Examines the common law of contracts and the intricacies of the Uniform Commercial Code. The course covers the formation and performance of contracts; the role of the parties and the role of the court; defects in formation of contracts; failure of performance; and the rights and remedies of the parties upon breach.

LAW2200 Professional Responsibilities and Legal Ethics 3

Introduces students to the defining ethical issues faced by lawyers and the legal community. Topics include access to justice; issues in the attorney-client relationship; and ethics in particular context, such as criminal practice, government and corporate law. Resumes, cover letters and interviewing skills are also covered.

Prerequisite: LAW1100

LAW2210 Legal Research and Writing 3

Examines legal research and writing. Students locate and identify primary and secondary sources of law using traditional and computer-assisted research techniques, including Lexis, Westlaw, and the Internet. Students use databases to formulate searches, retrieve and display documents, and validate findings.

Prerequisites: LAW1100 or BUS2231

LAW2215 Torts 3

Provides an introduction to civil wrongs. Topics include negligence, international torts, strict liability, products liability, defamation and toxic torts. Students will examine relevant statutes as well as case law regarding various areas of torts.

Prerequisite: LAW1100

LAW2225 Real Property Law 3

Explores fundamental topics related to the petition, ownership and transfer of real property interest. Topics will include closings of residential property real estate financing including mortgages and insurance, foreclosure and short sales. Students will relate theory to practice through a simulated real estate closing exercise.

Prerequisite: LAW1100

LAW2230 Civil Litigation 3

Introduces the rules governing the civil litigation process in both the state and federal civil courts. Topics will include all aspects of civil litigation including preparation of pleadings, discovery methods, motion practice, trial documents, and the appellate process.

Prerequisite: LAW1100

LAW4430 Advanced Legal Research, Writing, and Advocacy 3

Develops and refines the research, analysis, citation and writing skills introduced in Legal Research and Writing. Students will prepare either a complex trial brief or appellate brief, and present oral argument.

Prerequisite: LAW2210

LAW4483 Internship 3

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisite: Departmental permission

Legal Studies Electives* 18

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research 3

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

ENG2205 Writing Through Literature 3

Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres.

Prerequisite: ENG1105

ENG2215 Public Speaking 3

Supports students in the development of oral communication skills. This course emphasizes the identification of good and poor speech habits, techniques for improving speech, oral interpretation, effective speech planning and delivery, and interpersonal communication.

Prerequisite or Corequisite: ENG2205

ENG3315 Advanced Writing 3

Explores a wide variety of professional and creative writing modes, from personal profiles to blogging and beyond. Students build their reading, writing, and researching skills while reinforcing the fundamental concepts and current developments associated with the areas of their respective majors.

Prerequisite: ENG2205

HUM2225 Introduction to Ethics 3

Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.

MAT2215 Statistics I 3

Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.

SOC1123 Psychology of Adjustment 3

Explores the psychological principles involved in coping with the challenges of moving through changes in life stages and life circumstances. Topics include stress management, communication, time management, healthy relationships, positive thinking, conflict management, and balancing home, education, and work.

SOC2215 Introduction to Political Science 3

Provides an overview of the American political system, the ideas that shaped it, and the conflicts that continue to redefine the relationship between people and political power.

SOC2231 Human Relations 3

Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.

Humanities Elective 3

Liberal Arts Electives** 24

Mathematics/Science Elective 3

Science Elective 3

FREE ELECTIVES 12**120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION**

*12 credits of Legal Studies Electives must be at the 3000/4000 level.

**15 credits of Liberal Arts Electives must be at the 3000/4000 level.

Students must achieve a grade of C or better in both ENG1105 and ENG2205 to remain in the program.

SAMPLE PROGRAM SEQUENCE

B.S., Legal Studies New Jersey Program Statistics

B.S., Legal Studies New York Program Statistics

Bachelor of Science Degree (B.S.) Legal Studies

SAMPLE PROGRAM SEQUENCE

FIRST SEMESTER	Semester Credits	SEVENTH SEMESTER	Semester Credits
LAW1100 Introduction to Law.....	3	LAW4430 Advanced Legal Research, Writing and Advocacy.....	3
CIS1115 Computer Applications.....	3	Legal Studies Elective	3
SOC1123 Psychology of Adjustment.....	3	Liberal Arts Electives	6
ENG1105 Writing and Research	3	Science Elective	3
HUM2225 Introduction to Ethics	3		
SECOND SEMESTER		EIGHTH SEMESTER	
LAW1110 Contract Law	3	LAW4483 Internship.....	3
LAW2200 Professional Responsibilities and Legal Ethics	3	Liberal Arts Electives	9
LAW2215 Torts.....	3	Free Elective	3
ENG2205 Writing Through Literature	3		
SOC2231 Human Relations	3		
THIRD SEMESTER		120 SEMESTER CREDITS REQUIRED FOR GRADUATION	
MAT2215 Statistics I.....	3	NOTE: 12 credits of Legal Studies Electives must be at the 3000/4000 level. 15 credits of Liberal Arts Electives must be at the 3000/4000 level.	
LAW2210 Legal Research and Writing.....	3	Students must achieve a grade of C or better in both ENG1105 and ENG2205 to remain in the program.	
LAW2230 Civil Litigation	3		
Free Electives	6		
FOURTH SEMESTER		LEGAL STUDIES ELECTIVES	
LAW2225 Real Property Law	3	LAW2240 Family Law.....	3
ENG2215 Public Speaking.....	3	LAW2250 Wills, Trusts, and Estates.....	3
Mathematics/Science Elective	3	LAW2260 Law Firm Communications and Technology	3
Legal Studies Electives.....	6	LAW2270 Special Topics in Legal Studies.....	3
FIFTH SEMESTER		LAW2235 Immigration Law	3
SOC2215 Introduction to Political Science.....	3	LAW3310 Alternative Dispute Resolution	3
Humanities Elective	3	LAW3320 Constitutional Law.....	3
Legal Studies Elective	3	LAW3330 Employment Law	3
Liberal Arts Electives	6	LAW3340 Law Firm Management and Administration.....	3
SIXTH SEMESTER		LAW3325 Intellectual Property Law	3
ENG3315 Advanced Writing	3	LAW3335 Business Organization and Corporations.....	3
Legal Studies Electives.....	6	LAW4470 Special Topics in Legal Studies.....	3
Liberal Arts Elective	3	ACC1111 Financial Accounting I	3
Free Elective	3	BUS2231 Business Law I.....	3
		BUS3331 Business Law II.....	3
		IBS3320 International Business Law.....	3
		JUS2201 Criminal Procedure.....	3
		JUS2205 Criminal Law.....	3
		JUS2240 Justice and the Judiciary.....	3
		JUS4403 Cyber Crime.....	3
		JUS4404 White Collar Crime.....	3

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Bachelor of Science Degree (B.S.) Legal Studies

PROGRAM LEARNING OBJECTIVES

1. Reading and Written Communication: Students will demonstrate competent writing and reading throughout their programs of study.
2. Oral Communication: Students will demonstrate effective oral communication skills in both general and major-specific contexts.
3. Critical Analysis and Reasoning: Students will use critical analysis and reasoning, supported by knowledge and skills learned throughout their degree programs, to enhance personal and professional decision making:
 - Quantitative analysis and reasoning
 - Analysis and reasoning in the humanities, sciences, social sciences, and arts
 - Ethical analysis and reasoning
 - Reasoning in career-related contexts
4. Knowledge and Skills for Living in a Diverse Society: Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.
5. Information Literacy: Students will define and articulate their needs for information and access this information effectively and efficiently.
6. Integration of Learning: Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.
7. Students will be able to demonstrate knowledge and comprehension of advanced concepts in the law and to apply these concepts in the analysis of legal issues.
8. Students will be able to accurately interpret specialized policies and procedures employed in the American legal system and to apply this knowledge in policy analysis and evaluation.
9. Students will utilize and demonstrate ethical reasoning in addressing legal issues.
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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Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

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Student Handbook

National Security

Prepare for a career in a critical field that affects us all.

In a world where threats and risks continue to increase, so do the demands for professionals in career fields critical to national security interests. Berkeley College offers a career-focused degree program to prepare students for a wide range of security positions that address multiple aspects of national security in both government and private sector organizations. The program is designed to provide a broad awareness and knowledge of homeland security, emergency management, technology, communications, intelligence, critical infrastructure, terrorism, and other vital components related to helping safeguard the country.

Students will be required to choose one of two specializations:

- Homeland Security
- Cyber Security

Instructors are chosen for both their academic credentials and their relevant professional experience. They share firsthand industry knowledge that can help prepare students to enter the competitive job market.

Benefit from:

- A robust and vibrant curriculum that combines high academic standards and real-world scenarios based on actual events
- The opportunity to acquire essential skills in writing, ethics, critical thinking, and strategic planning, which can be competitive advantages in obtaining employment related to national security
- An understanding of fundamental concepts of professional security and related fields, including:
 - Constitutional and National Security Law
 - Public Policy
 - Research and Analysis
 - Technological Advancements and Critical Infrastructure
 - The development and application of strategies focused on intelligence, counterterrorism, and threat analysis

Degree Program

- **B.S., National Security**

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[Berkeley College Overview](#)
[Academic Programs](#)
[Academic Policies and Procedures](#)
[Admissions and Finances](#)
[Administration, Faculty, and Staff](#)
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[Student Handbook](#)

National Security Bachelor of Science Degree (B.S.)

PROGRAM LEARNING OBJECTIVES

Course Requirements

MAJOR CORE COURSES

Semester credits

JUS3302 Homeland Security

3

Introduces the emerging issues of Homeland Security and potential terrorist threats. Course topics include the history of terrorism, the National Security Act, the events of September 11th, and overall public safety challenges.

Prerequisite: JUS1100 or NTS1102

JUS3314 Introduction to Intelligence

3

Considers the intelligence function within the context of the Patriot Act. Topics include the use of informants, issues in police interrogation practices, Miranda warnings, electronic eavesdropping and surveillance, and the civil rights implications of electronic evidence.

Prerequisite: JUS1100 or NTS1102

JUS3315 Terrorism

3

Examines the history and causes of terrorism. This course concentrates on the structure and function of major terrorist groups and the response of democratic governments in combating terrorism. Includes an investigation of terrorist activities, legal viewpoints, and media responsibility.

Prerequisite: JUS1100 or NTS1102

NTS1102 Introduction to National Security

3

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

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

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.

Prerequisite: NTS1102

NTS2250 Computer Applications and Technology in National Security

3

Provides a conceptual overview of the role of computer applications and technology in national security. Topics include technological stakeholders, technology development, the risk of technological proliferation, security and

privacy issues in cloud computing, robotics, best practices, and available computer applications.

Prerequisite: NTS1102

NTS4410 Research Methods in National Security 3

Teaches students to design and evaluate empirical research in all arenas of national security. This course examines the philosophy of social science and several theoretical approaches used in national security. Students learn the details of social science research design, data collection, and data analysis.

Prerequisites: NTS1102, MAT2215

NTS4483 Internship 3

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

Specialization Core Courses* 9

Specialization Electives** 15

LIBERAL ARTS AND SCIENCE CORE COURSES

ENG1105 Writing and Research 3

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

ENG2205 Writing Through Literature 3

Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres.

Prerequisite: ENG1105

ENG3315 Advanced Writing 3

Explores a wide variety of professional and creative writing modes, from personal profiles to blogging and beyond. Students build their reading, writing, and researching skills while reinforcing the fundamental concepts and current developments associated with the areas of their respective majors.

Prerequisite: ENG2205

HUM2225 Introduction to Ethics 3

Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.

MAT2215 Statistics I 3

Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.

SCI2230 Forensic Science 3

Focuses on the application of science to law. This course introduces students to the field of forensic science through a hands-on approach in its applications to criminal investigations. Students are presented with clear explanations of the techniques, abilities, and limitations of the modern crime laboratory and crime scene.

SOC1123 Psychology of Adjustment 3

Explores the psychological principles involved in coping with the challenges of moving through changes in life stages and life circumstances. Topics include stress management, communication, time management, healthy relationships, positive thinking, conflict management, and balancing home, education, and work.

SOC2231 Human Relations 3

Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.

English Elective 3

Humanities Elective 3

Liberal Arts Electives*** 24

Mathematics/Science Elective 3

Social Science Elective 3

FREE ELECTIVES 9

120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

***SPECIALIZATION CORE COURSES (select one option)**

HOMELAND SECURITY

NTS3305 Domestic Terrorism and Violent Extremism 3

NTS4400 Weapons of Mass Destruction 3

NTS4401 Emergency Planning 3

OR

CYBER SECURITY

ITM2250 Information Technology and Law 3

NTS3308 Systems Security and Auditing 3

NTS4402 Digital Forensics 3

****SPECIALIZATION ELECTIVES**

HOMELAND SECURITY

(Five Required)

JUS4401 Corporate Security Management 3

JUS4402 Private Security Management 3

JUS4403 Cyber Crime 3

JUS4405 Transportation Security 3

JUS4407 Global Security 3

NTS2216 U.S. Policy and National Security 3

NTS2217 Ethics and Homeland Security 3

NTS3306 Cryptography and Data Security 3

NTS3307 Threat and Risk Assessment 3

NTS3308 Systems Security and Auditing 3

NTS4402 Digital Forensics 3

NTS4403 National Security Law 3

NTS4404 Counterterrorism and Intelligence Analysis	3
OR	
CYBER SECURITY (Five Required)	
JUS4401 Corporate Security Management	3
JUS4402 Private Security Management	3
JUS4403 Cyber Crime	3
JUS4405 Transportation Security	3
NTS2216 U.S. Policy and National Security	3
NTS2217 Ethics and Homeland Security	3
NTS3305 Domestic Terrorism and Violent Extremism	3
NTS3306 Cryptography and Data Security	3
NTS3307 Threat and Risk Assessment	3
NTS4400 Weapons of Mass Destruction	3
NTS4404 Counterterrorism and Intelligence Analysis	3

***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 national security-related 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 national security, criminal justice, and related agencies vary.

[SAMPLE PROGRAM SEQUENCE - Homeland Security Specialization](#)
[SAMPLE PROGRAM SEQUENCE - Cyber Security Specialization](#)

[B.S., National Security New Jersey Program Statistics](#)
[B.S., National Security New York Programs Statistics](#)

Bachelor of Science Degree (B.S.) National Security: Homeland Security Specialization

SAMPLE PROGRAM SEQUENCE

	Semester Credits		Semester Credits
FIRST SEMESTER		SIXTH SEMESTER	
NTS1102 Introduction to National Security	3	JUS3314 Introduction to Intelligence	3
NTS1110 Communications Skills for National Security	3	English Elective.....	3
SOC1123 Psychology of Adjustment.....	3	Liberal Arts Electives	6
ENG1105 Writing and Research	3	Specialization Elective	3
HUM2225 Introduction to Ethics	3		
SECOND SEMESTER		SEVENTH SEMESTER	
NTS2250 Computer Applications and Technology in National Security	3	NTS4410 Research Methods in National Security	3
SCI2230 Forensic Science	3	NTS4400 Weapons of Mass Destruction	3
ENG2205 Writing Through Literature	3	Liberal Arts Elective.....	3
SOC2231 Human Relations	3	Social Science Elective	3
Liberal Arts Elective.....	3	Free Elective	3
THIRD SEMESTER		EIGHTH SEMESTER	
NTS2215 Introduction to Emergency Management	3	NTS4483 Internship.....	3
MAT2215 Statistics I.....	3	NTS4401 Emergency Planning.....	3
Liberal Arts Elective	3	Liberal Arts Elective.....	3
Specialization Elective	3	Specialization Elective	3
Free Elective	3	Free Elective	3
FOURTH SEMESTER		120 SEMESTER CREDITS REQUIRED FOR GRADUATION	
JUS3302 Homeland Security	3	NOTE: 15 credits of Liberal Arts Electives must be at the 3000/4000 level.	
JUS3315 Terrorism.....	3		
Liberal Arts Elective	3		
Mathematics/Science Elective	3		
Specialization Elective	3		
FIFTH SEMESTER		SPECIALIZATION ELECTIVES (Five Required)	
NTS3305 Domestic Terrorism and Violent Extremism	3	NTS2216 U.S. Policy and National Security.....	3
ENG3315 Advanced Writing	3	NTS2217 Ethics and Homeland Security	3
Humanities Elective	3	NTS3306 Cryptography and Data Security	3
Liberal Arts Elective	3	NTS3307 Threat and Risk Assessment	3
Specialization Elective.....	3	NTS3308 Systems Security and Auditing	3
		NTS4402 Digital Forensics	3
		NTS4403 National Security Law.....	3
		NTS4404 Counterterrorism and Intelligence Analysis	3
		JUS4401 Corporate Security Management	3
		JUS4402 Private Security Management	3
		JUS4403 Cyber Crime.....	3
		JUS4405 Transportation Security	3
		JUS4407 Global Security	3

Under certain circumstances the need to take developmental College Skills courses may lengthen the time required to complete the student's program, and may result in increased costs to a student.

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Bachelor of Science Degree (B.S.) National Security: Cyber Security Specialization

SAMPLE PROGRAM SEQUENCE

	Semester Credits		Semester Credits
FIRST SEMESTER		SIXTH SEMESTER	
NTS1102 Introduction to National Security	3	JUS3314 Introduction to Intelligence	3
NTS1110 Communications Skills for National Security	3	Liberal Arts Electives	6
SOC1123 Psychology of Adjustment.....	3	Specialization Elective	3
ENG1105 Writing and Research	3	English Elective.....	3
HUM2225 Introduction to Ethics	3		
SECOND SEMESTER		SEVENTH SEMESTER	
NTS2250 Computer Applications and Technology in National Security	3	NTS4410 Research Methods in National Security	3
SCI2230 Forensic Science	3	Liberal Arts Electives	3
ENG2205 Writing Through Literature	3	Social Science Elective	3
SOC2231 Human Relations	3	Free Electives	6
Liberal Arts Elective	3		
THIRD SEMESTER		EIGHTH SEMESTER	
ITM2250 Information Technology and Law	3	NTS4402 Digital Forensics	3
NTS2215 Introduction to Emergency Management	3	NTS4483 Internship.....	3
MAT2215 Statistics I	3	Liberal Arts Elective	3
Liberal Arts Elective	3	Specialization Elective	3
Specialization Elective	3	Free Elective	3
FOURTH SEMESTER		120 SEMESTER CREDITS REQUIRED FOR GRADUATION	
JUS3302 Homeland Security	3	NOTE: 15 credits of Liberal Arts Electives must be at the 3000/4000 level.	
JUS3315 Terrorism	3		
Liberal Arts Elective	3	SPECIALIZATION ELECTIVES (Five Required)	
Mathematics/Science Elective	3		
Specialization Elective	3		
FIFTH SEMESTER			
ENG3315 Advanced Writing	3	NTS2216 U.S. Policy and National Security.....	
NTS3308 Systems Security and Auditing	3	NTS2217 Ethics and Homeland Security	
Humanities Elective	3	NTS3305 Domestic Terrorism and Violent Extremism	
Liberal Arts Elective	3	NTS3306 Cryptography and Data Security	
Specialization Elective	3	NTS3307 Threat and Risk Assessment	
		NTS4400 Weapons of Mass Destruction	
		NTS4404 Counterterrorism and Intelligence Analysis	
		JUS4401 Corporate Security Management	
		JUS4402 Private Security Management	
		JUS4403 Cyber Crime.....	
		JUS4405 Transportation Security	

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Bachelor of Science Degree (B.S.) National Security

PROGRAM LEARNING OBJECTIVES

1. Reading and Written Communication: Students will demonstrate competent writing and reading throughout their programs of study.
2. Oral Communication: Students will demonstrate effective oral communication skills in both general and major-specific contexts.
3. Critical Analysis and Reasoning: Students will use critical analysis and reasoning, supported by knowledge and skills learned throughout their degree programs, to enhance personal and professional decision making:
 - Quantitative analysis and reasoning
 - Analysis and reasoning in the humanities, sciences, social sciences, and arts
 - Ethical analysis and reasoning
 - Reasoning in career-related contexts.
4. Knowledge and Skills for Living in a Diverse Society: Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.
5. Information Literacy: Students will define and articulate their needs for information and access this information effectively and efficiently.
6. Integration of Learning: Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.
7. Students will demonstrate an understanding of the history and fundamental concepts related to the discipline of national security studies.
8. Students will gain a comprehensive knowledge of national, corporate, and cyber security theories and practice, which will enable students to understand contemporary national security issues.
9. Students will analyze and evaluate the policy of decision makers in governmental, quasi-governmental, and private sectors and identify key agencies within the U.S. intelligence community and their respective missions.
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.

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- [Berkeley College Overview](#)
- [Academic Programs](#)
- [Admissions and Finances](#)
- [Administration, Faculty, and Staff](#)
- [Contact Us](#)

Justice Studies - Criminal Justice with a Minor in Information Technology Management Bachelor of Science Degree (B.S.)

Course Requirements



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MAJOR COURSES **Qtr. hrs. credit**

JUS100 Introduction to Justice Studies 4

An introduction to 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.

JUS110 Communication Skills for Justice Professionals 4

This course 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.

JUS201 Criminal Procedure 4

An introduction to 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.

JUS205 Criminal Law 4

An introduction to 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: JUS100

JUS255 Computer Applications in Criminal Justice

2

An introduction to the fundamental concepts underlying technology in criminal justice. Topics include the concepts of technology; tactical information; strategic information; the application of technology in criminal justice to improve operational efficiency and effectiveness in order to implement community policing; situational crime prevention; and resource allocation.

Prerequisites: CIS115, JUS100

JUS305 Justice and the Judiciary

4

An introduction to the history, structure, and procedures of the state and federal judicial systems. Topics include the roles and responsibilities of the district attorney, defense attorney, bailiff, judge, jury, and expert witness in determining guilt or innocence. Pretrial activities are also discussed, such as grand jury, preliminary hearings, and pleas.

Prerequisite: JUS100 or LAW100

JUS307 Corrections, Probation, and Parole

4

An introduction to 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: JUS100

JUS406 Research Methods in Criminal Justice

4

An examination 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.

Prerequisite: JUS100

JUS483 Internship 4

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisite: BUS226

SOC218 Police and Society 4

An introduction to 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, the police use of force, and various major concerns in public policy.

SOC220 Criminology 4

An introduction to the various causes of crime in a free society. Considers factors such as free will, biology, and other possible causes, such as DNA, nutrition, hormones, and subcultures of violence.

Justice Studies Electives* 12

BUSINESS COURSES

BUS100 Business Organization and Management 4

Explores the nature and scope of business, examines its component parts, and describes how businesses are organized and managed. Students will learn about the various internal and external forces that comprise our business and economic system.

BUS226 Career Management Seminar 2

Explores career development opportunities and strategies. Stresses entry-level job requirements and upward career paths. Covers resume writing skills, interviewing techniques, and the importance of professionalism. Continues the student's orientation to Berkeley College's computer framework, which includes content collection and compiling a professional ePortfolio.

CIS115 Computer Applications 4

An introduction to computer technology with an emphasis on applications. Students learn how to use software packages, such as Microsoft Windows, Word, PowerPoint, and Excel. Includes an orientation to Berkeley College's computer framework, which includes Blackboard, content collection, and portfolio development.

CIS204 Database Management Systems 2

Hands-on experience with well-known database management software applications, such as Microsoft Access. Topics include an introduction to database programming, multiple database files, query files, reports, and the planning, development, and implementation of database systems.

Prerequisite: CIS115

ITM100 Introduction to Information Technology 4

Explores fundamental technical issues pertaining to computers and information technology. Introduces hardware and software components of an information system, their mutual relationship, dependency, and historical evolution.

ITM200 Introduction to Networking 4

Introduces underlying concepts of data communications, telecommunications, and networking. Emphasizes terminology and technologies in networking environments, and provides a general overview of the field of networking.

ITM210 Introduction to Database Management 4

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 SQL. Concepts are explored through the use of MS Access.

ITM250 Information Technology and Law 4

Explores legal and ethical issues that pertain to information technology management, such as digital property rights, data protection, identity protection, individual privacy, and systems integrity.

ITM310 Principles of Database Management

4

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: ITM210

LIBERAL ARTS COURSES**

ENG105 Expository Writing

4

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision, and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

ENG106 Writing Through Literature

4

Strengthens the writing, reading, and interpretive abilities introduced in ENG105. Encourages students to develop an appreciation and understanding of various works of literature, and utilize literature to enhance critical thinking and writing.

Prerequisite: ENG105

ENG115 Public Speaking

4

Designed to help students improve oral communication skills. Emphasis is placed on identifying good and poor speech habits, techniques for improving speech, oral interpretation, effective speech planning and delivery, and interpersonal communication.

Prerequisite: ENG106

ENG315 Writing for the Workplace 4

Explores a wide variety of professional and creative writing modes, from personal profiles to blogging and beyond. Students will build their reading, writing, and researching skills, while reinforcing the fundamental concepts and current developments associated with the areas of their respective majors.

Prerequisite: ENG106

GEC123 Introduction to Applied Psychology 4

A required course for first-quarter students that examines basic psychological concepts which can be helpful in adjusting to the college experience. Some of the subtopics covered include stress management, academic challenges, communication skills, time management, healthy relationships, positive thinking, conflict management, and balancing home/college/work.

HUM225 Introduction to Ethics 4

Introduction to the study of ethics and moral philosophy, including its historical development, the major figures within that history, and some of the ethical and moral issues that face us today. Introduces students to the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.

MAT211 College Algebra 4

Introduces students to solving problems by using geometric and algebraic approaches and appropriate technology. Topics include the Cartesian coordinate system, linear equations, absolute value, rational and exponential functions, systems of linear equations, and linear inequalities.

Prerequisite: CSK099 or placement

MAT215 Statistics I 4

An introduction to statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and

regression and correlation.

Prerequisite: MAT211

SCI230 Forensic Science

4

An introduction to the application of science to law. Students are introduced to the field of forensic science through a hands-on approach to its applications to criminal investigations, with clear explanations of the techniques, abilities, and limitations of the modern crime laboratory and crime-scene analysis.

SOC210 Introduction to Sociology

4

Examines the social institutions that shape and influence the behavior of the individual and groups in society, with emphasis on examining contemporary social problems. Topics include the foundation of the study of human social life, theories and methods of sociology, and basic sociological concepts.

SOC215 Introduction to Political Science

4

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.

SOC225 Introduction to Psychology

4

Examines the basic principles of psychology and their direct application to the understanding of human behavior. Topics include human development, learning, memory, thinking, intelligence, creativity, motivation, emotion, adjustment, perception, abnormal behavior, and therapy.

SOC318 Drugs and Drug Policy

4

Provides students with a comprehensive understanding of the misuse of legal and illegal psychoactive drugs. Explores the different control policies regarding the enforcement of the use, sale, and manufacture of illegal drugs. Fosters awareness concerning the effects of drugs on users, and the different dimensions in enforcing drug policy.

SOC320 Gender, Race, and Class 4

Explores relationships between race, gender, and class. Examines reality in the determination of socioeconomic mobility, and analyzes the perceived role of race and gender in American society.

SOC415 Global Social Change 4

Explores global trends that have impacted all societies. Emphasizes developing nations experiencing extensive technological and social change. Students examine case studies which focus on ethnic separatist and religious fundamentalist movements that emerge as rapid modernization processes erode traditional belief systems.

SOC425 Abnormal Psychology 4

Examines the criteria used to define abnormal behavior in specific cultural and historical contexts. Students gain an understanding of experiential and therapeutic responses to mental illness and a basic knowledge of the medical model as it applies to the diagnosis and treatment of psychological disorders.

Humanities Elective 4

Mathematics/Science Elective 4

Liberal Arts Electives 8

General Education Core Humanities Elective 4

General Education Core Mathematics/Science Elective 4

FREE ELECTIVES 6

180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

In the final quarter most on-site courses are offered only during the late afternoon and early evening so as not to interfere with internships.

*LAW240 and LAW310 can be used as Justice Studies Electives.

**24 Liberal Arts credits must be at the 300/400 level.

Eligibility for some internships required to obtain a Berkeley College degree and employment opportunities in fields related to this program may require candidates to meet specific health requirements or pass criminal background checks prescribed by law. Applicants for whom such requirements may be matters of concern are strongly advised to contact an Admissions counselor prior to enrolling in this program. Note that law enforcement jobs typically require the candidate to be physically and mentally fit and have a valid driver's license, a clean driving record, no felony criminal record, no domestic violence charges (felony or misdemeanor), no loan/credit card defaults, and the ability to be licensed (via your agency or department) to carry a firearm. A selection process involving qualifying examination and/or supplementary training may also be required. Job requirements for non-sworn personnel in criminal justice and related agencies vary.

- **SAMPLE PROGRAM SEQUENCE**

- **B.S., Justice Studies - Criminal Justice with a Minor in Information Technology Management New Jersey Program Statistics**
- **B.S., Justice Studies - Criminal Justice with a Minor in Information Technology Management New York Program Statistics**

- [Berkeley College Overview](#)
- [Academic Programs](#)
- [Admissions and Finances](#)
- [Administration, Faculty, and Staff](#)
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Justice Studies - Criminal Justice with a Minor in Legal Studies

Bachelor of Science Degree (B.S.)

Course Requirements



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MAJOR COURSES **Qtr. hrs. credit**

JUS100 Introduction to Justice Studies 4

An introduction to 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.

JUS110 Communication Skills for Justice Professionals 4

This course 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.

JUS201 Criminal Procedure 4

An introduction to 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.

JUS205 Criminal Law 4

An introduction to 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: JUS100

JUS255 Computer Applications in Criminal Justice

2

An introduction to the fundamental concepts underlying technology in criminal justice. Topics include the concepts of technology; tactical information; strategic information; the application of technology in criminal justice to improve operational efficiency and effectiveness in order to implement community policing; situational crime prevention; and resource allocation.

Prerequisites: CIS115, JUS100

JUS305 Justice and the Judiciary

4

An introduction to the history, structure, and procedures of the state and federal judicial systems. Topics include the roles and responsibilities of the district attorney, defense attorney, bailiff, judge, jury, and expert witness in determining guilt or innocence. Pretrial activities are also discussed, such as grand jury, preliminary hearings, and pleas.

Prerequisite: JUS100 or LAW100

JUS307 Corrections, Probation, and Parole

4

An introduction to 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: JUS100

JUS406 Research Methods in Criminal Justice

4

An examination 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.

Prerequisite: JUS100

JUS483 Internship

4

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisite: BUS226

LAW210 Legal Research

4

Students will locate and identify primary and secondary sources of law using traditional and computer-assisted research techniques, including Lexis, Westlaw, and the Internet. Students will use the databases to formulate searches, retrieve and display documents, and validate findings.

Prerequisite: LAW100 or BUS231 or JUS100

LAW230 Civil Litigation

4

Students will be introduced to 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: LAW100 or BUS231

LAW310 Alternative Dispute Resolution

4

This course will explore the field of Alternative Dispute Resolution (ADR) by exploring the various mechanisms utilized to resolve disputes, including mediation and arbitration; the advantages and disadvantages of utilizing ADR as opposed to litigation; as well as the types and subjects where ADR is commonly employed. Students will engage in role plays throughout the course to demonstrate their knowledge of the various ADR options.

Prerequisite: LAW100 or BUS231 or JUS100

SOC218 Police and Society

4

An introduction to 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, the police use of force, and

various major concerns in public policy.

SOC220 Criminology

4

An introduction to the various causes of crime in a free society. Considers factors such as free will, biology, and other possible causes, such as DNA, nutrition, hormones, and subcultures of violence.

Justice Studies Electives

12

Legal Studies Elective

4

BUSINESS COURSES

BUS100 Business Organization and Management

4

Explores the nature and scope of business, examines its component parts, and describes how businesses are organized and managed. Students will learn about the various internal and external forces that comprise our business and economic system.

BUS226 Career Management Seminar

2

Explores career development opportunities and strategies. Stresses entry-level job requirements and upward career paths. Covers resume writing skills, interviewing techniques, and the importance of professionalism. Continues the student's orientation to Berkeley College's computer framework, which includes content collection and compiling a professional ePortfolio.

BUS231 Business Law I

4

Provides students with detailed knowledge of the laws relating to contracts, commerce, property, sales, negotiable instruments, and employment. Students develop an awareness of business situations requiring legal counsel and a familiarization with the overall structure of the legal system.

CIS115 Computer Applications

4

An introduction to computer technology with an emphasis on applications. Students learn how to use software packages, such as Microsoft Windows, Word, PowerPoint, and Excel. Includes an orientation to Berkeley College's computer framework, which includes Blackboard, content collection, and portfolio development.

CIS204 Database Management Systems

2

Hands-on experience with well-known database management software applications, such as Microsoft Access. Topics include an introduction to database programming, multiple database files, query files, reports, and the planning, development, and implementation of database systems.

Prerequisite: CIS115

LIBERAL ARTS COURSES*

ENG105 Expository Writing

4

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision, and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

ENG106 Writing Through Literature

4

Strengthens the writing, reading, and interpretive abilities introduced in ENG105. Encourages students to develop an appreciation and understanding of various works of literature, and utilize literature to enhance critical thinking and writing.

Prerequisite: ENG105

ENG115 Public Speaking

4

Designed to help students improve oral communication skills. Emphasis is placed on identifying good and poor speech habits, techniques for improving speech, oral interpretation, effective speech planning and delivery, and interpersonal communication.

Prerequisite: ENG106

ENG315 Writing for the Workplace 4

Explores a wide variety of professional and creative writing modes, from personal profiles to blogging and beyond. Students will build their reading, writing, and researching skills, while reinforcing the fundamental concepts and current developments associated with the areas of their respective majors.

Prerequisite: ENG106

GEC123 Introduction to Applied Psychology 4

A required course for first-quarter students that examines basic psychological concepts which can be helpful in adjusting to the college experience. Some of the subtopics covered include stress management, academic challenges, communication skills, time management, healthy relationships, positive thinking, conflict management, and balancing home/college/work.

HUM225 Introduction to Ethics 4

Introduction to the study of ethics and moral philosophy, including its historical development, the major figures within that history, and some of the ethical and moral issues that face us today. Introduces students to the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.

MAT211 College Algebra 4

Introduces students to solving problems by using geometric and algebraic approaches and appropriate technology. Topics include the Cartesian coordinate system, linear equations, absolute value, rational and exponential functions, systems of linear equations, and linear inequalities.

Prerequisite: CSK099 or placement

MAT215 Statistics I 4

An introduction to statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic

concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.

Prerequisite: MAT211

SCI230 Forensic Science

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SOC425 Abnormal Psychology 4

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Humanities Electives 8

Mathematics/Science Elective 4

Liberal Arts Electives 8

General Education Core Humanities Elective 4

General Education Core Mathematics/Science Elective 4

FREE ELECTIVE 2

180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

In the final quarter most on-site courses are offered only during the late afternoon and early evening so as not to interfere with internships.

*24 Liberal Arts credits must be at the 300/400 level.

Students must achieve a grade of C or better in both ENG105 and ENG106 to remain in the Legal Studies minor.

Eligibility for some internships required to obtain a Berkeley College degree and employment opportunities in fields related to this program may require candidates to meet specific health requirements or pass criminal background checks prescribed by law. Applicants for whom such requirements may be matters of concern are strongly advised to contact an Admissions counselor prior to enrolling in this program. Note that law enforcement jobs typically require the candidate to be physically and mentally fit and have a valid driver's license, a clean driving record, no felony criminal record, no domestic violence charges (felony or misdemeanor), no loan/credit card defaults, and the ability to be licensed (via your agency or department) to carry a firearm. A selection process involving qualifying examination and/or supplementary training may also be required. Job requirements for non-sworn personnel in criminal justice and related agencies vary.

- **SAMPLE PROGRAM SEQUENCE**

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- [Berkeley College Overview](#)
- [Academic Programs](#)
- [Admissions and Finances](#)
- [Administration, Faculty, and Staff](#)
- [Contact Us](#)

Justice Studies - Criminal Justice with a Minor in Management Bachelor of Science Degree (B.S.)

Course Requirements

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MAJOR COURSES	Qtr. hrs. credit
<p>JUS100 Introduction to Justice Studies</p> <p>An introduction to 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.</p>	4
<p>JUS110 Communication Skills for Justice Professionals</p> <p>This course 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.</p>	4
<p>JUS201 Criminal Procedure</p> <p>An introduction to 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.</p>	4
<p>JUS205 Criminal Law</p> <p>An introduction to 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).</p>	4

Prerequisite: JUS100

JUS255 Computer Applications in Criminal Justice

2

An introduction to the fundamental concepts underlying technology in criminal justice. Topics include the concepts of technology; tactical information; strategic information; the application of technology in criminal justice to improve operational efficiency and effectiveness in order to implement community policing; situational crime prevention; and resource allocation.

Prerequisites: CIS115, JUS100

JUS305 Justice and the Judiciary

4

An introduction to the history, structure, and procedures of the state and federal judicial systems. Topics include the roles and responsibilities of the district attorney, defense attorney, bailiff, judge, jury, and expert witness in determining guilt or innocence. Pretrial activities are also discussed, such as grand jury, preliminary hearings, and pleas.

Prerequisite: JUS100 or LAW100

JUS307 Corrections, Probation, and Parole

4

An introduction to 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: JUS100

JUS406 Research Methods in Criminal Justice

4

An examination 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.

Prerequisite: JUS100

JUS483 Internship

4

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisite: BUS226

SOC218 Police and Society

4

An introduction to 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, the police use of force, and various major concerns in public policy.

SOC220 Criminology

4

An introduction to the various causes of crime in a free society. Considers factors such as free will, biology, and other possible causes, such as DNA, nutrition, hormones, and subcultures of violence.

Justice Studies Electives*

12

BUSINESS COURSES

BUS100 Business Organization and Management

4

Explores the nature and scope of business, examines its component parts, and describes how businesses are organized and managed. Students will learn about the various internal and external forces that comprise our business and economic system.

BUS226 Career Management Seminar

2

Explores career development opportunities and strategies. Stresses entry-level job requirements and upward career paths. Covers resume writing skills, interviewing techniques, and the importance of professionalism. Continues the student's orientation to Berkeley College's computer framework, which includes content collection and compiling a professional ePortfolio.

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An introduction to computer technology with an emphasis on applications. Students learn how to use software packages, such as Microsoft Windows, Word, PowerPoint, and Excel. Includes an orientation to Berkeley College's computer framework, which includes Blackboard, content collection, and portfolio development.

CIS204 Database Management Systems 2

Hands-on experience with well-known database management software applications, such as Microsoft Access. Topics include an introduction to database programming, multiple database files, query files, reports, and the planning, development, and implementation of database systems.

Prerequisite: CIS115

MGT220 Principles of Management 4

Examines operational theories of management under the functions of planning, organizing, staffing, directing, and controlling. Emphasizes the manager's role in creating and maintaining an internal environment for performance. Students discuss cases in detail.

Prerequisite: BUS100 or prior approval

MGT225 Customer Service Management 4

Provides an overview of customer relations from an integrated viewpoint with a focus on customer satisfaction. Includes the functional operations needed to optimize the total internal and external customer satisfaction experience.

Prerequisite: MGT220

MGT231 Organizational Behavior 4

Examines organizational theory and development, corporate culture, factors facilitating or inhibiting organizational change, power, and politics. Students develop an understanding of how these components of organizational behavior may be directed in order to maximize organizational effectiveness.

Prerequisite: MGT220

MGT249 Human Resources Management

4

Introduction to the strategic planning and implementation of human resources management. Topics include staffing, development, appraisal, and rewards.

Prerequisite: MGT220

MGT332 Operations Management

4

Explores the production and operations management system from the perspective of its ability to enhance value. Topics include the issues of performance, cost, competition, and customer expectations.

Prerequisites: MAT215, MGT220

LIBERAL ARTS COURSES*

ENG105 Expository Writing

4

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision, and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

ENG106 Writing Through Literature

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Strengthens the writing, reading, and interpretive abilities introduced in ENG105. Encourages students to develop an appreciation and understanding of various works of literature, and utilize literature to enhance critical thinking and writing.

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Humanities Elective 4

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Liberal Arts Electives 8

General Education Core Humanities Elective 4

General Education Core Mathematics/Science Elective 4

FREE ELECTIVES 6

180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

In the final quarter most on-site courses are offered only during the late afternoon and early evening so as not to interfere with internships.

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- **SAMPLE PROGRAM SEQUENCE**

- **B.S., Justice Studies - Criminal Justice with a Minor in Management New Jersey Program Statistics**
- **B.S., Justice Studies - Criminal Justice with a Minor in Management New York Program Statistics**



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2016–2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



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Student Handbook

The Berkeley College Honors Program

The Berkeley College Honors Program is a selective interdisciplinary program that gives freshmen and continuing students the opportunity to study program-related topics in greater depth than is possible in the regular degree programs. Incoming freshmen with a high school grade point average of 3.00 or higher and demonstrated academic achievement are eligible to apply. Continuing students who have earned at least 18, but no more than 80 credits and have maintained an overall cumulative 3.50 grade point average or higher may apply for acceptance into the Honors Program.

SAMPLE PROGRAM SEQUENCE

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Honors Program

SAMPLE PROGRAM SEQUENCE

Semester Credits	Semester Credits
First Semester	
HON1105 Honors Writing and Research..... 3	Fourth Semester
Second Semester	
HON2205 Honors Writing Through Literature 3	Fifth Semester
Third Semester	
HON2210 Pre-Honors Seminar 3	Sixth Semester
	HON4410 Directed Honors Research 3
	Program Total 18

NOTE: Continuing/transfer honor students begin the program at the fourth semester term.



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2016-2017 Undergraduate Catalog

**Berkeley College
Overview**

Academic Programs

**Academic Policies
and Procedures**

**Admissions and
Finances**

**Administration,
Faculty, and Staff**

Contact Us



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Learning Communities

Learning Communities are cohorts of students studying, collaborating, and learning together in linked courses during an academic term, with the intent of broadening the learning experience. Learning Communities are designed to help students build rapport among their peers and their teachers, as well as offer them an integrated learning experience.

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2016-2017 Undergraduate Catalog

[Berkeley College Overview](#)

[Academic Programs](#)

[Academic Policies and Procedures](#)

[Admissions and Finances](#)

[Administration, Faculty, and Staff](#)

[Contact Us](#)



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The Jumpstart Program

The Jumpstart Program is an optional program for students who have been accepted to Berkeley, but need to develop their reading, writing, and math skills. The program, which is available every term, is designed to allow high school seniors and adult students to meet their developmental reading, writing, and math requirements, at no additional cost, in the term prior to their matriculation at Berkeley.

Students who are required to take CSK75, CSK77, and CSK85 as part of their academic program and choose not to enroll in Jumpstart will be required to take these classes at the regular tuition rate during their first academic year.

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**Berkeley College
Overview**

Academic Programs

**Academic Policies
and Procedures**

**Admissions and
Finances**

**Administration,
Faculty, and Staff**

Contact Us

Course Descriptions

- **Larry L. Luing School of Business[®] Courses**
- **School of Health Studies Courses**
- **School of Liberal Arts Courses**
- **School of Professional Studies Courses**
- **College Skills Courses**

Berkeley College Academic Program Statistics ↗



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**Berkeley College
Overview**

Academic Programs

**Academic Policies
and Procedures**

**Admissions and
Finances**

**Administration,
Faculty, and Staff**

Contact Us



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Student Handbook

Larry L. Luing School of Business® Courses

- Accounting
- Business Administration
- Computer Information Systems
- Economics
- Fashion
- Finance
- Health Services Management
- Information Technology Management
- International Business
- Management
- Marketing Communications

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



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Student Handbook

Accounting

ACC1111 Financial Accounting I

3 Credit Hours

Introduces the basic structure of accounting terminology and procedures of a corporation. Students learn about recording and reporting functions, adjusting entries, and the preparation of financial statements.

ACC1112 Financial Accounting II

3 Credit Hours

Covers the corporate form of a business organization. Students learn accounting principles for the valuation of receivables, the recording of long-term assets, current liabilities, and long-term liabilities. Includes an accounting software component.

Prerequisite: ACC1111

ACC1113 Managerial Accounting

3 Credit Hours

Introduces the use of accounting information for management planning, control in budget preparation, and the evaluation of cost behavior.

Prerequisite: ACC1111 or ACC1112

ACC2201 Intermediate Accounting I

3 Credit Hours

Presents an in-depth study of concepts, principles, and processes with an emphasis on contemporary theory. Students learn about working papers, cost and revenue apportionments, and adjusting/closing entries. Emphasis is given to certain balance sheet classifications including cash, receivables, inventories, and fixed assets.

Prerequisite: ACC1112

ACC2202 Intermediate Accounting II

3 Credit Hours

Builds on the concepts presented in Intermediate Accounting I. Special attention is given to certain balance sheet classifications, including intangible assets, current and long-term liabilities, and stockholders' equity. Students explore contemporary accounting topics as enumerated in FASB pronouncements.

Prerequisite: ACC2201

ACC2240 Cost Accounting

3 Credit Hours

Examines accounting procedures and concepts applicable to the distribution of costs of business enterprises. Emphasizes the determination of unit costs using job orders and process costs systems. Students study the valuation of expenses and distribution of overhead in order to facilitate the preparation of statements.

Prerequisite: ACC1112

ACC3310 Advanced Accounting

3 Credit Hours

Provides an analytical overview of the accounting problems associated with business combinations. Students learn how to prepare and interpret financial reports for combined corporate entities. Focuses on the theory, concepts, and procedures of government and nonprofit accounting and financial reporting.

Prerequisite: ACC2202

ACC3330 Government and Nonprofit Accounting

3 Credit Hours

Focuses on the theory, concepts, and procedures of government and nonprofit accounting and financial reporting. Examines concepts, standards, and procedures applicable to state, local, and federal governments, hospitals, voluntary health and welfare organizations, and various nonprofit organizations.

Prerequisite: ACC2202

ACC3351 Federal Taxation I

3 Credit Hours

Introduces the study of federal income tax. This course explores the principles of income recognition; business and non-business expense deductions; the concept of capital gains/losses for individuals; and tax situations specific to corporations including capital structure and earnings, profits, and dividend distributions.

Prerequisite: ACC2202

ACC3352 Federal Taxation II

3 Credit Hours

Builds on the concepts presented in Federal Taxation I. This course focuses on the study of advanced income taxation with a particular emphasis on the taxation of corporations, partnerships, and estates.

Prerequisite: ACC3351

ACC4410 Auditing

3 Credit Hours

Examines the role and function of the independent auditor. Provides analyses of court decisions and rulings by regulatory agencies. Students learn about the forces that have influenced philosophy and conceptual foundations of auditing, the standards that guide the auditor, and the methodology used in conducting an audit.

Prerequisites: ACC3310, MAT2215

ACC4425 Advanced Analysis of Financial Statements

3 Credit Hours

Provides a broad understanding of and a practical approach to the use of financial statements to assess the financial viability of an organization. Students learn how to read and interpret financial statements from a user's perspective.

Prerequisite: ACC4410

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

Business Administration

BUS1101 Career and Business Essentials

3 Credit Hours

Explores the nature and scope of business, examines its component parts, and describes how it is organized and managed. Students learn about the internal and external forces that comprise our business and economic system. This course covers career development and teaches practical techniques and strategies for success.

BUS2231 Business Law I

3 Credit Hours

Provides students with detailed knowledge of the laws relating to contracts, commerce, property, sales, negotiable instruments, and employment. Students develop an awareness of business situations requiring legal counsel and a familiarization with the overall structure of the legal system.

BUS2245 Business Ethics

3 Credit Hours

Examines the principles of ethics with relation to business decision-making and business strategies. Students learn how to integrate ethical decision-making into organizational behavior, strategy, and the challenges posed by the globalization of business practices.

Prerequisite: BUS1101

BUS2250 Computer Applications in Business

3 Credit Hours

Introduces computer-based applications and simulations in business. Students learn the concepts and software used by business organizations in order to simulate real-life problem solving.

Prerequisites: CIS1115, BUS1101

BUS2255 Entrepreneurship

3 Credit Hours

Examines the conversion of ideas into successful business ventures. Topics include developing ideas for entrepreneurial ventures, testing the feasibility of an idea, evaluating the lifestyle considerations of business ownership, preparing business plans, seeking expert advice, securing financing, and avoiding common pitfalls.

Prerequisite: BUS1101

BUS2267 Management Information Systems

3 Credit Hours

Examines the technical, economic, and organizational impact of complex interdependent work systems. Topics include analyzing short- and long-term information needs and communicating these needs to technical specialists and higher management.

Prerequisite: CIS2204

BUS2270 Special Topics in Business

1 to 3 Credit Hours

Involves readings and discussions organized around selected topics in Business. Themes will vary each semester.

BUS2281 Project Management

3 Credit Hours

Provides an overview of various project management knowledge areas. Topics include project integration, scope, quality, human resources, communications, risk, and procurement management. Students will use Microsoft Project software.

BUS2293 Internship**3 Credit Hours**

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisite: Departmental permission

BUS3331 Business Law II**3 Credit Hours**

Provides an in-depth examination of the political, legal, ethical, and regulatory issues related to managerial decisions. Topics include commercial paper, real and personal property, creditors' rights and bankruptcy, agency, estate planning, and government regulations.

Prerequisite: BUS2231

BUS4410 Business Research Methodology**3 Credit Hours**

Explores the processes and techniques of business research methods and their application to making effective and efficient decisions. Areas covered include defining a problem, selecting the method of research, ascertaining costs and benefits, and statistical tools and presentation.

Prerequisites: BUS1101, MAT2215

BUS4451 Business Strategy and Policy**3 Credit Hours**

Provides an overview of the most recent theories and the current practice in strategic management. Examines the development and implementation of strategies in various areas of business activity (finance, sourcing, production, human resource management, marketing, and international business).

Prerequisites: FIN3301, IBS2201, MGT2220, MKT2220

BUS4470 Special Topics in Business**1 to 3 Credit Hours**

Involves readings and discussions organized around selected topics in Business.

Prerequisite: Any 200-level course in Business

BUS4483 Internship**3 Credit Hours**

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisite: Departmental permission



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2016–2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the
complete catalog.

Student Handbook

Computer Information Systems

CIS1115 Computer Applications

3 Credit Hours

Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel. This course provides an orientation to Berkeley College's computer framework including Blackboard, content collection, and portfolio development.

CIS2201 Advanced Spreadsheets

3 Credit Hours

Provides students with experience using spreadsheet applications, such as Microsoft Excel. Topics include building complex worksheets; importing and exporting data; using mathematical, financial, and statistical functions; developing macros; consolidating spreadsheets; creating templates; and utilizing "what if" analyses.

Prerequisite: CIS1115

CIS2204 Database Management Systems

3 Credit Hours

Provides students with hands-on experience using well-known database management software applications, such as Microsoft Access. Topics include an introduction to database programming; multiple database files; query files; reports; and the planning, development, and implementation of database systems.

CIS2212 Multimedia and Business Presentations

3 Credit Hours

Focuses on enhancing business communications via the growing areas of electronic communication. Students learn to design and deliver purposeful and effective oral presentations using multimedia. Practice sessions and videotape feedback provide additional insight into presentation style and effectiveness.

Prerequisite: CIS1115

CIS2233 Web Design I

3 Credit Hours

Provides an introduction to concepts of web design. Students are introduced to the use of powerful design software, such as Dreamweaver and Fireworks. Students work with tables, frames, objects, images, symbols, instances, and animated GIFs.

CIS2234 Web Design II

3 Credit Hours

Engages students in learning well-known coding and programming applications, such as HTML and JavaScript, for the creation of web pages. Students develop basic hypertext elements including headings, titles, document body, paragraphs, lists, anchors, links, meta tags, and graphic design in order to create websites.

Prerequisite: CIS2233

CIS2235 Web Design III

3 Credit Hours

Develops a deeper knowledge of website development. Students create dynamic websites through advanced techniques using authoring software such as Director and Shockwave and advanced animation software such as Flash.

Prerequisite: CIS2234

CIS2241 Graphic Development

3 Credit Hours

Introduces students to the creation of elements for multimedia and the web, using software such as

Adobe Photoshop. Topics include simple image conversions; creating and editing layers, splash screens, and transparent GIFs; adding text to images; image adjustment; and 3D effects and surfaces.

CIS2270 Special Topics in Technology

1 to 3 Credit Hours

Explores selected topics in technology through readings and discussions. This course offers an introduction to network security through examples that reflect today's most important security topics. Students gain knowledge about how and why people attack computers and networks in order to successfully combat hackers.



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2016-2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the
complete catalog.

Student Handbook

Economics

ECO2200 Principles of Economics

3 Credit Hours

Introduces the core principles of micro and macroeconomic theory while emphasizing real-world personal, business, and governmental applications. Topics include tradeoffs and opportunity costs, gains from specialization and trade, supply and demand, the role of government in the economy, inflation and unemployment, and the monetary system of the United States.

ECO4401 International Economics

3 Credit Hours

Introduces the commercial and financial relationships between the United States and the rest of the world. The course emphasizes the development of the international monetary system, including a detailed comparison of floating exchange rates with the workings of the gold standard and the Bretton Woods system.

Prerequisite: ECO2200

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

Fashion

FAS1101 Introduction to the Fashion Business

3 Credit Hours

Provides an overview of the fashion industry and its global reach. This course familiarizes students with fashion history and key milestones. Students learn about business categories including women's, men's, and children's ready-to-wear, accessories, shoes, innerwear, and outerwear. Further topics include consumer behaviors, marketing, product development, and sales.

FAS2224 Fashion Product Knowledge

3 Credit Hours

Provides an overview of key business categories within fashion, including women's, men's, and children's ready-to-wear, accessories, shoes, innerwear, and outerwear. This course focuses on consumer behaviors, needs, technology, marketing, and sales. Students are also introduced to the basics of home furnishings, beauty, and cosmetics.

FAS2230 Fashion Textiles for Apparel and Home

3 Credit Hours

Provides an overview of the textiles industry. Students acquire the basic knowledge of fibers, yarns, cloth construction, finishes, and embellishments necessary to determine quality and to make appropriate fabric choices for contemporary fashion apparel and home furnishings. Students learn principles of sustainability as they relate to textile development, manufacturing, and reuse.

FAS2240 Visual Merchandising

3 Credit Hours

Examines the ways in which visual presentation is used in a variety of settings. Students learn color theory and principles of visual design and apply this knowledge in venues that include department and specialty stores, malls, and restaurants.

FAS2245 Merchandise Planning and Buying

3 Credit Hours

Provides an overview of contemporary inventory control systems, sales records, and projections. Students learn the retail method of inventory, how to read operating statements, techniques for planning, and formulas to determine mark-ups, markdowns, open-to-buys, and terms of sales.

FAS2250 Product Lifecycle Management and Sustainability

3 Credit Hours

Provides an introduction to supply chain management and sourcing in a global fashion environment. This course focuses on sustainable business models and practices. Students learn about various cloud-based technologies and utilize software programs.

Prerequisites: CIS1115, FAS2245

FAS2261 Trend Analysis and Product Development

3 Credit Hours

Provides an overview of how color, fiber, and style trends are determined, researched, and analyzed to develop fashion products appropriate to a brand's unique selling proposition and target market. Students examine the product development process, learn product lifecycle management fundamentals, develop a product line, and apply strategies to achieve profitability.

Prerequisites: FAS1101, FAS2230, MKT2220

FAS2270 Special Topics in Fashion

1 to 3 Credit Hours

Involves readings and discussions organized around selected topics in fashion. Themes will vary each

semester.

FAS3321 Art's Influence on Fashion**3 Credit Hours**

Provides an overview of the major art movements and their relationship and influence on fashion. This course explores art's historic and present-day influence on fashion. Students learn how art can inspire and communicate fashion in a variety of ways by studying different art forms, including painting, music, sculpture, film, and performance art.

Prerequisite: FAS1101

FAS3327 The Great Fashion Designers**3 Credit Hours**

Examines the aesthetics of major fashion designers from the 19th to the 21st centuries through lecture and study of museum clothing collections. Students will gain knowledge of historic fashion influences with application to contemporary and future fashion apparel.

Prerequisite: FAS1101

FAS3335 Omni-Channel Retail Management**3 Credit Hours**

Provides an in-depth analysis of omni-channel retailing. Students learn to develop and manage a layered, digitally connected, and coordinated shopping experience across multiple channels, including brick and mortar, catalog, ecommerce, and mobile, with a focus on a customer-centric experience.

Prerequisites: FAS2261, MKT2220

FAS3361 Fashion Public Relations and Events**3 Credit Hours**

Provides an overview of fashion public relations. Students learn skills and techniques to develop and present a fashion brand and collection to a target audience, with a focus on media communications, advertising, and sponsorship.

Prerequisites: FAS1101, FAS2261

FAS3365 Interactive Fashion Communication**3 Credit Hours**

Provides an overview on communicating a consistent fashion brand across multiple channels to a target consumer. Students will learn how to develop and create engaging brand experiences, promotions, and content through writing, photography, video, 3D displays, and brand partnerships.

Prerequisites: MKT2220, FAS2261

FAS4416 Fashion E-Commerce and Interactive Media**3 Credit Hours**

Working within the framework of omni-channel retailing, this course focuses on the development and management of an online retail operation. This course covers design, back-end services, operations, distribution, customer service, and global scalability. Students learn to build effective interactive media marketing strategies, including social media and search engine optimization.

Prerequisite: FAS3335

FAS4470 Special Topics in Fashion**1 to 3 Credit Hours**

Involves readings and discussions organized around selected topics in fashion.

Prerequisite: Any 200-level course in Fashion

FAS4475 Fashion Innovation Capstone**3 Credit Hours**

Utilizes skills learned in previous courses to develop a successful fashion business. Students analyze current market trends and activities, assess consumer needs, and develop sustainable products/services that will meet market demand. Students develop strategies to sell and promote their products/services competitively across multiple distribution and marketing channels.

Prerequisites: FAS2245, FAS2261, FAS3335

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Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the
complete catalog.

Student Handbook

Finance

FIN2200 Introduction to Financial Services

3 Credit Hours

Introduces the world of financial services, including banking, insurance, and securities/brokerage. Topics include financial planning, treasury management, risk management, financial analysis, and securities investments.

Prerequisite: ACC1111

FIN2204 Financial Markets and Institutions

3 Credit Hours

Introduces students to the workings of financial markets and institutions. This course explores the role that financial markets and institutions play in the economy and their relationship to public policy issues.

Prerequisite: FIN2200

FIN2220 Financial Literacy

3 Credit Hours

Presents students with the principles of personal finance, including learning skills to make informed choices regarding financial decisions.

FIN2250 Computer Applications in Financial Services

3 Credit Hours

Introduces computer-based problem simulation in the world of financial services. Students learn how to use financial modeling and spreadsheets to solve real-world financial planning problems.

Prerequisites: FIN2204, CIS1115

FIN2260 Financial Services Seminar

3 Credit Hours

Provides an intensive guided research experience. Students choose and refine a research project based on theoretical and practical knowledge gained from the degree program. Research projects benefit from feedback provided by faculty, peers, and any other partners directly related to the students' learning activities.

Prerequisite: FIN2204

FIN3301 Principles of Finance I

3 Credit Hours

Provides an overview of the fundamental principles relating to the study of finance, including theories and practices in financial management. Students become familiar with the financial organization and operation of a business. Topics include financial analysis, planning and control, budgeting and forecasting, and financing.

Prerequisites: ACC1111, MAT2215

FIN3305 Principles of Financial Planning

3 Credit Hours

Presents the principles of constructing and managing investment vehicles in relation to client needs. Topics include an overview of investment vehicles, measures of investment risk and returns, portfolio management, asset pricing, leverage, and hedging options.

Prerequisites: FIN2204, MAT2212

FIN3310 Insurance Planning

3 Credit Hours

Presents the principles of risk management and insurance planning. Topics include risk exposure; property and casualty insurance; general business liability; and life, health, disability, and long-term care insurance.

Prerequisite: FIN3305

FIN3315 Investment Planning**3 Credit Hours**

Explains the principles of constructing and managing investment vehicles in relation to client needs. Topics include an overview of investment vehicles, measures of investment risk and returns, portfolio management, asset pricing, leverage, and hedging options.

Prerequisite: FIN3305

FIN3319 Money and Banking**3 Credit Hours**

Explores the relationship between the financial system and the level, growth, and stability of economic activity. This course emphasizes the theory, structure, and regulation of financial markets and institutions. Students examine investment yields and the role of financial markets as the mechanism for allocating financial resources.

Prerequisites: ECO2200, FIN3301

FIN4400 Tax Planning**3 Credit Hours**

Provides an overview of the fundamental principles of income tax planning. Topics include income tax fundamentals; taxation of trusts and estates; and cost-recovery, basis, and charitable contributions.

Prerequisite: FIN3305

FIN4405 Retirement Planning**3 Credit Hours**

Provides an overview of effective planning, implementation, and monitoring of individual and business-sponsored retirement plans. Topics include retirement needs analysis, social security, Medicare, and distributions.

Prerequisite: FIN4400

FIN4410 Estate Planning**3 Credit Hours**

Provides an overview of the fundamental principles of estate planning. Topics include property transfer at death, gifting strategies, incapacity planning, trusts, and charitable giving.

Prerequisite: FIN4400

FIN4415 Principles of Finance II**3 Credit Hours**

Analysis of advanced corporate finance concepts, including investment criteria, the use of techniques/tools such as net present value, internal rate of return, risk and return, cost of capital, and long-term financial policy. Financing with derivatives, capital structure management, and corporate restructuring will also be considered.

Prerequisite: FIN3301

FIN4420 Comprehensive Financial Planning**3 Credit Hours**

Provides students with the skills necessary to construct a comprehensive personal financial plan based on client information. Students will develop plans that integrate all key areas of personal financial planning.

Prerequisites: FIN3305, FIN3310, FIN3315, FIN4400, FIN4405, FIN4410

FIN4425 Contemporary Issues in Financial Services**3 Credit Hours**

Explores contemporary issues in financial services. Students develop the skills necessary to construct a comprehensive policy paper that integrates knowledge gained through previous coursework and experience and builds on that conceptual foundation through academic research, practical application, critical thinking, and integrative analysis.

Prerequisites: FIN3315, FIN4400, FIN4415

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Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the
complete catalog.

Student Handbook

Health Services Management

HEA1101 Foundations of Health Services

3 Credit Hours

Provides students with a comprehensive introduction to the American healthcare system. This course explains the structures and operations of healthcare organizations, explores the forces responsible for shaping the system, and considers the policies influencing the system's current and future performance.

HEA2200 Medical Terminology

3 Credit Hours

Provides a solid foundation and understanding of the medical language used by healthcare professionals through the introduction, reinforcement, and combination of medical word parts including prefixes, suffixes, and combining forms. Emphasis is placed on word building, analysis of word parts, spelling, special endings, plural forms, correct pronunciation of terminology related to procedures, and diseases of the various body systems. Commonly used abbreviations and symbols will also be introduced.

This program also requires students to obtain specific supplies, the cost of which totals approximately \$725.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore.BerkeleyCollege.edu and BerkeleyCollege.edu/gainful-employment/patient_care_technician_certificate_statistics_sem.htm.

Any required traditional textbooks and 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 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.

HEA2203 Ethical and Legal Aspects of Health Services

3 Credit Hours

An introduction to the principles of law as applied to the healthcare field. Students learn ethical standards and issues as related to healthcare.

HEA2205 Managed Care and Health Insurance

3 Credit Hours

Provides an overview of the principles and practices of managed care and health insurance. Students analyze and evaluate private and government-sponsored programs with relation to systems in other countries.

HEA2215 Health Communications

3 Credit Hours

Provides the effective health communication skills necessary for employment and career success in the health services industry. Students learn to write accurate and concise health reports, develop familiarity with terms commonly used in healthcare, and practice verbal communication skills.

HEA2220 Management of Healthcare Delivery Services

3 Credit Hours

Provides an introduction to health insurance products and various approaches to the delivery of healthcare services. Students learn how to manage the issues of consumers, providers, and insurers and explore the organization and structure of the current healthcare system with a view toward options for its future direction.

Prerequisites: HEA1101, MGT2220

HEA2230 Health Information Management

3 Credit Hours

Provides the student with an overview of the health information management (HIM) segment of the healthcare industry. This course addresses job responsibilities, legal and ethical standards, clinical data management, technology, and the wide variety of responsibilities of management.

Prerequisite: HEA1101

HEA2255 Computer Applications in Health Services**3 Credit Hours**

Familiarizes students with computerized billing and electronic health records using practice management software. Students learn to enter and edit patient personal history information, enter charges and post payments to financial accounts, and print statements. The importance of accuracy is stressed throughout this course.

Prerequisite: HEA1101

HEA2260 Customer Service Management in Health Services**3 Credit Hours**

Introduces the various clients of the health services industry, including patients and their families, practitioners, and healthcare agencies. Students learn various strategies for defining and evaluating standards for customer satisfaction.

Prerequisite: HEA1101

HEA2293 Internship**3 Credit Hours**

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisites: Departmental permission

HEA3309 Health Services Finance**3 Credit Hours**

Introduces the foundations of financing health services in a dynamically changing environment. Topics include healthcare costs, reimbursement systems, insurance issues, the roles of budgeting and accounts, the multifunctionality of financial services within the health services industry, and trends in health services financing.

Prerequisites: FIN3301, HEA1101

HEA3320 Community Health and Medical Care**3 Credit Hours**

Explores issues related to the design and delivery of healthcare programs to all segments of the community. This course focuses on public health and government-funded programs, as well as private healthcare.

Prerequisite: HEA1101

HEA3350 Long-Term and Residential Care**3 Credit Hours**

Explores current long-term and residential care services and financing options. Students learn about alternate delivery systems and organizational structures proposed to accommodate an aging population.

Prerequisite: HEA1101

HEA4410 Research Methods for Health Services**3 Credit Hours**

Develops an awareness of the various frameworks for technical writing and research in the health services field. This course emphasizes effective written communication and analytical skills in health services.

Prerequisites: ENG1105, HEA1101

HEA4440 Health Policy and Politics**3 Credit Hours**

Develops an awareness of the political processes available for the creation of rules, regulations, and laws affecting healthcare policies. Local, national, and global impacts of healthcare financing, health insurance, and healthcare reform upon individuals, communities, and nations are explored.

Prerequisite: HEA2220

HEA4470 Health Services Management Capstone**3 Credit Hours**

Requires students to examine and apply the most recent theories and current practices in the healthcare industry. Students are encouraged to develop the vision, problem-solving, and analytical skills essential for leadership in the healthcare environment.

Prerequisites: HEA2203, HEA2220, HEA3309

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Information Technology Management

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

ITM1100 Introduction to Information Technology

3 Credit Hours

Explores fundamental technical issues pertaining to computers and information technology. This course introduces hardware and software components of an information system and explores their mutual relationship, dependency, and historical evolution.

ITM2200 Introduction to Networking

3 Credit Hours

Introduces underlying concepts of data communications, telecommunications, and networking. This course emphasizes terminology and technologies in networking environments and provides a general overview of the field of networking.

ITM2210 Introduction to Database Management

3 Credit Hours

Provides an overview of the skills and knowledge necessary for the development and management of relational database systems. Topics include database creation, modeling structures, physical and logical components, accessing techniques, and SQL. Concepts are explored through the use of MS Access.

ITM2220 Introduction to Web Design and Graphics

3 Credit Hours

Introduces students to concepts of a website structure, basic web page layout using text and multimedia, content management, and user experience. This course explores the essentials of conceptual design of web pages and basic Internet topics.

ITM2230 Fundamentals of Object-Oriented Programming

3 Credit Hours

Provides an introduction to the principles of computer programming using a current programming language such as Visual Basic, NET, C++, or Java. This course is a beginning programming course with a focus on basic principles of object-oriented design.

Prerequisite: ITM1100

ITM2240 Information Systems Analysis and Design

3 Credit Hours

Covers the analysis, planning, and development of information systems. This course explores the different phases and related activities of the system-development life cycle, and how system components should be implemented in solving defined business problems.

Prerequisites: ITM2200, ITM2210, ITM2220

ITM2250 Information Technology and Law

3 Credit Hours

Explores legal and ethical issues that pertain to information technology management. This course covers topics such as digital property rights, data protection, identity protection, individual privacy, and systems integrity.

ITM3300 Fundamentals of Network Security Management

3 Credit Hours

Covers the design and implementation of an effective security strategy for networking environments. Topics include network security design concepts utilizing anti-virus tools, security policies and practices, and setting up and securing a VPN. Examines network configurations, password management, security through hardware, software, firewalls, and packet filtering.

ITM3301 Network Protocols and Techniques

3 Credit Hours

Explores communications protocols to connect Internet and intranet systems. Topics include link layers, logical addressing, physical address, Resolution Protocol, Reverse Address Resolution Protocol, Internet Control Message Protocol, Domain Name System, and topics related to transition, implementation, security, and mobility.

Prerequisite: ITM2200

ITM3302 Disaster Recovery

3 Credit Hours

Discusses disaster recovery methodologies and practices using a series of advanced tools. Students learn key measures to adhere to prior to a disaster. This course stresses the importance of business continuity in case of any disaster. Emphasis is placed on learning organizational skills and software tools for sound IT practice.

Prerequisites: ITM2200, ITM3300

ITM3310 Principles of Database Management

3 Credit Hours

Explores database terminology and concepts, logical system organization, data models, entity concepts, and data manipulation through SQL. Students are introduced to concepts of database security, networking, and database access.

Prerequisite: ITM2210

ITM3311 Distributed Database Systems and Design

3 Credit Hours

Explores the process and methodology for Distributed Database Systems and design. Topics include relational and hierarchical development, use of various database models, indexing, and database integrity. Students learn to translate business data requirements into database systems.

Prerequisite: ITM2210

ITM3312 Database Programming

3 Credit Hours

Covers the principles of relational database programming using a case-based, problem-solving approach. The use of tables, queries, forms, reports, embedded SQL, dynamic SQL, and ODBC interfaces are studied. Students learn the essentials of developing database applications, including design, creation, and maintenance.

Prerequisite: ITM3311

ITM3320 Fundamentals of Website Management

3 Credit Hours

Introduces students to principles of website management, including techniques, strategies, hardware, and software necessary to operate and maintain a successful and secure website.

Prerequisite: ITM2220

ITM3321 Web Graphic Development

3 Credit Hours

Explores web graphic development techniques including simple image conversions, creating and editing, layers, splash screens, transparent GIFs, adding text to images, image adjustment, and 3D effects and surfaces.

Prerequisite: ITM2220

ITM3322 Web Development and Animation

3 Credit Hours

Explores creating dynamic websites. Students will be introduced to techniques such as working with tables and frames; objects and images; symbols and instances; and adding animation image maps, rollovers, and animated GIFs. Character design, creation and motion, twinning, effects, and storyboarding will also be explored.

Prerequisite: ITM3321

ITM3330 Object-Oriented Programming

3 Credit Hours

Provides an introduction to the principles of computer programming using a current programming language such as Visual Basic, NET, C++, or Java. This course is a beginning programming course and focuses on basic principles of object-oriented design.

ITM4400 Intrusion Detection and Management**3 Credit Hours**

Explores standard intrusion methodologies and forensics, such as discovery, foot-printing, targeting, penetration, escalation of privileges, and maintaining access. Concepts concerning means for countering and prevention are investigated.

Prerequisite: ITM3301

ITM4410 Database Information Security and Privacy**3 Credit Hours**

Develops the issues and challenges related to database and content security and identifies possible solutions. This course examines database security methodologies for the control, protection, and access to the contents of a database, as well as the preservation of the integrity of the data.

Prerequisite: ITM3311

ITM4420 Web Technologies**3 Credit Hours**

Covers applications for creating web pages using scripting language. Basic hypertext elements, including headings, titles, document body, paragraphs, lists, anchors, links, meta maps, and graphic design, enable students to work with documents and images for the creation of a website.

Prerequisite: ITM3321

ITM4421 Web Services and Enterprise Application Integration**3 Credit Hours**

Covers web services and enterprise application technology. Topics include various approaches and architecture. Other technologies involve using web services as part of service-oriented architecture as a means of integration or using HTTP as a complete application protocol that defines the semantics for service behavior.

Prerequisite: ITM3320

ITM4498 Capstone Senior Project**3 Credit Hours**

Provides an independent capstone experience. Students select a topic and conduct an exploratory research project utilizing guidelines provided by the professor. Topics will be related to computer architecture and networking, information security, database management systems, or web design and development.

Prerequisites: ITM1100, ITM2240

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

International Business

IBS2201 International Business

3 Credit Hours

Explores the diverse environment, management concerns, financial issues, and marketing questions faced by international business organizations. Students gain a heightened global awareness as they seek the knowledge and skills needed to function competitively in an increasingly interdependent world.

Prerequisite: BUS1101

IBS2225 International Trade Policies and Practices

3 Credit Hours

Examines various international trade theories, policies, practices, and current controversies regarding national trade policies. This course also explores the influences of the World Trade Organization and international trade agreements on government and corporate trade practices.

Prerequisite: IBS2201

IBS2230 International Marketing

3 Credit Hours

Introduces concepts of marketing in an international setting. This course addresses the global issues that challenge marketers. Topics include techniques for entering and exploiting international markets, the elements of an international marketing mix, and the cultural influences on marketing management and strategies.

Prerequisites: IBS2201, MKT2220

IBS2240 International Management

3 Credit Hours

Introduces the various aspects of international management. Topics include the challenges of managing international organizations, the impact of culture on organizations, and the management of cultural diversity at home and abroad.

Prerequisites: IBS2201, MGT2220

IBS3320 International Business Law

3 Credit Hours

Develops a working knowledge of the primary aspects of international business law. This course will include an examination of both public and private international law. Also studied will be treaties, compacts, and conventions that impact international business law and the role of the United Nations.

Prerequisites: BUS2231, IBS2201

IBS3341 International Banking and Finance

3 Credit Hours

Provides an introduction to international banking, financial markets, global government, and private financial institutions. This course covers the financial functions that multinational corporations, government agencies, and other organizations use in their funding and investment activities.

Prerequisites: IBS2201, FIN3301

IBS3342 Global Business Management

3 Credit Hours

Develops an understanding of the global challenges of the 21st century. This course considers globalization within a historical, social, and political framework emphasizing the emergence of modernity.

Prerequisites: IBS2201, MGT2220

IBS3344 Global Supply Chain Management and Logistics

3 Credit Hours

Covers the organization, functions, and processes of a global purchasing department. This course examines various global sourcing and logistical management topics.

Prerequisites: IBS2201, MGT2220

IBS3345 Comparative International Management

3 Credit Hours

Provides an overview of how business is conducted in different regions of the world. This course focuses on economic, cultural, and political influences affecting business operations and explores business in various regions, such as Asia, Latin America, and Europe.

Prerequisites: IBS2201, IBS2240

IBS4410 Export and Import Policies and Practices

3 Credit Hours

Introduces various procedural practices and methods for handling exports and imports. Topics include U.S. customs regulations and practices, tariff legislation and duties, marine and other insurance protection, and import and export documents applicable to specific countries.

Prerequisites: IBS2225, IBS2240

IBS4415 Emerging Markets

3 Credit Hours

Emphasizes business practices and characteristics of emerging markets. This course provides students with the competencies required to develop and flourish business in newly industrialized and developing nations.

Prerequisite: IBS2225

IBS4419 Multinational Corporate Management

3 Credit Hours

Introduces the globalization of markets and the challenges faced by multinational corporations. Topics include the management of international objectives/strategies, multinational corporate structures, corporate skills for international operations, managerial communications, and operating policies of the multinational corporation.

Prerequisite: IBS2240

IBS4440 International Strategic Management

3 Credit Hours

Integrates the concepts and practices of using the various functional areas of business to build and consolidate a sustainable competitive advantage in the global arena. This course examines the framework needed for the successful formulation of a corporate mission and global corporate strategies.

Prerequisites: IBS2225, IBS2240, IBS3341

IBS4450 International Business Simulation

3 Credit Hours

Utilizes a robust simulation model to expose students to the complexities of managing a business in the global environment. Students develop expertise by creating various scenarios. 'Venture Strategy' provides a realistic visual environment, multimedia content, and built-in tools for real-time team collaboration.

Prerequisites: IBS2225, IBS2240, IBS3341

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the
complete catalog.

Student Handbook

Management

MGT2220 Principles of Management

3 Credit Hours

Examines operational theories of management under the functions of planning, organizing, staffing, directing, and controlling. Emphasizes the manager's role in creating and maintaining an internal environment for performance. Students discuss cases in detail.

Prerequisite: BUS1101

MGT2240 Human Resources and Organizational Behavior

3 Credit Hours

Examines the knowledge and skills needed to identify, grow, and sustain organizational talent within the context of organization behavior. Students learn about recruitment, talent development, motivation, teamwork, compensation, performance, rewards and recognition, safety, relevant laws, and cultural concerns.

Prerequisite: MGT2220

MGT2250 Not-For-Profit Management

3 Credit Hours

Introduces the theory and practice of management within nonprofit organizations. Students will consider best practices in managing various components of nonprofit organizations. Students examine the varying perspectives of nonprofit managers, volunteers, board members, policymakers, donors, and clients/customers.

Prerequisite: MGT2220

MGT2252 Introduction to Sports Management

3 Credit Hours

Explores various principles and practices in sports management. Emphasis is placed on career opportunities and strategies for general success for specific sports and in the field. Each student will research at least one professional sport played in the United States or internationally.

Prerequisite: MGT2220

MGT2253 Fundraising and Resource Development for Nonprofit Organizations

3 Credit Hours

Focuses on the theory and practice of philanthropy. Students are exposed to various methods of resource acquisition through ethical fundraising practices and innovative income producing approaches.

Prerequisite: BUS1101

MGT2268 Sales and Customer Service Management

3 Credit Hours

Provides an integrated view of sales and customer service management. This course focuses on profitably growing a customer base and building customer satisfaction and loyalty. Topics of study include organizational structures, functional processes, performance measurement, and the use of technology for assessing performance.

Prerequisite: MGT2220

MGT3318 Environmental Management

3 Credit Hours

Examines the philosophical study of humans, businesses, and governments and their interactions both with other humans and their natural environment. This course explores a global perspective on environmental ethical issues and examines questions related to the responsibility of businesses as stewards of the planet.

Prerequisite: MGT2220

MGT3332 Operations Management**3 Credit Hours**

Explores production and operations management systems from the perspective of their ability to enhance value within organizations. Topics include the issue of performance and productivity, cost, competitive metrics, quality, and customer expectations.

Prerequisites: MGT2220, MAT2215

MGT3345 Managing with Information Systems**3 Credit Hours**

Explores and discusses the nature of information systems and how managers can access and utilize company information systems. Students will learn the principles behind information and decision support systems and will examine individual, group, and executive decision support systems.

Prerequisite: MGT2220

MGT3346 Developing Managerial Competence**3 Credit Hours**

Introduces the theoretical and practical aspects of managing customers, people, and markets. Stresses a hands-on approach to improving a student's ability to manage people. Course material focuses on promoting effective business practices and provides guidance for a variety of contemporary management challenges.

Prerequisite: MGT2220

MGT3347 Staffing**3 Credit Hours**

Introduces the methods and practices related to recruitment, selection, and retention of employees. Explores the strategic role of staffing in modern business organizations. Students will learn various techniques for attracting and retaining human talent in an organization.

Prerequisite: MGT2240

MGT3348 Employee and Labor Relations**3 Credit Hours**

Examines the various legal aspects related to maintaining effective employee and employer relations. Students will explore the implications of various employment laws on employee and employer conduct and gain an understanding of labor-management relations through collective bargaining arrangements.

Prerequisite: MGT2240

MGT3349 Compensation and Benefits**3 Credit Hours**

Introduces the role of compensation and benefits management in attracting and retaining talent in business organizations. Examines the theoretical and practical implications of various compensation models. Students will explore the rationale behind offering various benefit programs to employees.

Prerequisite: MGT2240

MGT3350 Small Business Management**3 Credit Hours**

Explores the process of planning for, starting, and managing a small business. Topics include forms of ownership, management issues, financing the small business, the use of financial information as a decision tool, and legal aspects of running a small business.

Prerequisite: MGT2220

MGT3351 Small Business Start-Up**3 Credit Hours**

Provides an overview of key factors entrepreneurs must consider in assessing a business opportunity, developing a plan, and preparing for start-up. Topics include feasibility analysis, concept testing, strategy development, and implementation. Students will be required to identify and assess business opportunities.

Prerequisites: FIN3301, MGT2220, MKT2220

MGT3352 Managing the Family Business**3 Credit Hours**

Focuses on key management issues that frequently arise in family-run businesses. Topics include legal issues related to ownership, planning and organizational structure, insurance, liability, and financial management.

Prerequisites: FIN3301, MGT2220, MKT2220

MGT3353 Financing the Entrepreneurial Venture**3 Credit Hours**

Explores the tools of financial valuation and their role in investment decisions faced by managers, entrepreneurs, and investors in small business. Topics include the assessment of capital requirements, cost of capital, financing sources, forecasting and cash flow, record keeping and accounting, and maximizing created value.

Prerequisites: FIN3301, MGT2220, MKT2220

MGT3355 Training and Development**3 Credit Hours**

Presents a comprehensive, step-by-step approach to developing training programs based on a “needs-centered” model of training and performance improvement. This course provides students with a background in learning theory and instructional design required to develop organizational training programs.

Prerequisite: MGT3349

MGT4420 Managing for Change**3 Credit Hours**

Integrates the concepts and techniques involved in implementing and managing a planned change process. This course includes discussions and case studies on changing the way work is done, changing communication and influence patterns, and changing managerial strategy.

Prerequisite: MGT2220

MGT4425 Management Simulation**3 Credit Hours**

Utilizes a robust simulation model to expose students to the complexities of managing a business in the global environment. Students develop expertise by creating various scenarios. ‘Introduction to Business and Strategy’ provides a realistic visual environment, multimedia content, and built-in tools for real-time team collaboration.

Prerequisites: FIN3301, MGT2220, MKT2220

MGT4430 Leadership**3 Credit Hours**

Examines the leadership variables that affect the achievement of organizational goals. Topics include theories of leadership, power, and influence as they affect organizational behavior; team building motivation; group dynamics; organizational communication processes; and change management.

Prerequisite: MGT2220

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

Marketing Communications

MKT2220 Principles of Marketing

3 Credit Hours

Provides an introduction to the fundamental principles and practices in the marketing process. Provides a detailed study of each marketing mix tool (product, price, place, promotion) along with an introduction to marketing research and consumer behavior.

MKT2222 Fundamentals of Marketing Research

3 Credit Hours

Provides an in-depth review of the marketing research function in a contemporary business environment. The course will discuss the market research process, focus on secondary data, and introduce students to quantitative and qualitative primary data collection methods.

Prerequisites: MKT2220, MAT2215

MKT2223 Digital and Social Media Strategy

3 Credit Hours

Explores current and emerging forms of digital and social media and how to leverage them to build brands and engage customers. Students will evaluate digital and social media against communication and marketing objectives and develop effective media plans.

Prerequisite: MKT2220

MKT2235 Business to Business Marketing

3 Credit Hours

Addresses businesses that market products to other firms. Areas of focus include market, sales, and product strategies; creating the customer value proposition; and building and managing customer relationships. Emphasis is on organizational buying behavior, market segmentation and selection, channel design, management, and measurement.

Prerequisite: MKT2220

MKT2241 Consumer Behavior

3 Credit Hours

Introduces the nature and determinants of consumer behavior. Primary emphasis is placed on developing an understanding of psychological characteristics (needs and personality) that influence and shape consumer purchase decisions.

Prerequisite: MKT2220

MKT2242 Branding

3 Credit Hours

Provides students with a comprehensive treatment of brands, brand equity, and brand management. This course includes the design and implementation of marketing programs and activities to build, measure, and manage brand equity.

Prerequisite: MKT2220

MKT2245 Professional Selling and Sales Management

3 Credit Hours

Provides students with an understanding of the principles and techniques necessary to sell a product, services, or idea. Students develop sales presentations and use role playing to present their selling approaches in class.

Prerequisite: MKT2220

MKT2247 Advertising Management

3 Credit Hours

Provides students with a broad view of advertising principles and their relation to the marketing process. Students gain an understanding of the three key functional areas of advertising: account management,

media planning, and creative design.

Prerequisite: MKT2220

MKT3310 Services Marketing

3 Credit Hours

Provides students with an understanding of how the marketing process for services is conducted. Students will learn how to develop a services marketing plan and utilize elements for various types of services.

Prerequisite: MKT2220

MKT3315 Sports and Events Marketing

3 Credit Hours

Examines the application of marketing principles and processes to the sports industry as well as the role of marketing in analyzing, planning, implementing, and controlling of programs and events.

Prerequisite: MKT2220

MKT3321 Direct and Database Marketing

3 Credit Hours

Focuses on the planning, design, and execution of direct marketing programs and the underlying information-driven processes that convert transactional data into usable market intelligence.

Prerequisite: MKT2220

MKT3330 Marketing Logistics

3 Credit Hours

Acquaints students with a total systems approach to managing the activities involved in physically moving raw materials, process inventory, and finished goods inventory. Students learn how efficiently managed logistics can improve the marketing effort by establishing consistent and dependable customer service levels.

Prerequisite: MKT2220

MKT3351 Public Relations

3 Credit Hours

Addresses the journalistic and marketing foundation of public relations practices. This course explores the practical applications of crisis management and examines the integration of public relations, marketing, and advertising into customer relationship management and broader marketing communications campaigns.

Prerequisite: MKT2220

MKT4410 New Product Development

3 Credit Hours

Identifies the various steps through which new products are developed. Emphasis is placed on the activities through which cost estimates become budgets, prototypes become products, and sales plans become sales calls.

Prerequisite: MKT2222

MKT4446 Media Strategy and Metrics

3 Credit Hours

Links target markets with advertising media through the development of media objectives, strategies, and tactics. This course addresses strategies such as target identification and audience matching with specific media and goals. Students are introduced to standard metrics such as CPM, reach, and frequency.

Prerequisite: MKT2247

MKT4455 IMC Campaign

3 Credit Hours

Provides students with a hands-on application of program content via creation of a fully functional IMC campaign. Students will isolate a "client," conduct secondary and primary research, set communication objectives, develop strategy, and produce the communication pieces such as ads, press releases, and other tactical executions.

Prerequisites: MKT2222, MKT4446

MKT4460 Principles of Marketing

3 Credit Hours

Teaches the fundamentals of effective survey construction and experimental design to capture quantitative data, and the primary means by which data is analyzed. Acquaints students with state-of-the-art quantitative techniques for forecasting, product design, market segmentation, concept testing, and test marketing.

Prerequisite: MKT2222

MKT4461 Qualitative Research Design and Analysis

3 Credit Hours

Provides students with a conceptual knowledge structure for qualitative marketing research. Students will learn the techniques of observational research, interviewing, focus groups, and projective techniques and how to analyze the data collected to aid in making effective marketing decisions.

Prerequisite: MKT2222

MKT4465 Strategic Marketing Capstone

3 Credit Hours

Focuses on the long-term implications of strategic market planning, including analysis of marketing opportunities, development of marketing strategies, shaping of marketing offers, and the management and delivery of marketing programs. This is the capstone course for the B.B.A. in Marketing.

Prerequisites: MGT2220, MKT2222, MKT2241, MKT2242, MKT3310

School of Health Studies Courses

**Berkeley College
Overview**

Academic Programs

**Academic Policies
and Procedures**

**Admissions and
Finances**

**Administration,
Faculty, and Staff**

Contact Us

- **Health Services**
- **Medical Assistant**
- **Medical Billing and Coding**
- **Patient Care**
- **Nursing**
- **Surgical Processing**
- **Surgical Technology**



**Get a PDF of the
complete catalog.**

Student Handbook

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Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the
complete catalog.

Student Handbook

Health Services

HEA1101 Foundations of Health Services

3 Credit Hours

Provides students with a comprehensive introduction to the American healthcare system. This course explains the structures and operations of healthcare organizations, explores the forces responsible for shaping the system, and considers the policies influencing the system's current and future performance.

HEA2200 Medical Terminology

3 Credit Hours

Provides a solid foundation and understanding of the medical language used by healthcare professionals through the introduction, reinforcement, and combination of medical word parts including prefixes, suffixes, and combining forms. Emphasis is placed on word building, analysis of word parts, spelling, special endings, plural forms, correct pronunciation of terminology related to procedures, and diseases of the various body systems. Commonly used abbreviations and symbols will also be introduced.

HEA2203 Ethical and Legal Aspects of Health Services

3 Credit Hours

An introduction to the principles of law as applied to the healthcare field. Students learn ethical standards and issues as related to healthcare.

HEA2205 Managed Care and Health Insurance

3 Credit Hours

Provides an overview of the principles and practices of managed care and health insurance. Students analyze and evaluate private and government-sponsored programs with relation to systems in other countries.

HEA2215 Health Communications

3 Credit Hours

Provides the effective health communication skills necessary for employment and career success in the health services industry. Students learn to write accurate and concise health reports, develop familiarity with terms commonly used in healthcare, and practice verbal communication skills.

HEA2220 Management of Healthcare Delivery Services

3 Credit Hours

Provides an introduction to health insurance products and various approaches to the delivery of healthcare services. Students learn how to manage the issues of consumers, providers, and insurers and explore the organization and structure of the current healthcare system with a view toward options for its future direction.

Prerequisites: HEA1101, MGT2220

HEA2230 Health Information Management

3 Credit Hours

Provides the student with an overview of the health information management (HIM) segment of the healthcare industry. This course addresses job responsibilities, legal and ethical standards, clinical data management, technology, and the wide variety of responsibilities of management.

Prerequisite: HEA1101

HEA2255 Computer Applications in Health Services

3 Credit Hours

Familiarizes students with computerized billing and electronic health records using practice management software. Students learn to enter and edit patient personal history information, enter charges and post payments to financial accounts, and print statements. The importance of accuracy is stressed throughout this course.

Prerequisite: HEA1101

HEA2260 Customer Service Management in Health Services**3 Credit Hours**

Introduces the various clients of the health services industry, including patients and their families, practitioners, and healthcare agencies. Students learn various strategies for defining and evaluating standards for customer satisfaction.

Prerequisite: HEA1101

HEA2293 Internship**3 Credit Hours**

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisites: Departmental permission

HEA3309 Health Services Finance**3 Credit Hours**

Introduces the foundations of financing health services in a dynamically changing environment. Topics include healthcare costs, reimbursement systems, insurance issues, the roles of budgeting and accounts, the multifunctionality of financial services within the health services industry, and trends in health services financing.

Prerequisites: FIN3301, HEA1101

HEA3320 Community Health and Medical Care**3 Credit Hours**

Explores issues related to the design and delivery of healthcare programs to all segments of the community. This course focuses on public health and government-funded programs, as well as private healthcare.

Prerequisite: HEA1101

HEA3350 Long-Term and Residential Care**3 Credit Hours**

Explores current long-term and residential care services and financing options. Students learn about alternate delivery systems and organizational structures proposed to accommodate an aging population.

Prerequisite: HEA1101

HEA4410 Research Methods for Health Services**3 Credit Hours**

Develops an awareness of the various frameworks for technical writing and research in the health services field. This course emphasizes effective written communication and analytical skills in health services.

Prerequisites: ENG1105, HEA1101

HEA4420 Introduction to Epidemiology**3 Credit Hours**

The modern health services management student needs to have a good working knowledge of how health and illness are distributed among populations. This course will familiarize the student with epidemiology concepts and principles and also build a set of experiences, including analyses and projects, for students to draw upon when they enter the professional work force.

HEA4430 Behavioral Health**3 Credit Hours**

This course is designed to provide students with a comprehensive overview of behavioral health. The awareness and acceptance of, as well as advances in, treatment for behavioral problems throughout history to present day will be explored. Case studies will examine behavioral health services in a variety of settings, including hospitals, prisons, colleges and universities, rural and urban communities, and western and developing countries.

HEA4440 Health Policy and Politics**3 Credit Hours**

Develops an awareness of the political processes available for the creation of rules, regulations, and laws affecting healthcare policies. Local, national, and global impacts of healthcare financing, health insurance, and healthcare reform upon individuals, communities, and nations are explored.

Prerequisite: HEA2220

HEA4470 Health Services Management Capstone

3 Credit Hours

Requires students to examine and apply the most recent theories and current practices in the healthcare industry. Students are encouraged to develop the vision, problem-solving, and analytical skills essential for leadership in the healthcare environment.

Prerequisites: HEA2203, HEA2220, HEA3309

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the
complete catalog.

Student Handbook

Medical Assistant

MED1000 Basic Pharmacology and Pathophysiology

3 Credit Hours

This course explores the causes, diagnosis, and treatment of common diseases as well as the basic principles of pharmacology. Focus is placed on the description of conditions and diseases of the organ systems, including etiology, signs and symptoms, methods of diagnosis, and treatment. The classification, actions, side effects, adverse reactions, sources, and forms of medications will also be explored.

Prerequisite: HEA2200

MED1100 Clinical and Surgical Office Procedures

3 Credit Hours

Students learn the skills needed to function in a clinical office setting including patient relations, laboratory procedures and safety, maintaining medical asepsis, recognizing surgical instrumentation, conducting proper autoclaving and disinfecting, obtaining vital signs, draping patients, assisting with examinations and treatments, and performing diagnostic procedures. Students also learn to prepare and maintain a sterile surgical environment, prepare a patient for minor surgery, and assist during minor surgical procedures.

Prerequisites: HEA2200, SCI1120

MED1120 Medical Office Administration

3 Credit Hours

Introduction to the healthcare industry and the medical assistant profession. Emphasizes patient relations as well as efficient procedures and administration of the professional office. Telephone techniques, patient scheduling, medical records management, and patient privacy within the practice are covered. Explores career development opportunities and strategies. Stresses entry-level job requirements and upward career paths.

MED1130 Medical Emergencies and Electrocardiography

3 Credit Hours

Introduction to the anatomy and physiology of the cardiac system. Students learn how to perform electrocardiogram (EKG) on patients, troubleshoot EKG machine problems, and recognize basic cardiac arrhythmias. Spirometry testing is performed. Students will also learn to respond to common emergency situations, administer first aid in accordance with Occupational Safety and Health Administration (OSHA) standards, recognize the effect of stress on all persons involved in emergency situations, and demonstrate self-awareness in responding to emergency situations. Emphasis is placed on professional attitudes and the principles and basic concepts of ethics and laws involved in providing medical services. Students must obtain Basic Life Support (BLS) for Healthcare Providers certification through the American Heart Association.

Prerequisites or Corequisites: HEA2200, SCI1120

MED1140 Specimen Collection and Procedures

3 Credit Hours

Students learn a variety of laboratory procedures, specimen collection, CLIA Waiver Test, and Point of Care Testing (PoCT). Includes performing proper venipuncture and finger-stick techniques for obtaining human blood specimens, as well as other methods of collecting body fluid specimens while complying with OSHA Standards.

Prerequisites or Corequisites: HEA2200, SCI1120

MED1160 Principles of Pharmacology and Human Diseases

3 Credit Hours

Basic principles of pharmacology and human pathophysiology are combined to further the understanding of medication administration, as well as the therapeutic and non-therapeutic effects of various medication classifications. This course covers the pharmacokinetics, pharmacodynamics, drug preparation, and dose calculation as well as the various routes of drug administration. Also covered are the etiology, pathogenesis, pathophysiology, and treatment of the common pathologies.

Prerequisites or Corequisites: HEA2200, SCI1120

MED2280 Medical Assistant Capstone and Practicum**6 Credit Hours**

This course requires the student to integrate the knowledge, skills, and techniques learned throughout the Medical Assistant program. The practicum component provides students with 165 hours of hands-on work experience in a supervised ambulatory healthcare environment. The on-campus component elicits reflection on the application of principles and practices learned throughout the entire Medical Assistant program. This course is designed to reinforce the knowledge and skills necessary to sit for industry-specific certifications examinations such as the Certified Medical Assistant – CMA (AAMA), Registered Medical Assistant - RMA, and/or Certified Clinical Medical Assistant - CCMA.

Prerequisite or Corequisite: HEA2200, SCI1120, and departmental permission

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the
complete catalog.

Student Handbook

Medical Billing and Coding

MBC1100 Medical Coding - ICD

2 Credit Hours

Introduces the development of medical nomenclature and classification systems. Topics include coding of diseases and procedures, an overview of coding systems, and basic coding rules and conventions.

Prerequisite: HEA2200

Prerequisite or Corequisite: SCI2100 or SCI1120

MBC1110 Medical Coding - CPT

2 Credit Hours

Teaches procedural coding, the assignment of DRGs, the relationship between coding to reimbursement, and selected nomenclature and classification systems.

Prerequisite: HEA2200

Prerequisite or Corequisite: SCI2100 or SCI1120

MBC2200 Medical Coding - Hospital Coding

2 Credit Hours

Introduces the student to the new coding system used by hospitals for coding inpatient procedures. Students will learn how to analyze, assign, and sequence coding procedures in the ICD-10-PCS coding system and/or ICD-9-CM volume 3 procedure codes.

Prerequisites: HEA2200, MBC1100

Prerequisite or Corequisite: SCI2100 or SCI1120

MBC2210 Medical Billing and Reimbursement Methods

2 Credit Hours

Prepares students to be skilled health professionals in the business areas of health facilities. Students learn to interpret insurance payment documents, organize financial records, follow up on claims, handle denials and rejections, understand billing and collection guidelines, and monitor the cash flow cycle.

Prerequisite: HEA1101

MBC2220 Clinical Documentation and Compliance

2 Credit Hours

Provides in-depth coverage of ICD, CPT, and HCPCS coding rubrics, conventions, principles, and updates as they apply to the coding of complex case studies. Students will assign codes and prospective payment categories using the required manuals.

Prerequisite: HEA2200, SCI2100, or SCI1120

Prerequisite or Corequisite: MBC2200

MBC2280 Medical Insurance, Billing, and Coding Capstone

5 Credit Hours

Focuses on the integration of knowledge, skills, and techniques learned throughout the Medical Insurance, Billing, and Coding program. This course reinforces the knowledge and skills needed to sit for a national certification exam.

Prerequisites: MBC1110, MBC2220, and departmental permission

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Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

Patient Care

PCT1010 Foundations of Patient Care

6 Credit Hours

Introduces students to the roles and responsibilities of healthcare providers in nursing care settings, as well as the associated legal and ethical considerations. This course also introduces students to the fundamental components of patient care and the application of techniques and procedures required to provide basic care.

PCT1320 Advanced Patient Care

3 Credit Hours

Builds the foundational knowledge required to provide safe and effective patient care; nutrition and fluid intake; comfort, rest and sleep; as well as the management of patients with injuries; and how to assist in the nursing process of patient admission, discharge, and transfer.

Prerequisite: PCT1010

PCT2310 Patient Care Communication

3 Credit Hours

Examines key communication techniques utilized to facilitate effective communication between healthcare workers and patients. Students are exposed to relevant federal regulations and accreditation standards, electronic medical records and language lines, as well as verbal and non-verbal communication techniques.

Prerequisite: PCT1010

PCT2320 Patient Care Practicum

3 Credit Hours

Provides students with the opportunity to apply the knowledge and skills learned in all previously completed courses to the acute care environment or laboratory with the supervision of a New Jersey Licensed Registered Nurse.

Prerequisite: CPR certification and completion of all departmental physical forms, including purchase of malpractice insurance

Corequisite: PCT2700

PCT2560 Home Health Aide

3 Credit Hours

Builds on patient care knowledge and skills through a focus on the elderly, adults, infants, and children in the home care setting. This course is taught in the classroom and laboratory, and practiced in a clinical setting under the supervision of a New Jersey Licensed Registered Nurse.

Prerequisite: PCT1010, CPR certification, and completion of all departmental physical forms, including purchase of malpractice insurance

PCT2700 Patient Care Capstone

3 Credit Hours

Requires the integration of knowledge, skills, and techniques attained throughout the program. Critical thinking and teamwork skills are assessed through workplace-based case studies. This course stresses entry-level job requirements, upward career paths, resume writing skills, interviewing techniques, and networking.

Prerequisite or Corequisite: PCT1320

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Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

Nursing

NUR1100 Foundations of Nursing

8 Credit Hours

Students learn the components of nursing and the application of techniques and procedures to provide care to patients. Topics include the nursing process; communication skills; legal and ethical aspects of nursing; physical and psychosocial development; health promotion; safety skills; infection control; basic normal assessment; pain management; and concepts of loss, grief, and death. Hands-on demonstration, practice, and validation of skills are conducted in the nursing lab and in the clinical setting.

NUR1200 Pharmacology

3 Credit Hours

Students study the different drug categories and the methods of administration, including oral and by injection. Includes the proper use of the Physician's Desk Reference (PDR) and how to accurately read, prepare, and call in written prescriptions.

Prerequisite: SCI2215

Prerequisite or Corequisite: NUR1100

NUR1300 Nursing Concepts I

8 Credit Hours

Students learn the concepts underlying health and wellness of individuals and families. Students will apply concepts to exemplars addressing basic nutrition, fluid and electrolytes, surgery, oxygenation, and the cardiovascular, gastrointestinal, genitourinary, endocrine, eye and ear, neurological and muscular systems. Direct clinical practice provides opportunities for students to demonstrate successful application of these concepts in a patient care setting.

Prerequisites: NUR1100, SCI2215, SOC2225, CPR certification, and completion of all departmental physical forms, including purchase of malpractice insurance.

NUR1400 Special Topics in Nursing

6 Credit Hours

Students explore special topics in nursing addressing the nursing process as applied to the provision of nursing care for individuals and families with mental health challenges, childbearing families, and children. Topics include anatomy and physiology, assessment, diseases and disorders, pharmacology, diet therapy, and special considerations across the life span. Students study the needs and care of patients from conception through childhood. Topics include conception, embryology, maternal and newborn health, nursing care from pre-conception to postpartum for childbearing families, reactions to hospitalization, childhood illnesses/disorders, outpatient settings, and federal legislation. Hands-on care and management of patients via the nursing process are conducted in the clinical setting.

Prerequisites: NUR1100, SCI 2215, SOC2225, CPR certification, and completion of all departmental physical forms, including purchase of malpractice insurance.

NUR2100 Nursing Concepts II

10 Credit Hours

Students build upon concepts explored in Nursing Concepts I, including nutrition, fluid and electrolytes, and oxygenation. Students also learn about complex disease processes in the cardiovascular, gastrointestinal, neurological, muscular, and genitourinary systems. Students begin to explore immunological diseases such as HIV and concepts related to oncology. Direct clinical practice provides opportunities for students to demonstrate successful application of these concepts in a patient care setting.

Prerequisites: NUR1300, CPR certification, and completion of all departmental physical forms, including purchase of malpractice insurance

NUR2200 Transition into Practice

6 Credit Hours

Students examine professional practice issues such as delegation and use of SBAR (Situation, Background, Assessment, and Recommendation). Legal/ethical issues concerning clients' rights, use of restraints/seclusion, and advance directives and palliative care are explored through case discussions, recent news events, practice updates, and legislative mandates.

Prerequisites: NUR1300, CPR certification, and completion of all departmental physical forms, including purchase of malpractice insurance

Prerequisites or Corequisites: NUR1400, NUR2100

NUR3310 Nursing Research for Evidence-Based Practice

3 Credit Hours

Focuses on the introduction of research with an emphasis on its application in nursing practice. The steps of the research process for qualitative and quantitative design will be examined. Students will review and critique scholarly, peer-reviewed nursing and inter-professional research studies. Ethical implications of research and translational scholarship will be discussed.

Prerequisites: MAT2215, SCI2100, SCI2110, SCI2228, ENG2205

Prerequisite or Corequisite: SCI3310

NUR3320 Transition to Professional Nursing

3 Credit Hours

Focuses on the transition of the Licensed Practical Nurse to Registered Nurse within the healthcare environment. The development of professional values, critical thinking, and clinical judgment will be emphasized. Integration of nursing theory and evidence-based practice into nursing care will be explored. Concepts of social, political, and economic influences on nursing practice will be examined. Legal issues, organ and tissue donation, the nurse practice act, concepts of leadership, and appropriate delegation will be introduced.

Prerequisites: MAT2215, SCI2100, SCI2110, SCI2228, ENG2205

Prerequisite or Corequisite: SCI3310

NUR3330 Health Assessment Across the Lifespan

3 Credit Hours

Using didactic and simulated clinical experiences, skills needed to conduct comprehensive physical assessment for individuals across the lifespan in a variety of settings are developed. Emphasis is placed on critical thinking, analysis, and the integration of systematic data collection for effective decision making in nursing practice. Use of evidence-based assessment tools for risk reduction is emphasized. A transcultural approach is used to assess the holistic human being.

Prerequisites or Corequisites: NUR3310, NUR3320

NUR3360 Advanced Mental Health Nursing

3 Credit Hours

This course focuses on understanding the role of the professional nurse who cares for clients with mental health needs. Students will participate in clinical care of those in need of mental health services across a spectrum of care settings. Emphasis is placed on clinical judgment skills and professional values within a legal and ethical framework. Current issues in caring for individuals, families, and communities managing mental health challenges will be discussed. Topics may include, but are not limited to, abuse and neglect, chemical dependence, coping mechanisms, therapeutic communication, stress management, support systems, and cultural and religious influences.

Prerequisite: NUR3330

NUR4410 Advanced Maternal-Child Nursing

3 Credit Hours

This didactic and clinical course focuses on the role of the professional nurse in meeting the holistic health needs of the childbearing and childrearing family. The nursing process is utilized to provide family-centered psychosocial and culturally sensitive care. Topics include, but are not limited to, maternal health, newborn and pediatric assessment, and pediatric growth and development (well/ill care). Students are provided the opportunity to utilize an evidence-based approach to critical thinking and nursing practice in various healthcare settings.

Prerequisite: NUR3330

NUR4420 Nursing Leadership and Management

3 Credit Hours

This course explores management and leadership skills for the professional registered nurse in designing, coordinating, directing, and evaluating safe and quality healthcare. The role of the RN will be emphasized as a change agent and transformational leader. Students will demonstrate the application of nursing theory, evidence-based practice, information systems, problem solving, and effective communication strategies for best practices within a nursing organization.

Prerequisites: NUR3360, NUR4410, NUR4450

NUR4430 Community Health Nursing

3 Credit Hours

Focuses on the application of the nursing process for a vulnerable population or community group in the promotion and protection of public health using health promotion, risk reduction, and disease management strategies. Community assessment, epidemiologic, environmental, change, political action, and case management frameworks are used to guide evidence-based nursing care delivery to persons, families, and populations in community settings. The nurse's role on the community health team and an understanding of healthcare needs of different cultural groups will be studied.

Prerequisites: NUR3360, NUR4410, NUR4450

NUR4440 Advanced Nursing Pharmacology

3 Credit Hours

This course builds upon basic nursing knowledge of pharmacology. In-depth review of drug classifications will be emphasized. Students will apply critical thinking skills to the calculation and administration of medications. A case study approach will be used to focus on the nursing role of promoting safe, high-quality pharmacological care. Advance concepts such as chemotherapy, blood administration, and critical care medications will also be explored.

Prerequisite: NUR3330

NUR4450 Advanced Adult Health Nursing

3 Credit Hours

This didactic and clinical course builds on the basic concepts of critical care related to multi-organ/system function and dysfunction, requiring the development of critical thinking. Nursing care relating to physiology, assessment, pathophysiology, system failure, end of life, and clinical management of the cardiovascular system, neurological system, pulmonary system, endocrine system, and renal system are addressed. Core concepts of complex pathophysiology, evidence-based treatment modalities, and advanced nursing roles are integrated in discussions of providing care to critically ill patients.

Prerequisite or Corequisite: NUR4440

NUR4460 Professional Nursing Seminar

3 Credit Hours

Knowledge and skills from previous courses will be integrated into case studies and simulations focused on building critical thinking and clinical judgment. Individual student plans will be developed through testing to identify strengths and opportunities for learning. Test-taking strategies will be reviewed and utilized. Preparation for the transition to professional nursing practice will be emphasized.

Prerequisites or Corequisites: NUR4420, NUR4430

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

Surgical Processing

SPT1110 Fundamentals of Surgical Processing

4 Credit Hours

Introduces the important role of the Central Service Department. Government regulations/standards, infection prevention/control, quality assurance, safety, communication, human relations skills, body systems and related surgical procedures, and medical terms and abbreviations used in surgery are discussed.

SPT2100 Surgical Instrumentation

4 Credit Hours

Examines the basic categories of surgical instruments (simple to complex), processing standards accompanying flash sterilization, concepts of inventory management, and management of commonly used patient care equipment. Students learn the sterile packaging process and factors impacting sterilization.

Prerequisite or Corequisite: SPT1110

SPT2110 Basic Infection Control

3 Credit Hours

Provides an overview of water purification systems, factors impacting water quality, distillation, deionization, reverse osmosis systems, cleaning chemicals, and various methods of cleaning and decontamination.

Prerequisite: SPT2100

SPT2150 Surgical Processing Clinical Practicum

8 Credit Hours

Offers supervised practical work experience in a sterile processing environment, which provides students with hands-on experience. Didactic and laboratory skills acquired in the program are applied in the clinical setting.

Prerequisite: Departmental permission

Corequisite: SPT2151

SPT2151 Surgical Processing Clinical Seminar

2 Credit Hours

Focuses on integrating the skills learned throughout the program with the work experience while also participating in focused discussions and special projects. This course stresses entry-level job requirements and upward career paths, resume writing skills, interviewing techniques, and networking.

Corequisite: SPT2150

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

Surgical Technology

SUR1100 Fundamentals of Surgical Technology

6 Credit Hours

Students are introduced to the role and responsibilities of the surgical technologist, the healthcare team, and the clinical environment. Topics include environment and workplace safety, patient care and safety, age-extreme patients, and patients with special needs. Students learn the basic techniques for scrubbing, gowning, and gloving. An on-campus operating room laboratory provides students with such hands-on experience as vital signs, patient transporting, and positioning.

SUR2112 Surgical Techniques

6 Credit Hours

Provides an in-depth study of the principles of aseptic techniques. Topics include wound healing, specimen care, safe use of surgical equipment, surgical counts, and prepping and draping the patient. Various types of sutures, needles, stapling devices, sponges, dressings, packings, drains, and catheters are presented. Students are introduced to robotics, physics, and electricity. Focuses on diagnostic procedures as well as general, genitourinary, orthopedics, obstetrics and gynecological, ear, nose, and throat surgical procedures. Emphasis is placed on developing an effective operative routine as students set up for mock surgical procedures and role play the members of the perioperative team.

Prerequisite: SUR1100

SUR2120 Surgical Specialty Intervention Procedures

3 Credit Hours

Focuses on the following surgical specialties: ophthalmology, plastic, neurosurgery, thoracic surgery, peripheral vascular, cardiovascular, organ and tissue recovery, and pediatric surgery.

Prerequisite: SUR2112

Corequisite: SUR2280

SUR2251 Pharmacology and Anesthesiology

2 Credit Hours

The rationale for use of specific drugs, their therapeutic effects, major side effects on the surgical patient, and how these drugs may alter or influence surgical intervention are defined. Emphasis is on the role and responsibilities of the surgical technologist regarding pharmaceuticals in the operating room.

Prerequisite: SUR2112

SUR2280 Operating Room Clinical Practicum I

5 Credit Hours

Students apply the didactic and laboratory skills learned throughout the program to the clinical setting, gain clinical work experience in surgical procedures and operating room practices, and scrub on surgical cases in various surgical specialties. Students also participate in focused discussions and special projects.

Prerequisites: SUR2112, Basic Cardiac Life Support/Automated External Defibrillation Certification

Corequisite: SUR2120

SUR2290 Operating Room Clinical Practicum II

5 Credit Hours

Continuation of clinical work experience in surgical procedures and operating room practices. Students also participate in focused discussions and special projects.

Prerequisites: SUR2280, Basic Cardiac Life Support/Automated External Defibrillation Certification

Corequisite: SUR2292

SUR2292 Surgical Technology Capstone

4 Credit Hours

Designed to elicit reflection and application to the whole of the Surgical Technology program. The course

requires the student to apply the knowledge, skills, and techniques attained throughout the Surgical Technology program. The capstone course provides an opportunity for the assessment of surgical technologist critical thinking skills and teamwork skills through case studies that present experiences often encountered in the Surgical Technologist's workplace. The course reinforces the knowledge, skills, and strategies needed to sit for the national credentialing exam; and stresses entry-level job requirements and upward career paths, resume writing skills, interviewing techniques, and networking.

Prerequisite: Departmental permission



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2016-2017 Undergraduate Catalog

School of Liberal Arts Courses

**Berkeley College
Overview**

Academic Programs

**Academic Policies
and Procedures**

**Admissions and
Finances**

**Administration,
Faculty, and Staff**

Contact Us

- English
- Honors Program
- Humanities
- Mathematics
- Prior Learning Assessment
- Sciences
- Social Sciences



**Get a PDF of the
complete catalog.**

Student Handbook

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**Berkeley College
Overview**
Academic Programs
**Academic Policies
and Procedures**
**Admissions and
Finances**
**Administration,
Faculty, and Staff**
Contact Us

**Get a PDF of the
complete catalog.**
Student Handbook

English

ENG1105 Writing and Research
3 Credit Hours

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

ENG2205 Writing Through Literature
3 Credit Hours

Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres.

Prerequisite: ENG1105

ENG2210 Literature of the American Experience
3 Credit Hours

Introduces the study of American literature focusing on the evolution and transformation of the American voice. The analysis of literature is used to develop an understanding of American culture, national identity, and ethnicity. Selections include short stories, novels, drama, and poetry.

Prerequisite: ENG2205

ENG2215 Public Speaking
3 Credit Hours

Supports students in the development of oral communication skills. This course emphasizes the identification of good and poor speech habits, techniques for improving speech, oral interpretation, effective speech planning and delivery, and interpersonal communication.

Prerequisite or Corequisite: ENG2205

ENG2216 World Literature
3 Credit Hours

Provides insight into the world of ideas through a survey of world literature. Students read and analyze essays, short stories, novels, poetry, and drama in order to develop the skills of deduction and comparison. Students identify, consider, and discuss universally relevant themes as they relate to literature.

Prerequisite: ENG2205

ENG2265 Business Communication
3 Credit Hours

Explores the communication strategies and techniques needed for success in the workplace. This course covers the guidelines for the effective use of communication technology, communication challenges in diverse environments, and the process of communication within organizations and through direct public discourse.

Prerequisite: ENG2205

ENG2270 Special Topics in English
1 to 3 Credit Hours

Involves readings and discussions organized around selected topics in English. Topics vary each semester.

ENG3300 The Art of Poetry
3 Credit Hours

Provides a seminar on poetry and poetic analysis. By studying poetry, students can discover our commonality despite racial, ethnic, and social differences; better understand the vast and varied world around us; and experience the infinite beauty of the written word.

Prerequisite: ENG2205

ENG3313 Creative Writing**3 Credit Hours**

Introduces a wide range of techniques in writing fiction, poetry, drama, and literary nonfiction. Students will generate original material and study texts by published authors. Emphasis is placed on workshops in which students review one another's work.

Prerequisite: ENG2205

ENG3315 Advanced Writing**3 Credit Hours**

Explores a wide variety of professional and creative writing modes, from personal profiles to blogging and beyond. Students build their reading, writing, and researching skills while reinforcing the fundamental concepts and current developments associated with the areas of their respective majors.

Prerequisite: ENG2205

ENG3332 Journeys in Fiction**3 Credit Hours**

Introduces the study of narrative fiction, with particular emphasis on the short story and novel. Literary works will represent a broad range of cultural perspectives and historical eras. Students gain interpretive skills by developing a critical vocabulary and exploring the literature using various analytical methods and philosophies.

Prerequisite: ENG2205

ENG4470 Special Topics in English**1 to 3 Credit Hours**

Special topics in English are studied in depth at an advanced level.

Prerequisite: Any 200-level course in English



Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

Honors Program

HON1105 Honors Writing and Research

3 Credit Hours

Groups freshman honors students into a cohort and places them into a specifically designated Honors section of Writing and Research, a course required of all Berkeley College students that introduces expository writing through a comprehensive survey of forms of composition.

HON2205 Honors Writing Through Literature

3 Credit Hours

Groups freshman honors students into a cohort and places them into a specifically designated Honors section of Writing Through Literature, a course required of all Berkeley College students that further develops the writing, reading, and interpretive abilities introduced in HON1105 through critical engagement with literary texts from myriad genres.

Prerequisite: HON1105

HON2210 Pre-Honors Seminar

3 Credit Hours

Introduces Honors freshman students to the Honors Program. This course provides instruction in library research and the mechanics of writing a thesis paper.

Prerequisite: HON2205

HON3310 Honors Seminar

3 Credit Hours

Introduces the Honors Program unifying theme used to structure the work of HON4400 and HON4410 seminars and demonstrates how the theme may be studied from different viewpoints.

HON4400 Advanced Honors Seminar

3 Credit Hours

Focuses on advanced interdisciplinary work on the special topic chosen for the program. Students work in small groups dealing with issues from various points of view. This course builds on the work of the previous seminars. As students strive to construct theoretical paradigms to account for the issues studied, they relate theoretical concerns to the work of their major field.

Prerequisite: HON3310

HON4410 Directed Honors Research

3 Credit Hours

Provides for the completion of directed honors-level research. This final seminar in interdisciplinary honors is devoted to the development of the capstone research project. Special lectures, screenings, and trips enhance the work of the seminar. The program culminates in the presentation of the students' research in written and oral form.

Prerequisite: HON4400

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

Humanities

HUM2101 Introduction to Spanish I

3 Credit Hours

Develops some basic skills in speaking, understanding, reading, and writing in Spanish with an emphasis on language skills that can be useful in a variety of workplace settings. Students will also be introduced to some key elements of Hispanic culture.

HUM2102 Introduction to Spanish II

3 Credit Hours

Builds directly upon the knowledge and skills acquired in Spanish I. It extends the capacity of the student to describe the self using the preterit and imperfect. Simple and compound sentences and interrogative forms of a greater complexity are learned and practiced. The subjunctive mood is also introduced.

Prerequisite: HUM2101

HUM2103 Introduction to French I

3 Credit Hours

Develops some basic skills in speaking, understanding, reading, and writing in French with an emphasis on language skills that can be useful in a variety of workplace settings. Students will also be introduced to some key elements of French culture.

HUM2104 Introduction to French II

3 Credit Hours

Builds directly upon the workplace-oriented language skills acquired in Introduction to French I with a continued exploration of French culture.

Prerequisite: HUM2103 or equivalency

HUM2200 Arts in Contemporary Society

3 Credit Hours

Provides students with a comprehensive survey of new directions in the visual arts. Topics include key artists who helped shape perceptions of the world and themes and multiple forms of art, such as traditional studio art, video, installations, and digital art.

HUM2205 The Art of Film

3 Credit Hours

Introduces film analysis and criticism. This course focuses on the techniques filmmakers use to form meaning and shape perceptions. Students view a variety of films with the goal of building a critical vocabulary to enhance their ability to analyze what they see with increased understanding and skill.

Prerequisite: ENG2205

HUM2211 The Art of the Argument

3 Credit Hours

Explores the various techniques of argumentation. This course presents flaws in arguments, such as frauds, deceptions, and logical errors.

HUM2212 The Art of Creativity

3 Credit Hours

Provides an introductory, interdisciplinary exploration of creativity to discover the full scope of human potential and to maximize creative resources. Students explore factors that foster creative achievements in a variety of fields, and develop their own innate abilities for thinking and creating more imaginatively and effectively.

HUM2220 Introduction to Philosophy

3 Credit Hours

Introduces philosophy, the art of exploring the broadest questions a human being can ask. These include: What is real? What can we know? How should we live? Among the more specific topics of discussion are the nature of God, the self, causality, the mind, right and wrong, mortality, and the general meaning of existence.

HUM2225 Introduction to Ethics**3 Credit Hours**

Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.

HUM2228 Histories, Mysteries, and Scandals in 20th Century America**3 Credit Hours**

Explores historical, mysterious, and scandalous events that reflected political, social, cultural, and economic developments in America throughout the 20th century. Topics include the prohibition of alcohol, the stock market crash of 1929, the refusal of Rosa Parks to give up her bus seat, and infamous assassinations.

HUM2245 Medicine and the Humanities**3 Credit Hours**

Explores literature, history, philosophy, visual art, and the social sciences and their application to medical education and practice. This course uses an interdisciplinary approach to examine the power of the humanities to develop skills of observation, analysis, empathy, and self-reflection that are essential for humane medical care.

Prerequisite: ENG2205

HUM2251 The History of American Popular Music**3 Credit Hours**

Traces the development of American popular music from the mid-19th century up to the present. Particular emphasis will be given to the impact of African American culture on jazz, blues, rock, and reggae. The course will conclude with an analysis of hip-hop's globalization and its impact on society.

HUM2270 Special Topics in the Humanities**1 to 3 Credit Hours**

Involves readings and discussions organized around selected topics in the humanities. Topics vary each semester.

HUM2280 Introduction to Drawing**3 Credit Hours**

Offers students the opportunity to use drawing as a means of exploring creativity. Students will learn techniques to portray objects, landscapes, figures, and personal interests. Course performance is based on growth, not talent.

HUM3312 World Religions**3 Credit Hours**

Presents the origins, central figures, major teachings, concepts, beliefs, and practices of the major religions of the world such as the indigenous religions, Hinduism, Buddhism, Confucianism, Daoism, Judaism, Christianity, Islam, and contemporary religious movements.

HUM3315 Contemporary U.S. History**3 Credit Hours**

Introduces the major political, social, economic, and technological trends that have shaped the United States since World War II. Students will learn about pivotal events and multi-decade trends, such as the civil rights movement, the shift in economies, the Cold War, and the position of the United States as a world power.

HUM3325 Feminist Thought**3 Credit Hours**

Introduces the writings of contemporary feminist theorists that explore issues of gender identity, reproduction, ethnicity, and acculturation. Students analyze works at the theoretical level and their application to contemporary concerns, such as the role of women in the family, community, workforce, and political arena.

HUM3330 Art of the Americas**3 Credit Hours**

Explores pre-colonial times through the mid-20th century to provide a comprehensive view of the visual arts in America and the ideas and forces affecting them. This course takes a broad and inclusive approach to the variety and richness of American art, including work by previously marginalized groups.

HUM3355 Social Justice Philosophies**3 Credit Hours**

Explores western philosophies for justice in a society. Students explore debates from the courts of ancient Athens to the streets of present day America to philosophically question how a society is arranged, opportunities for change, the distribution of wealth/power, and how morality is assessed.

Prerequisite: HUM2225

HUM3360 Law and the Humanities**3 Credit Hours**

Examines the treatment of legal themes in literature, music, film, and other visual arts to consider the relationship between the humanities and the law. Students explore the ways that the humanities utilize different perspectives and aesthetic styles to discuss such legal themes as morality, justice, equality, and authority.

Prerequisite: ENG2205

HUM4470 Special Topics in the Humanities**1 to 3 Credit Hours**

Special topics in the Humanities are studied in depth at an advanced level.

Prerequisite: Any 200-level course in the Humanities

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the
complete catalog.

Student Handbook

Mathematics

MAT2211 College Algebra

3 Credit Hours

Introduces students to solving problems by using geometric and algebraic approaches and appropriate technology. Topics include the Cartesian coordinate system, linear equations, absolute value, rational and exponential functions, systems of linear equations, linear inequalities, logarithms, and polynomials.

Prerequisite: CSK85 or placement-based score

MAT2212 Quantitative Methods

3 Credit Hours

Introduces students to the personal use of mathematics and the applications for various business disciplines. This course will explore the business applications of linear functions, quadratics functions, and systems of linear equations. Emphasis will be placed on the use of Excel to solve real-world business problems.

Prerequisite: CSK85 or placement-based score

MAT2215 Statistics I

3 Credit Hours

Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.

MAT2216 Statistics II

3 Credit Hours

Continues the course content presented in Statistics I. Topics include sample hypothesis tests, sample inferences, F-tests, chi-square tests, linear correlation, and linear regression.

Prerequisite: MAT2215

MAT2270 Special Topics in Mathematics

1 to 3 Credit Hours

Involves reading and discussions organized around selected topics in mathematics. Topics will vary each semester.

MAT3301 Discrete Mathematics

3 Credit Hours

Covers mathematical topics most directly related to the fields of information technology management and/or computer science. Topics include logic, relations, functions, basic set theory, graph theory, combinatorics, recursive functions, and Boolean algebra.

Prerequisite: MAT2211

MAT4470 Special Topics in Mathematics

1 to 3 Credit Hours

Special topics in Mathematics are studied in depth at an advanced level.

Prerequisite: Any 200-level course in Mathematics

**Berkeley College
Overview****Academic Programs****Academic Policies
and Procedures****Admissions and
Finances****Administration,
Faculty, and Staff****Contact Us****Get a PDF of the
complete catalog.****Student Handbook**

Prior Learning Assessment

PLA1100 Prior Learning Theory and Practice**3 Credit Hours**

PLA1100 is an accelerated online course that will help students identify areas of learning they may want to have evaluated for college-level equivalency. The course will also guide students through the preparation and compilation of all components required for the evaluation of a portfolio of prior learning through LearningCounts.org.

Prerequisites: ENG1105 and ENG2205

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

Sciences

SCI1100 Anatomy and Physiology I

3 Credit Hours

Study of the structure, function, and pathology (disease) of the human body. Students are introduced to various body systems including the musculoskeletal, digestive, nervous, and integumentary, as well as the special senses.

SCI1110 Anatomy and Physiology Laboratory I

1 Credit Hours

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: SCI1100

SCI1120 Human Biology

3 Credit Hours

Study of the structure and function of the human body. Students are introduced to the various body systems, including the integumentary, skeletal, muscular, nervous, special senses, endocrine, respiratory, digestive, urinary, reproductive, hematological/immunological, and cardiovascular. Course includes definitions, terminology, chemical basis of life, and energy, as well as microbiology.

SCI2100 Anatomy and Physiology II

3 Credit Hours

Study of the structure, function, and pathology (disease) of the human body. Students are introduced to various body systems including the cardiovascular, respiratory, urinary, endocrine, lymphatic, and reproductive systems.

Prerequisite: SCI1100

SCI2110 Anatomy and Physiology Laboratory II

1 Credit Hours

Continues the study of human anatomy and physiology through laboratory exploration. Laboratory activities coincide with lectures to enhance understanding of each topic by providing visual and hands-on experiments for the concepts learned in the lecture. Laboratory sessions include microscopy, dissections, and elementary physiological experiments. Among the topics covered are the cardiovascular, respiratory, urinary, endocrine, lymphatic, and reproductive systems.

Prerequisite: SCI1110

Corequisite: SCI2100

SCI2215 Life Sciences

6 Credit Hours

Students are introduced to the various body systems including the integumentary, skeletal, muscular, nervous, sensory, endocrine, respiratory, digestive, urinary, reproductive, hematological/immunological, and cardiovascular. Course includes definitions, terminology, chemical basis of life, and energy as well as microbiology.

SCI2216 Discovering Science

3 Credit Hours

Provides the learner with an appreciation of the general principles of science and relevance to the student's future experiences in life. This course is an interdisciplinary approach to all of the natural sciences and their application to human physical, mental, social, and cultural advancement.

SCI2217 Mind and Body

3 Credit Hours

Introduces the fascinating and often surprising connections between the brain (mind) and the physical self (body). Topics range from the personal experience of spirituality, sexuality, psychology, perception, sensation, disease, diet, and disorders to our more general interactions with environment, medicine, and culture.

SCI2220 Human Sexuality**3 Credit Hours**

Introduces the biological and developmental aspects of human sexuality. Topics include the anatomy and physiology of reproduction, sexual development and behavior, current issues in contraception, artificial insemination, transmission and control of sexual diseases, and gender selection.

SCI2223 The Evolution of Life**3 Credit Hours**

Provides an introduction to the basic processes of human life and evolution.

SCI2228 Microbiology**3 Credit Hours**

The morphology and function of microorganisms, especially viruses and bacteria, are studied. The characteristics of microorganisms, the disease process, and the immune response are discussed.

SCI2230 Forensic Science**3 Credit Hours**

Focuses on the application of science to law. This course introduces students to the field of forensic science through a hands-on approach in its applications to criminal investigations. Students are presented with clear explanations of the techniques, abilities, and limitations of the modern crime laboratory and crime scene.

SCI2235 Health and Fitness**3 Credit Hours**

Provides an introduction to basic health concepts. This course includes an examination of the principles of human health, personal fitness, nutrition, stress, and an overall understanding of wellness. An overview of healthcare in the United States is discussed.

SCI2270 Special Topics in Science**1 to 3 Credit Hours**

Involves readings and discussions of selected topics in science. Topics will vary each semester.

SCI3000 Chemistry for Healthcare Professionals**4 Credit Hours**

An introduction to chemistry, organic chemistry, and biological chemistry for students in nursing and other health science programs. This course expands on foundational knowledge of physiological processes and treatment modalities in human beings. A case study approach will be integrated into the course.

Prerequisite: MAT2211

SCI3301 The Science of Addiction and Obsession**3 Credit Hours**

Explores both the biological and sociocultural components of addiction. This course will compare and contrast addictions that affect every individual regardless of socioeconomic status, race, or gender. Students will learn to assess addiction as a disease mediated by both environmental and genetic factors.

SCI3310 Nutrition for Healthcare Professionals**3 Credit Hours**

An introduction to the basic principles of nutrition and a foundation for wellness. Practical application of essential information and the interrelationships between nutrition, food, and the environment as they impact health status will be explored. Culture/religious beliefs, ethnicity, socio-economic status, and nutritional trends and how they influence the nutritional health of the person will be examined. The nutritional needs associated with obesity and eating disorders, enteral and parenteral nutrition, metabolic and respiratory stress, gastrointestinal disorders, diabetes, cardiovascular disorders, renal disorders, cancer, and HIV/ AIDS across the lifespan will be discussed.

SCI4405 Bioethics**3 Credit Hours**

Explores bioethics, the study of the ethical controversies involved in the practice of medicine. Topics

include euthanasia, abortion, doctor/patient confidentiality, human and animal experimentation, genetic engineering, stem cell research, cloning, and access to healthcare.

SCI4410 Sustainable Solutions**3 Credit Hours**

Incorporates the interconnected concepts of ecology, economy, and ethics to real, practical, workable, sustainable solutions. This course requires the completion of a senior capstone project, including a portfolio and presentation. Students will design a sustainable community, life plan, or business plan with sustainable alternatives.

SCI4470 Special Topics in Science**1 to 3 Credit Hours**

Special topics in Science are studied in depth at an advanced level.

Prerequisite: Any 200-level course in Science

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the
complete catalog.

Student Handbook

Social Sciences

SOC1123 Psychology of Adjustment

3 Credit Hours

Explores the psychological principles involved in coping with the challenges of moving through changes in life stages and life circumstances. Topics include stress management, communication, time management, healthy relationships, positive thinking, conflict management, and balancing home, education, and work.

SOC2205 World Cultures

3 Credit Hours

Introduces cultural anthropology. In order to better understand humanity, the course examines norms, values, and practices of a variety of cultures.

SOC2210 Introduction to Sociology

3 Credit Hours

Introduces the study of sociology. Examines the social institutions that shape and influence the behavior of the individual and groups in society, with emphasis on examining contemporary social problems. Topics include the study of human social life, theories and methods of sociology, and basic sociological concepts.

SOC2215 Introduction to Political Science

3 Credit Hours

Provides an overview of the American political system, the ideas that shaped it, and the conflicts that continue to redefine the relationship between people and political power.

SOC2218 Police and Society

3 Credit Hours

Introduces the history and traditions of American policing. Examines the role of the police in advancing justice in a democratic society. Topics include law enforcement operations and strategies, such as profiling, organizational structure, community affairs, police use of force, and various major concerns in public policy.

SOC2220 Criminology

3 Credit Hours

Introduces the various causes of crime in a free society. This course considers factors such as free will, biology, and other possible causes, such as DNA, nutrition, hormones, and subcultures of violence.

SOC2225 Introduction to Psychology

3 Credit Hours

Survey of the basic principles of psychology and their direct application to the understanding of human behavior so as to allow students to gain an understanding and awareness of their own everyday existence. Topics include human development, learning, memory, thinking, intelligence, creativity, motivation, emotion, adjustment, perception, abnormal behavior, and therapy.

SOC2231 Human Relations

3 Credit Hours

Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.

SOC2232 Social Psychology

3 Credit Hours

Examines social psychology, the study of thoughts, feelings, and behaviors in social situations. Emphasis

is placed on how psychological factors like intention and consciousness influence social interactions. Topics include culture and gender, leadership, attraction, intimacy, prejudice, and conformity.

SOC2270 Special Topics in the Social Sciences**1 to 3 Credit Hours**

Involves readings and discussions organized around selected topics in the social sciences. Topics will vary each semester.

SOC3305 Marriage and Family**3 Credit Hours**

Explores the traditional and changing family as a social institution with multicultural and crosscultural differences. Family roles and patterns are examined with emphasis on the forms they assume in different cultures and subcultures, including ethnic and class variations.

SOC3310 Intercultural Communication**3 Credit Hours**

Introduces the various cultural influences on communication. Emphasizes the obstacles and portals to effective communication. Students study the communication styles of different cultural groups and learn to apply cultural perspectives to their daily interactions in business and in their private lives.

SOC3320 Gender, Race, and Class**3 Credit Hours**

Explores relationships between race, gender, and class. This course examines reality in the determination of socioeconomic mobility and analyzes the perceived role of race and gender in American society.

SOC3350 Psychology of Design**3 Credit Hours**

Introduces the role and value of design in our lives. We create the environments in which we live and are greatly influenced by them. Our choices are often an unconscious desire to express or validate certain personal and social identities. In this course, students think, experience, research, discuss, and create.

SOC3360 Law and Society**3 Credit Hours**

Introduces students to basic concepts in law and examines the impact that major court decisions have on culture and subculture. Students will explore how the law ultimately shapes conduct, ideals, and justice in American society, as well as how the law shapes the everyday lives of its citizens.

SOC4415 Global Social Change**3 Credit Hours**

Explores global trends that have impacted all societies. This course emphasizes developing nations experiencing extensive technological and social change. In this course, the effects of global change on cultures are discussed, as well as the impact of international social and economic development on traditional societies.

SOC4422 Forensic Psychology**3 Credit Hours**

Bridges psychology and law through examining a broad array of subtopics such as criminal behavior, juvenile delinquency, serial killers, profiling, victimology, legal psychology, sex offenders, and correctional psychology. Students will review research methods and case studies to enhance their understanding of this discipline.

SOC4425 Abnormal Psychology**3 Credit Hours**

Examines the criteria used to define abnormal behavior in specific cultural and historical contexts. Students gain an understanding of experiential and therapeutic responses to mental illness and a basic knowledge of the medical model as it applies to the diagnosis and treatment of psychological disorders.

SOC4470 Special Topics in the Social Sciences**1 to 3 Credit Hours**

Special topics in the Social Sciences are studied in depth at an advanced level.
Prerequisite: Any 200-level course in the Social Sciences

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School of Professional Studies Courses

[Berkeley College Overview](#)

[Academic Programs](#)

[Academic Policies and Procedures](#)

[Admissions and Finances](#)

[Administration, Faculty, and Staff](#)

[Contact Us](#)

- [Design Management](#)
- [Graphic Design](#)
- [Interior Design](#)
- [Justice Studies](#)
- [Legal Studies](#)
- [National Security](#)



[Get a PDF of the complete catalog.](#)

[Student Handbook](#)

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Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the
complete catalog.

Student Handbook

Design Management

DES3310 Design Management I

3 Credit Hours

Introduces Design Management concepts. This course covers the major principles of successful management of the people, projects, processes, and procedures behind the design of our everyday products, services, environments, and experiences.

Prerequisite: GRD2234 or INT2250

DES3350 Design Management II: Managing Creative Organizations

3 Credit Hours

Continues the introduction of Design Management concepts through the lens of design business strategy. This course covers three main foundation components in the design industry: balancing creativity (positioning, brand development), profitability (business finance), and leadership (team management).

Prerequisite: DES3310

DES3390 Contract Administration

3 Credit Hours

Outlines the essential business activities and relationships between the designer, owners, and contractors/subcontractors during the phases of a project. Students learn methods and procedures for managing the competitive bid process, actual construction, FF&E procurement and installation, and post-occupancy reporting.

Prerequisite: DES3350

DES4400 Design Management III: Project Management

3 Credit Hours

Provides an overview of project management concepts related to the various phases of an interior design project. This course examines the application of project management concepts from project initiation through post-occupancy and close-out.

Prerequisite: DES3350

DES4410 Career Management

3 Credit Hours

Explores job requirements, development opportunities, and strategies for successful career management. This course covers resume writing, interviewing, and the importance of professionalism. Students prepare the documents needed to pursue job opportunities in interior design, including a professional design portfolio.

Prerequisite: DES3350

DES4461 Design Management IV: Capstone

3 Credit Hours

Provides a capstone learning experience. Students develop a comprehensive interior design project proposal/management plan incorporating all the skills and knowledge developed throughout their course of study in design management.

Prerequisite: DES4400

DES4483 Internship

3 Credit Hours

Provides a field-based internship experience. Students work for an interior design/architecture firm under the direction of a mentor who provides necessary guidance to meet job requirements and develop career/professional skills. Students meet with an instructor each week to assess/evaluate their programs.

Prerequisite: Departmental permission

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2016–2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the
complete catalog.

Student Handbook

Graphic Design

GRD1100 Graphic Design Principles I

3 Credit Hours

Introduces two-dimensional design and color theory and their relational aspects. This course explores the elements and principles of design, color, and light in the creative process. Students learn about the design process, from concept to completion, and explore the fundamentals of Adobe Illustrator.

GRD1105 Painting I

3 Credit Hours

Approaches two-dimensional theory through the freeform and experiential painterly process. Students recreate and build on elements of design in a painterly manner through their own work. Subject matters range from the traditional painting genre of still life, interiors, and the figure, to the abstract.

GRD1120 3D Design and Modeling

3 Credit Hours

Introduces the principles and applications of design as it relates to the synthesis of three-dimensional form, space, light, shadow, relief, and motion. The relationship of material and form and its application to packaging are explored. Subjects range from man-made geometric forms to architecture and nature.

GRD1130 Digital Page Layout

3 Credit Hours

Explores the integration of type and images in digital page layouts and multiple-page projects. This course emphasizes the application of industry standard software for both print and digital output.

Prerequisite: GRD1100

GRD1170 Drawing I

3 Credit Hours

Develops drawing skills for graphic design and the visual arts. Includes genres of fine art such as observation of the human figure in composition. Drawings will include three-dimensional objects, perspective, still life, and the landscape.

GRD1190 Typography 1

3 Credit Hours

Introduces the history, physical attributes, family classification, terminology, and structural aspects of type. Students explore typography as a medium that conveys aesthetic, emotional, and intellectual meaning. Students create effective marketing materials by incorporating type as an integrated and active element.

Prerequisite: GRD1100

GRD2200 Graphic Design Principles II

3 Credit Hours

Integrates the skills acquired in Graphic Design Principles I, incorporating typography and graphics to create effective communications design from concept through completion, utilizing industry-standard software.

Prerequisites: GRD1110, GRD1190

GRD2210 Graphic Design in Visual Culture

3 Credit Hours

Traces the development of visual communication from the first cave paintings to present-day digital marketing. This course examines how cultural and technological developments have affected our viewpoints of the relationship, and use of images and typography.

GRD2226 Professional Development Seminar

3 Credit Hours

Investigates career-development opportunities and strategies. This course focuses on entry-level job requirements and career research. Students learn resume writing and interviewing skills. Emphasis is placed on creating conceptual approaches for communicating ideas visually and project development and management.

GRD2230 Digital Photography and Creative Media**3 Credit Hours**

Introduces the basic concepts, terminology, and applications of digital photography. This course explores the creative transformation of images for effective visual communication. Students develop critical thinking and technical skills needed to use photography in their work as designers.

Prerequisite: GRD1100

GRD2233 Web Design I**3 Credit Hours**

Explores the role of artists and designers in the web environment. Students are introduced to the concepts, process, and applications of programming code for creating and styling web pages, and preparing images and graphics for the web environment.

GRD2234 Web Design II**3 Credit Hours**

Develops the skills acquired in Web Design I. Students continue learning programming code with an emphasis on interaction design, user-interface design, and front-end development.

Prerequisite: GRD2233

GRD2235 Web Design III**3 Credit Hours**

Develops the skills acquired in Web Design II. Students explore design for both web and mobile apps incorporating multimedia, video, audio, and responsive design. Prototype development and testing are explored.

Prerequisite: GRD2234

GRD2290 Typography II**3 Credit Hours**

Develops the skills acquired in Typography I. Projects incorporate type as a decorative element to produce creative marketable design results. Principles of selecting typeface, use of grids, and basic layout designs and formats are addressed.

Prerequisite: GRD1190

GRD3320 Graphic Design Principles III and Game Development**3 Credit Hours**

Integrates the skills acquired in the foundation courses and conceptual abilities developed in Graphic Design Principles II. Emphasis is on developing design thinking and building visual problem-solving skills. Students are introduced to Motion Graphics and Game Design Graphics.

Prerequisite: GRD2200

GRD3330 Digital Filmmaking**3 Credit Hours**

Develops the skills acquired in Digital Photography and Creative Media. This course includes advanced digital imaging techniques and introduces students to a wide range of styles in contemporary photography as well as video.

Prerequisite: GRD2230

GRD3360 Packaging Design I**3 Credit Hours**

Incorporates the history, purpose, types, materials, environmental considerations, symbols, labels, and security measures of packaging. Students study packaging as a new-product development process, explore graphic design for marketing options, and produce models with industry standard specifications sheets.

Prerequisite: GRD2200

GRD3395 Branding and Information Design**3 Credit Hours**

Explores various processes and the translation of information in a visual format for data visualization in

current media. Marketing trends and strategies are explored in the development of creative solutions to design problems. Students create functional design solutions for identity systems across multiple points of contact.

Prerequisite: GRD2200

GRD4400 Animation Foundations

3 Credit Hours

Explores the foundation of animation, including the basic concepts of animation and what makes things move. This course covers X, Y, and Z planes; keyframes; animation paths; hierarchies; pivots and rotation; and the importance of timing.

Prerequisite: GRD2230

GRD4410 Publication Design

3 Credit Hours

Explores publication design procedures and techniques, from planning to production. Students research and analyze graphic design in multi-page publications and create their own multi-page publication designs. This course covers procedures and techniques for the successful printing of projects.

Prerequisite: GRD1130

GRD4415 UI/UX Design

3 Credit Hours

Explores aspects of user interface design engineering. The preparation of concepts will utilize the principles of design, typography, color, and problem solving skills. Concepts include wireframes, user testing, personas, scenarios and storyboards, applied to front-end and back-end web and app development.

Prerequisite: GRD2235

GRD4420 Game Design

3 Credit Hours

Introduces the theory and practice of game creation and design for interactive home entertainment, arcade games, education, and multiplayer online environments. Students study the history, genres, technology, organization, psychology, and story of games. Students will then gain mastery over the Unity 3d engine.

Prerequisite: GRD2200

GRD4460 Capstone Project

3 Credit Hours

Requires students to utilize cumulative skills acquired in advanced course studies to work on an individual research project for their portfolio with the help of a faculty mentor. This course is taken in a student's senior year.

Prerequisite: GRD3360

GRD4470 Special Topics in Graphic Design

1 to 3 Credit Hours

Focuses in depth on a particular period area of interest within graphic design to further develop conceptual and technical skills and create professional work for portfolio development.

Prerequisite: GRD3320

GRD4481 Portfolio

3 Credit Hours

Provides a studio and critique workshop. Students edit, create, add, highlight, and refine projects to meet industry standards and promote individual graphic design skills in their specialized area. This course is taken in a student's senior year.

Prerequisite: GRD3395

GRD4483 Internship

3 Credit Hours

Provides a field-based internship experience where students acquire career/professional skills within the graphic design industry. This course is taken during a student's last semester of study.

Prerequisite: Departmental permission

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Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the
complete catalog.

Student Handbook

Interior Design

INT1100 Architectural Visualization

3 Credit Hours

Provides a solid foundation in basic drafting techniques through hands-on instruction in the proper use of drafting materials and tools. Topics include plan, elevation, section, and scale.

INT1110 Sketching and Color Composition

3 Credit Hours

Introduces the development of basic freehand sketches. This course emphasizes quick sketch techniques and rapid visualization. Students learn a variety of drawing media and rendering techniques for visually communicating design concepts.

INT1120 Studio I: Conceptual Design

3 Credit Hours

Introduces the principles and elements of design. This course emphasizes conceptual analysis and problem solution in two- and three-dimensional design. Students examine the psychological and cultural impact of form, space, and volume in making appropriate design decisions.

INT1150 CAD I

3 Credit Hours

Introduces AutoCAD as a drafting tool. Students learn to use CAD to create and edit plans, elevations, and section views of designs for use in design studies and presentations. Students also learn presentation styles, drawing organization, and other techniques used in professional practice.

Prerequisite: INT1100

INT1160 Studio II: Space Planning

3 Credit Hours

Introduces space planning with an emphasis upon conceptual analysis. Students learn space planning and furniture arrangement from a functional and aesthetic viewpoint. This course addresses the major parameters of interior design, including human factors, ADA, and universal design as well as design theory.

Prerequisite: INT1120

INT1170 History of Architecture and Interior Design I

3 Credit Hours

Surveys the history of architecture and interior design from the earliest civilizations through the late 18th century. The material will be presented chronologically, and various themes in the development of interior design will be traced throughout the period covered. Influence and originality in a design context will be examined.

INT2200 CAD II

3 Credit Hours

Instructs students in the use of Rhinoceros 5.0, Vray, and 3dsmax to create, manipulate, and render three-dimensional views of interior spaces. Students master modeling, materials, and lighting to develop striking renderings of their design solutions.

Prerequisite: INT1150

INT2220 Studio III: Residential I

3 Credit Hours

Introduces the study of residential environments and the planning of interior spaces. This course emphasizes the design process from initial client contact/programming through final design. Topics include space planning/presentation skills, review of human factors, and the needs of clients and the public.

Prerequisite: INT1160

INT2230 Materials, Textiles, and Finishes**3 Credit Hours**

Explores the appropriate selection, application, and installation of materials and finishes used in the interior environment. This course emphasizes the basic materials, manufacturing, and specification processes and characteristics of goods specified by the interior designer.

Prerequisite: INT1150

INT2240 History of Architecture and Interior Design II**3 Credit Hours**

Provides a survey of the history of architecture and interior design from the 19th century to the present. Course material will be presented chronologically and various themes in the development of interior design will be traced throughout the period covered. Influence and originality in a design context will be examined.

Prerequisite: INT1170

INT2250 Studio IV: Commercial I**3 Credit Hours**

Presents the fundamentals of commercial design through lectures, discussions, readings, and studio projects. This course provides an introduction and expert guidance on practical, aesthetic, and social issues involved in designing non-residential interiors.

Prerequisite: INT2220

INT2260 Architectural Construction and Methods I**3 Credit Hours**

Studies the relationship between Interior Design and Architectural systems. Topics include construction methods and materials. This course covers foundation, floor and wall systems; construction techniques and building materials; and elements of site analysis, regulatory factors and zoning ordinances.

Prerequisite: INT2230

INT2290 Lighting**3 Credit Hours**

Introduces the student to the basic principles of lighting design. This will include technical, sustainable, and creative aspects of producing reflected ceiling plans and integrating light into the fabric of architecture. This course also covers the design and model making process of light fixtures.

Prerequisite: INT1150

INT2293 Internship**3 Credit Hours**

Provides a field-based internship experience. Students work for an interior design/architecture firm under the direction of a mentor, who provides necessary guidance/direction to meet job requirements. Student interns meet/communicate weekly with a faculty instructor to assess/evaluate their programs.

Prerequisite: Departmental permission

INT3310 Building Codes and Regulations**3 Credit Hours**

Provides students with an overall understanding of codes, standards, and federal regulations with an emphasis on interior projects. This course utilizes real-life design examples to explain how specific codes and standards apply to a variety of building and project types.

Prerequisite: INT2260

INT3330 Studio V: Residential II**3 Credit Hours**

Develops advanced residential design concepts and skills with emphasis placed upon historical precedents, functionalism, energy efficiency, space planning, materials, and the latest technology in equipment and fixtures.

Prerequisite: INT2220

INT3340 Sustainable Design**3 Credit Hours**

Presents the fundamentals of sustainable design and its critical role in the design process. This course provides an understanding of green building philosophies, assessment tools, materials and methods, and design strategies for incorporating sustainable principles and materials into design projects.

Prerequisite: INT2250

INT3350 Architectural Construction and Methods II

3 Credit Hours

Builds on the concepts presented in Architectural Construction and Methods I. Students are introduced to the various components and systems used in the construction and assembly of buildings. Types, differences, and features of interior environmental systems as well as traffic circulation systems are discussed.

Prerequisite: INT2260

INT3360 Studio VI: Commercial II

3 Credit Hours

Focuses on design strategies and treatments for user populations and project types that have special needs. Students complete advanced level commercial design studio projects. This course explores practical, aesthetic, and social issues involved in designing non-residential interiors with a focus on special need user populations.

Prerequisite: INT2250

INT3370 CAD III: Working Drawings

3 Credit Hours

Teaches students to create industry standard construction drawings used by the trade to build and renovate spaces. Symbols, graphic notations, sections, details, and schedules are taught to be used in the proper representation of their designs as legal documents for construction.

Prerequisite: INT3350

INT3380 Furniture Design

3 Credit Hours

Focuses on the design concepts, functionality, materials, and construction documents to build furniture. The creative process of furniture design is covered through the studio projects assigned. Anthropometric and ergonomics are covered in depth.

Prerequisites: INT2200, INT2260

INT4400 Studio VII: Special Topics

3 Credit Hours

Focuses on current areas of special interest in Interior Design. This course allows students to explore and research in detail carefully chosen projects while working in groups and individually. These projects will focus on selected real-world design competitions.

Prerequisite: INT3360

INT4410 Career Management

3 Credit Hours

Explores job requirements, development opportunities, and strategies for successful career management. This course covers resume writing, interviewing, and the importance of professionalism. Students prepare documents needed to pursue job opportunities in interior design, including a professional design portfolio.

Prerequisite: INT3330

INT4420 Capstone: Research and Program

3 Credit Hours

Provides instruction in individual design program development, including project and site selection. This course is the first of two capstone courses. The approved program developed in this course will be used as the basis of design for continuation of the project in INT4460 Studio VIII: Capstone Project.

Prerequisite: INT3360

INT4430 Professional Practice

3 Credit Hours

Introduces the professional practices of the interior design profession. This course emphasizes professional ethics, contracts, design fees, budgets, project management, marketing, and client/contractor/designer/trade relationships.

Prerequisite: INT3360

INT4460 Studio VIII: Capstone Project

3 Credit Hours

Continues the research and design of the interior design project based upon the building type approved in INT4430 Capstone: Research and Program course. Students apply all the skills and knowledge developed throughout their course of study in interior design.

Prerequisite: INT4420

INT4483 Internship

3 Credit Hours

Provides a field-based internship experience. Students work for an interior design/architecture firm under the direction of a mentor, who provides necessary guidance/direction to meet job requirements. Student interns meet/communicate weekly with a faculty instructor to assess/evaluate their programs.

Prerequisite: Departmental permission

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the
complete catalog.

Student Handbook

Justice Studies

JUS1100 Introduction to Justice Studies

3 Credit Hours

Introduces the major institutions of justice in society. Topics include justice in a free society, the police, courts, correctional services, the balance of individual rights and public order, law and public policy, and factors affecting the future of the justice system.

JUS1110 Communication Skills for Criminal Justice Professionals

3 Credit Hours

Examines the nature and importance of communication within the criminal justice system. Students develop report-writing skills and an understanding of the impact report writing has on the investigation and prosecution of crime, as well as on the administration of justice.

JUS2201 Criminal Procedure

3 Credit Hours

Introduces the methods and body of rules by which criminal law functions in a free society. Topics include the collection and handling of evidence in a crime, police procedure in regard to search and seizure, emergency police searches, vehicle searches, confessions, and arrest and interrogation procedures.

Prerequisite: JUS1100

JUS2205 Criminal Law

3 Credit Hours

Introduces the study of criminal law. Students will learn about general categories of criminal law (felonies and misdemeanors) and the various defenses to criminal charges (alibi, justification, excuse, conspiracy, and legal insanity).

Prerequisite: JUS1100

JUS2210 Community Relations and the Police

3 Credit Hours

Introduces the history of community relations and the police. This course explores public relations programs and strategies.

Prerequisite: JUS1100

JUS2220 Justice and the Media

3 Credit Hours

Introduces the relationship between the media and the justice system. Topics include freedom of the press, the individual's right to privacy, the Freedom of Information Act, sensationalism in the media in regards to crime, and the role of the media in crime-solving and law enforcement.

Prerequisite: JUS1100

JUS2225 Criminal Investigations

3 Credit Hours

Introduces criminal investigation procedures. This course explores the historical development of criminal investigations; how investigation processes relate to the various functions of law enforcement; the collection, organization and preservation of evidence; and the constitutional limitations of criminal investigation.

Prerequisite: JUS1100

JUS2235 Juvenile Justice

3 Credit Hours

Examines the factors that contribute to juvenile delinquency, and ways in which the American juvenile justice system responds to youthful offenders. Students examine societal shifts between punitive and therapeutic approaches to delinquency and the merits of various formal and informal treatment options.

Prerequisite: JUS1100

JUS2240 Justice and the Judiciary

3 Credit Hours

Introduces the history, structure and procedures of the state and federal judicial systems. Topics include the roles and responsibilities of the district attorney, the defense attorney, the bailiff, the judge, the jury, and the expert witness in determining guilt or innocence. Pretrial activities are also discussed.

Prerequisite: JUS1100

JUS2255 Computer Applications in Criminal Justice

3 Credit Hours

Introduces essential criminal justice information systems. Students gain hands-on experience with computer applications widely used in police and correctional settings. Topics include criminal tracking databases, crime mapping software, crime analysis, crime patterns, and real time crime data utilized in law enforcement.

Prerequisite: JUS1100

JUS2260 Contemporary Issues in Justice Studies

3 Credit Hours

Focuses on social issues such as violence, abuse, racial and ethnic relations, racism, concentrated poverty, joblessness, terrorism, and suicide, and explores how these issues impact justice in the United States.

Prerequisite: JUS1100

JUS2270 Special Topics in Justice Studies

1 to 3 Credit Hours

Changes depending on the instructor's selected topic.

Prerequisite: JUS1100

JUS2293 Internship

3 Credit Hours

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisite: Departmental permission

JUS3301 Police Administration and Management

3 Credit Hours

Examines the management practices and organizational designs in American policing. Topics include leadership and leadership development, law enforcement and politics, CompStat, organizational development, and human resources.

Prerequisites: JUS1100, SOC2218

JUS3302 Homeland Security

3 Credit Hours

Introduces the emerging issues of Homeland Security and potential terrorist threats. Course topics include the history of terrorism, the National Security Act, the events of September 11th, and overall public safety challenges.

Prerequisite: JUS1100 or NTS1102

JUS3307 Corrections, Probation, and Parole

3 Credit Hours

Introduces the history and current state of corrections, probation, and parole in the United States. Topics include the roles of corrections, probation, and parole officers; different types of jails and prisons; restorative justice; community-based correctional models; and extra-institutional supervision of convicted offenders.

Prerequisite: JUS1100

JUS3314 Introduction to Intelligence

3 Credit Hours

Considers the intelligence function within the context of the Patriot Act. Topics include the use of informants, issues in police interrogation practices, Miranda warnings, electronic eavesdropping and surveillance, and the civil rights implications of electronic evidence.

Prerequisite: JUS1100 or NTS1102

JUS3315 Terrorism**3 Credit Hours**

Examines the history and causes of terrorism. This course concentrates on the structure and function of major terrorist groups and the response of democratic governments in combating terrorism. Includes an investigation of terrorist activities, legal viewpoints, and media responsibility.

Prerequisite: JUS1100 or NTS1102

JUS4401 Corporate Security Management**3 Credit Hours**

Introduces contemporary security management in the private sector. This course emphasizes the integration of the security function into an organization's operations in order to ensure safety and security, and enhance overall efficiency and profitability.

Prerequisites: JUS1100 or NTS1102

JUS4402 Private Security Management**3 Credit Hours**

Examines security management and the role of management in handling protection and control of facilities, property, and personnel in the private sector. Topics include disaster control, fire safety and prevention, industrial espionage, labor disputes, public disorder, computer security, and coordination with public safety agencies.

Prerequisites: JUS1100 or NTS1102

JUS4403 Cyber Crime**3 Credit Hours**

Introduces the links between computers, crime, and social control. This course includes an analysis of the technological, social, economic, and political context from which cybercrime has emerged. Students consider social and political relations to cybercrime, as well as social policy questions of privacy and freedom on the Internet.

Prerequisites: JUS1100 or NTS1102

JUS4404 White Collar Crime**3 Credit Hours**

Introduces the social and legal dimensions of crimes committed by corporations, as by individuals. Covers the social definition of white collar crime, who commits it, who is harmed by white collar offenses, and how law enforcement and society respond.

Prerequisite: JUS2205

JUS4405 Transportation Security**3 Credit Hours**

Analyzes the security challenges created by economic dependence on public transportation. This course emphasizes the impact of compromised public transportation systems.

Prerequisites: JUS1100 or NTS1102

JUS4406 Research Methods in Criminal Justice**3 Credit Hours**

Examines the process of academic research with particular attention to research designs, data collection, and sampling. This course will address the procedures and methods necessary to conduct a research study in criminal justice. Methodological problems and ethical issues will be considered in detail.

Prerequisites: JUS1100, SOC2220, MAT2215

JUS4407 Global Security**3 Credit Hours**

Introduces various international security concepts such as international terrorism, multi-national military conflict, economic growth and expansion, and the global environment.

Prerequisite: JUS1100 or NTS1102

JUS4470 Special Topics in Criminal Justice**1 to 3 Credit Hours**

Changes depending on the instructor's selected topic.

Prerequisite: JUS1100

JUS4483 Internship

3 Credit Hours

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisite: Departmental permission

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

Legal Studies

LAW1100 Introduction to Law

3 Credit Hours

Introduces the United States legal system. This course examines the structure and administration of the state and federal courts; the function of the trial and appellate courts; the sources of law; the differentiation between procedural and substantive law; and the legal principles of torts, contracts, criminal, civil and property law.

LAW1110 Contract Law

3 Credit Hours

Examines the common law of contracts and the intricacies of the Uniform Commercial Code. The course covers the formation and performance of contracts; the role of the parties and the role of the court; defects in formation of contracts; failure of performance; and the rights and remedies of the parties upon breach.

LAW2200 Professional Responsibilities and Legal Ethics

3 Credit Hours

Introduces students to the defining ethical issues faced by lawyers and the legal community. Topics include access to justice; issues in the attorney-client relationship; and ethics in particular context, such as criminal practice, government and corporate law. Resumes, cover letters and interviewing skills are also covered.

Prerequisite: LAW1100

LAW2210 Legal Research and Writing

3 Credit Hours

Examines legal research and writing. Students locate and identify primary and secondary sources of law using traditional and computer-assisted research techniques, including Lexis, Westlaw, and the Internet. Students use databases to formulate searches, retrieve and display documents, and validate findings.

Prerequisites: LAW1100 or BUS2231

LAW2215 Torts

3 Credit Hours

Provides an introduction to civil wrongs. Topics include negligence, international torts, strict liability, products liability, defamation and toxic torts. Students will examine relevant statutes as well as case law regarding various areas of torts.

Prerequisite: LAW1100

LAW2225 Real Property Law

3 Credit Hours

Explores fundamental topics related to the petition, ownership and transfer of real property interest. Topics will include closings of residential property real estate financing including mortgages and insurance, foreclosure and short sales. Students will relate theory to practice through a simulated real estate closing exercise.

Prerequisite: LAW1100

LAW2230 Civil Litigation

3 Credit Hours

Introduces the rules governing the civil litigation process in both the state and federal civil courts. Topics will include all aspects of civil litigation including preparation of pleadings, discovery methods, motion practice, trial documents, and the appellate process.

Prerequisite: LAW1100

LAW2235 Immigration Law

3 Credit Hours

Introduces United States federal immigration and nationality law. Topics include lawful and unlawful entry and status in the United States; relevant governmental agencies; obtaining nonimmigrant and immigrant status in the U.S.; becoming a lawful permanent residence; and the deportation and removal process.

Prerequisites: JUS1100 or LAW1100

LAW2240 Family Law

3 Credit Hours

Explores the field of Family Law from both a theoretical and practical perspective. Topics include planning for marriage; formation of the marriage through its dissolution; child matters; domestic partnerships; domestic violence considerations, including Orders of Protection; and the role of non-dispute resolution in Family Law.

Prerequisite: LAW1100

LAW2250 Wills, Trusts, and Estates

3 Credit Hours

Involves planning, formation, and administration of property-interest transfer instruments; preparation and execution of estate and trust instruments; testate and intestate probates and estate administrations; handling an elective share; and accounting for income or assets, including federal and state taxation issues.

Prerequisite: LAW1100

LAW2260 Law Firm Communications and Technology

3 Credit Hours

Provides students with the knowledge and practical application of the different technologies and software packages used in the legal industry. In this course, students develop the conceptual, technical, and interpersonal skills required to apply technology to manage information and personnel in an automated law office environment.

Prerequisites: LAW1100, CIS1115

LAW2270 Special Topics in Legal Studies

1 to 3 Credit Hours

Involves readings and discussions around selected topics in legal studies. Topics will vary each semester.

Prerequisite: LAW1100

LAW2293 Internship

3 Credit Hours

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisite: Departmental permission

LAW3310 Alternative Dispute Resolution

3 Credit Hours

Explores the field of Alternative Dispute Resolution (ADR). This course examines the mechanisms utilized to resolve disputes, the advantages and disadvantages of utilizing ADR, and the types and subjects where ADR is commonly employed. Students will engage in role play to demonstrate knowledge of various ADR options.

Prerequisite: LAW1100 or BUS2231

LAW3320 Constitutional Law

3 Credit Hours

Explores U.S. constitutional issues as primarily interpreted by the U.S. Supreme Court. Topics include government structure; separation of powers in the federal and state governments; and individual liberties and civil rights, including First Amendment Freedom of Speech, Assembly, and Religion and Equal Protection Clause.

Prerequisite: LAW1100

LAW 3325 Intellectual Property Law

3 Credit Hours

Addresses each field of law under the umbrella of intellectual property, including trademarks, copyrights, patents, trade secrets, and unfair competition. This course explores methods by which each is created, procedures to register or protect each, duration of rights, protection from infringement, and new developments.

Prerequisite: LAW1100

LAW3330 Employment Law

3 Credit Hours

Covers the basic concepts in federal and state Employment Law. Topics include the hiring process, legal regulation, benefits, employee privacy, expression and association, health and safety, the organization and representation, collective bargaining, termination of employment, wrongful discharge, and retirement.

Prerequisite: LAW1100 or BUS2231

LAW3335 Business Organization and Corporations

3 Credit Hours

Examines individual, partnership, and corporate forms of business organizations. Also studied are the formation, implementation and rules governing operations and decision-making, the duties and liabilities of corporate officers and directors, as well as mergers, acquisitions and dissolution of corporations.

Prerequisite: LAW1100

LAW3340 Law Firm Management and Administration

3 Credit Hours

Provides an overview of the legal industry and the business of law. Topics include: principles of law firm management and supervision; the organizational structure of a law office; law firm hiring practices; human resources; client relations; office procedures; workforce ethics; facilities management; security; and confidentiality.

Prerequisite: LAW1100

LAW4430 Advanced Legal Research, Writing, and Advocacy

3 Credit Hours

Develops and refines the research, analysis, citation and writing skills introduced in Legal Research and Writing. Students will prepare either a complex trial brief or appellate brief, and present oral argument.

Prerequisite: LAW2210

LAW4470 Special Topics in Legal Studies

1 to 3 Credit Hours

Involves readings and discussions around selected topics in legal studies. Topics will vary each semester.

Prerequisite: LAW1100

LAW4483 Internship

3 Credit Hours

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisite: Departmental permission

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

National Security

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.

Prerequisite: NTS1102

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.

Prerequisite: NTS1102

NTS2217 Ethics and Homeland Security

3 Credit Hours

Presents classical ethical theories and explores the ethical implications of war and terrorism in the 21st century. Students analyze controversial issues including torture, bombing of civilians, assassination and targeted killing, and humanitarian intervention. Civil liberties and the Patriot Act will be examined.

Prerequisite: NTS1102

NTS2250 Computer Applications and Technology in National Security

3 Credit Hours

Provides a conceptual overview of the role of computer applications and technology in national security. Topics include technological stakeholders, technology development, the risk of technological proliferation, security and privacy issues in cloud computing, robotics, best practices, and available computer applications.

Prerequisite: NTS1102

NTS3305 Domestic Terrorism and Violent Extremism

3 Credit Hours

Examines bigotry and hate and how they manifest in criminal behavior. Various groups who have been labeled as supporting or engaging in domestic terrorism are studied. Focus is placed on federal/state statutory laws and the dynamics of police, court, and corrections-based responses to hate crimes and domestic terrorism.

Prerequisite: JUS3315

NTS3306 Cryptography and Data Security

3 Credit Hours

Surveys cryptographic concepts and logarithms and their application to data security. Techniques studied will include private key cryptosystems, public key cryptosystems, and hash functions. Commonly used

algorithms will also be studied; these might include DES, 3DES, AES, IDEA, RSA, Diffie-Hellman, MD5, SHA, and DSS.

Prerequisite: NTS2250

NTS3307 Threat and Risk Assessment

3 Credit Hours

Prepares the skills necessary for managers and leaders to conduct a comprehensive, capabilities-based threat and risk assessment for terrorism/all-hazards incidents under the National Response Framework (NRF), National Preparedness Guidelines, and Homeland Security Presidential Directives.

Prerequisite: NTS1102

NTS3308 Systems Security and Auditing

3 Credit Hours

Examines the strategies for deploying and auditing secure systems. IT auditors primarily study systems and networks from the point of view of examining the effectiveness of their technical and procedural controls to minimize risks. Risk analysis and the implementation of best practice control objectives will be studied.

Prerequisite: NTS2250

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.

Prerequisite: 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, and local levels.

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 operation.

Prerequisite: NTS1102

NTS4404 Counterterrorism and Intelligence Analysis

3 Credit Hours

Studies and analyzes counterterrorism, including the evolution of counterterrorism, and the specifics of the typology and anatomy of terrorist operations. This course provides an overview of the intelligence community, collection, analysis, requirements, and dissemination.

Prerequisite: JUS3315

NTS4410 Research Methods in National Security

3 Credit Hours

Teaches students to design and evaluate empirical research in all arenas of national security. This course examines the philosophy of social science and several theoretical approaches used in national security. Students learn the details of social science research design, data collection, and data analysis.

Prerequisites: NTS1102, MAT2215

NTS4483 Internship

3 Credit Hours

Allows students to work in a position related to their course of study. Typical responsibilities include writing, researching, compiling data, and administrative projects. Students integrate skills and knowledge learned in their academic experiences and participate in focused online discussions and projects.

Prerequisite: Departmental permission



Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

College Skills Courses

CSK75 Foundations of Critical Reading

3 Credit Hours

Provides students with the foundation needed for academic and reflective reading, critical thinking, and response writing. This course focuses on the reading process. Students develop reading skills that will benefit them in both academic and workplace settings.

CSK77 Foundations of Critical Writing

3 Credit Hours

Provides students with the foundation needed for academic and reflective writing. This course covers the writing process, grammar, essay development, and basic research. Students explore writing styles, including argument/persuasion, illustration/example/description, comparison/contrast, and narration.

CSK80 Foundations of Learning

3 Credit Hours

Examines the application of basic concepts of cognitive psychology. Students develop positive coping skills and learning strategies that promote optimal learning and functioning, in both college and the professional workplace. Topics include time management, learning styles, test-taking/study skills, and communication skills.

CSK85 Transitional Mathematics

3 Credit Hours

Prepares students for courses that require an understanding of basic arithmetic and algebra. This course emphasizes the use of quantitative processes to explain the meaning and application of arithmetic operations, integers, graphs/charts/tables, descriptive statistics, linear equations and the coordinate system.

Employment, Retention, and Graduation Rates

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

Employment Rates

Approximately eighty-one percent of New Jersey degree graduates, seventy-seven percent of New York degree graduates, and seventy-five percent of New Jersey certificate graduates who graduated during the academic year ending June 30, 2015 were employed in positions related to their programs of study by December 31, 2015.

Overall, approximately ninety-six percent of New Jersey degree graduates, ninety-four percent of New York degree graduates, and eighty-three percent of New Jersey certificate graduates who graduated during the academic year ending in June 30, 2015 were employed in some full-time position by December 31, 2015

Except for the Surgical Technology Associate's degree, Medical Assistant certificate, and Practical Nurse certificate program statistics noted below, employment rates of graduates are calculated based on communications between graduates and Career Services staff. Those percentages include all graduates who were employed full time within one hundred eighty days after graduation. The numbers include graduates who have found employment through direct referrals provided by Career Services; students whose Berkeley College internships have led to full-time employment; students who have found employment on their own, including many who have benefitted from coaching and resume assistance offered by Career Services; and students who have remained in positions they held prior to enrolling at Berkeley.

Relationships between occupations and programs of study are determined using a "crosswalk" between Classification of Instructional Programs published by the National Center for Education Statistics (CIP) and the Standard Occupational Classification system (SOC) administered by the Bureau of Labor Statistics. More information about the crosswalk may be found at <https://www.onetonline.org>. Graduates who decline placement assistance from the College and those who cannot be contacted or choose not to provide information are not reflected in the calculations. Reasons for declining placement assistance may include a lack of U.S. work authorization for international students, relocation, continuing education, military service, and medical or other personal issues and preferences.

Bachelor of Fine Arts ("B.F.A."), Interior Design: In connection with an application for accreditation with the Council for Interior Design Accreditation (CIDA), Berkeley College collects and publishes Interior Design B.F.A. student achievement information (including student retention rates, graduation rates, acceptance into graduate programs, and employment rates) in accordance with the methodology prescribed by CIDA. To view the student achievement information, visit the [B.F.A., Interior Design program page](#).

In addition to the composite rates described above, Berkeley College also calculates employment rates for the Surgical Technology Associate's degree, Medical Assistant certificate, and Practical Nurse certificate programs. These rates are calculated using the methodologies and timeframes required by the accreditation organization or state board.

Surgical Technology Associate's in Applied Science Degree: Berkeley College collects and annually reports employment rates for Surgical Technology degree program graduates as required by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting ("ARC/STSA"). For the academic year August 1, 2013 to July 31, 2014, the "positive placement" rate was 87%. ARC/STSA defines a "positive placement" to include graduates who are employed as a Surgical Technologist within one year of graduation, continuing their education and/or serving in the military. Graduates who are not employed for reasons that may include a lack of U.S. work authorization, relocation, and medical or other personal issues are considered "not working" for purposes of this annual report.

Medical Assistant Certificate: Berkeley College collects and annually reports employment rates for Medical Assistant certificate program graduates as required by the Medical Assistant Education Review Board ("MAERB"). The MAERB defines a "positive placement" to include graduates who are employed as a Medical Assistant, employed in a related field, continuing their education, and/or serving in the military. MAERB defines a "related field" as one in which the individual is using cognitive, psychomotor, and affective competencies acquired in the education program. A "related field" could include receptionist and other administrative positions within a physician's office or other healthcare facility. The "positive placement" rate for students admitted into this program during the 2014 calendar year was 64.58%. Graduates who are not employed for reasons that may include a lack of U.S. work authorization, relocation, and medical or other personal issues are considered "not working" for purposes of this annual report.

Practical Nurse Certificate: Berkeley College collects and annually reports on employment rates for Practical Nurse certificate program graduates as required by the New Jersey Board of Nursing. For the reporting period beginning September 1, 2014 and ending August 31, 2015, 43.6% of graduates found employment as Licensed Practical Nurses within nine months after graduation.

Graduate and Professional Education

Federal law requires colleges to make available information regarding the types of graduate and professional education in which graduates of the institution's four-year degree programs enroll.

In communications between graduates and Career Services staff, students graduating from Berkeley College with Bachelor's degrees in 2014 and 2015 have reported pursuing the following: (i) Master of Business Administration degrees (concentration not specified); (ii) Master of Business Administration degree in Financial Management, Human Resources, Pharmaceutical Management, and Public Administration; (iii) Juris Doctor degree; (iv) Master of Science degree in Human Resource Management, Applied Psychology, Digital Forensics & Cyber Investigations, and

General Business; (v) Master of Arts degree in Human Resource Development, Police Graduate Studies, Criminal Justice, and Human Resource Management; (vi) Master's degree in International Business, Criminal Justice, Social Work, and Marketing; (vii) Master of Public Administration; and (viii) Certified Alcohol and Drug Counselor Graduate Certificate.

First-to-Second Year Retention Rates

The retention rate is a measure at which students persist in their educational program at an institution. For Berkeley College, this is the percentage of first-time Bachelor's (or equivalent) degree-seeking undergraduates from the previous fall who are again enrolled in the current fall.

The retention rate, as reported to the Integrated Postsecondary Education Data System ("IPEDS"), for first-time, full-time ("FTFT") freshman Bachelor's degree-seeking students who enrolled in fall 2014 and continued their enrollment in fall 2015 was sixty-three percent for New Jersey students and fifty-eight percent for New York students. The retention rate for first-time, part-time freshman Bachelor's degree-seeking students who enrolled in fall 2014 and continued their enrollment in fall 2015 was thirty-eight percent for New Jersey students and forty-two percent for New York students.

Among FTFT freshman Associate's degree-seeking students enrolled in fall 2014, fifty-five percent of the New Jersey students and fifty-five percent of the New York students continued their enrollment in fall 2015. Among FTFT freshman certificate-seeking students enrolled in fall 2014, sixty-seven percent of New Jersey students either graduated or continued their enrollment in fall 2015.

Graduation Rates

Federal law requires colleges that participate in certain financial aid programs to report the percentage of first-time degree or certificate-seeking students who successfully completed those programs within one and a half times the "normal time" (for example, that would be six years for a Bachelor's degree program or three years for an Associate's degree program). These rates do not include part-time students or students who previously attended another post-secondary institution.

Overall

The overall graduation rate, as reported to IPEDS, for FTFT degree-seeking undergraduate students who entered in fall 2009 and successfully completed their programs within 150% of "normal time" was twenty-seven percent for New Jersey students and twenty-eight percent for New York students.

Bachelor's Degree Programs

The graduation rate, as reported to IPEDS, for FTFT freshman Bachelor's degree-seeking students who entered in fall 2009 and successfully completed their programs by August 2015 was twenty-six percent for New Jersey students and twenty-eight percent for New York students.

Additional information is available on the College Navigator:

New York: <http://nces.ed.gov/collegenavigator/?q=berkeley+college&s=all&id=189228>

New Jersey: <http://nces.ed.gov/collegenavigator/?q=berkeley+college&s=all&id=183789>

Associate's Degree and Certificate Programs

The graduation rate, as reported to the New York State Education Department, for FTFT Associate's freshman degree-seeking students who entered in fall 2012 and successfully completed their programs by August 2015 was twenty-five percent for New York students.

Among FTFT freshman associate's degree-seeking students who entered in fall 2012, thirty-five percent of New Jersey students successfully completed their programs by August 2015. Among FTFT freshman certificate-seeking students who entered in fall 2013, sixty percent of New Jersey students successfully completed their programs at Berkeley College and graduated by summer 2016.

For information about graduation rates broken down by gender, ethnicity, and Pell grant recipients, [click here](#).

Academic Policies and Procedures

**Berkeley College
Overview**

Academic Programs

**Academic Policies
and Procedures**

**Admissions and
Finances**

**Administration,
Faculty, and Staff**

Contact Us



**Get a PDF of the
complete catalog.**

Student Handbook

- **Academic Calendar**
- **Academic Integrity and Plagiarism**
- **Academic Records**
- **Academic Year**
- **Assessment**
- **College Learning Objectives**
- **Credit for Prior Learning**
- **Evaluation and Grading**
- **General Academic Policies**
- **Graduation**
- **Identity Verification of Students Taking Online Course**
- **Satisfactory Academic Progress**
- **Student Development Learning Objectives**
- **Transfer Credit Policy**



Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

**Berkeley College
Overview**

Academic Programs

**Academic Policies
and Procedures**

**Admissions and
Finances**

**Administration,
Faculty, and Staff**

Contact Us



**Get a PDF of the
complete catalog.**

Student Handbook

Academic Calendar

SUMMER SEMESTER 2016

Monday, June 6, 2016, Classes Begin – 14-week semester
 Monday, July 4, 2016, Independence Day – No Classes
 Monday, July 11, 2016, Jumpstart Classes Begin – 7-week module
 Saturday, August 27, 2016, Jumpstart Classes End – 7-week module
 Monday, September 5, 2016, Labor Day – No Classes
 Saturday, September 10, 2016, Classes End – 14-week semester
 Sunday, September 11, 2016 through Sunday, September 18, 2016 – Recess

FALL SEMESTER 2016

Monday, September 19, 2016, Classes Begin – 14-week and 7-week module A
 Monday, October 10, 2016, Columbus Day – No Classes
 Saturday, November 5, 2016, Classes End – 7-week module A
 Monday, November 7, 2016, Classes Begin – 7-week module B
 Thursday, November 24, 2016, Sunday, November 27, No Classes – Thanksgiving Recess
 Saturday, December 24, 2016, Classes End – 14-week and 7-week module B
 Sunday, December 25, 2016 through Monday, January 2, 2017 – Recess

WINTER SEMESTER 2017

Tuesday, January 3, 2017, Classes Begin – 15-week and 7-week module A
 Monday, January 16, 2017, Martin Luther King Day – No Classes
 Saturday, February 18, 2017, Classes End – 7-week module A
 Monday, February 20, 2017, Presidents' Day – No Classes
 Monday, February 27, 2017, Classes Begin – 7-week module B
 Saturday, April 15, 2017, Classes End – 15-week and 7-week module B
 Sunday, April 16, 2017 through Sunday, April 23, 2017 – Recess

SPRING SEMESTER 2017

Monday, April 24, 2017, Classes Begin – 15-week and 7-week module A
 Monday, May 29, 2017, Memorial Day – No Classes
 Saturday, June 10, 2017, Classes End – 7-week module A
 Monday, June 19, 2017, Classes Begin – 7-week module B
 Tuesday, July 4, 2017, Independence Day – No Classes
 Saturday, August 5, 2017, Classes End – 15-week and 7-week module B
 Sunday, August 6, 2017 through Monday, September 4, 2017 – Recess

The following Health Studies clinical programs for continuing students will be taught out on the quarter system:

A.A.S., Health Sciences
 A.A.S., Medical Assistant
 A.A.S., Surgical Technology
 Medical Assistant Certificate
 Medical Insurance, Billing, and Coding Certificate
 Patient Care Technician Certificate
 Practical Nurse Certificate
 Surgical Processing Technician Certificate

Undergraduate Academic Calendar for Teach-Out Clinical Healthcare Programs

SPRING QUARTER 2016

Monday, April 4, 2016, Classes Begin – 12-week quarter
 Monday, May 30, 2016, Memorial Day – No Classes
 Saturday, June 25, 2016, Classes End – 12-week quarter

Sunday, June 26, 2016, through Monday, July 4, 2016, Recess

SUMMER QUARTER 2016

Tuesday, July 5, 2016, Classes Begin – 11-week quarter
Monday, September 5, 2016, Labor Day – No Classes
Saturday, September 17, 2016, Classes End – 11-week quarter
Sunday, September 18, 2016, through Sunday, September 25, 2016, Recess

FALL QUARTER 2016

Monday, September 26, 2016, Classes Begin – 12-week quarter
Monday, October 10, 2016, Columbus Day – No Classes
Thursday, November 24, 2016, through Sunday, November 27, 2016, Thanksgiving Recess – No Classes
Saturday, December 17, 2016, Classes End – 12-week quarter
Sunday, December 18, 2016, through Monday, January 2, 2017, Recess

WINTER QUARTER 2017

Tuesday, January 3, 2017, Classes Begin – 12-week quarter
Monday, January 16, 2017, Martin Luther King Day – No Classes
Monday, February 20, 2017, Presidents' Day – No Classes
Sunday, March 25, 2017, Classes End – 12-week quarter
Sunday, March 26, 2017, through Sunday, April 2, 2017, Recess

SPRING QUARTER 2017

Monday, April 3, 2017, Classes Begin – 12-week quarter
Monday, May 29, 2017, Memorial Day – No Classes
Saturday, June 24, 2017, Classes End – 12-week quarter
Sunday, June 25, 2017, through Sunday, July 2, 2017, Recess



Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the
complete catalog.

Student Handbook

Academic Integrity and Plagiarism

The principles of academic integrity encompass simple standards of honesty and truth. Each member of the College community has a responsibility to uphold standards and to take action when others violate them. Faculty members have an obligation to educate students about the standards of academic integrity and to report violations of these standards. All students, both online and on-site, are responsible for knowing what the standards are and for adhering to them. Students also should bring any violations of which they are aware to the attention of their instructors. Any breach of academic integrity is a serious offense that may result in disciplinary consequences.

Plagiarism is a violation of the integrity of the academic community. Representing someone else's work as one's own is a serious academic offense and may result in failure, suspension, or dismissal. Please refer to BerkeleyCollege.edu/files_bc/Academic_Integrity_and_Plagiarism_Procedures.pdf for information on definitions of academic integrity and procedures for reviewing academic integrity violation reports.

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Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the
complete catalog.

Student Handbook

Academic Records

Grade Reports: Grade reports may be accessed online through Student Self-Service in Blackboard.

President's List: Full-time matriculated students who achieve a grade point average of 4.00 with a minimum of 12 academic credits qualify for the President's List. Effective June 6, 2016, part-time matriculated students who complete a minimum of six to 11 credits per term in two or more consecutive terms during the 2016-2017 year (June 6–August 30 or summer, fall, winter, and spring terms) and achieve a cumulative grade point average of 4.00 qualify for the President's List for the academic year.

Dean's List: Full-time matriculated students who achieve a grade point average of 3.50 or better with a minimum of 12 academic credits qualify for the Dean's List. Effective June 6, 2016, part-time matriculated students who complete a minimum of six to 11 credits per term in two or more consecutive terms during the 2016-2017 year (June 6–August 30 or summer, fall, winter, and spring terms) and achieve a cumulative grade point average of 3.50 qualify for the Dean's List for the academic year.

Transcript Requests: Official or unofficial transcripts may be requested online at BerkeleyCollege.edu/academics_bc/registrar.htm.

Official Transcripts will be stamped: "Issued to Student in Sealed Envelope." If the envelope is opened, the transcript is no longer official. Official transcripts will not be issued to students with an outstanding financial obligation with the College. Various delivery options are available.

Unofficial Transcripts must be requested in the "Special Instructions" under the Delivery Options field. Students with outstanding financial obligations may request unofficial transcripts while making arrangements with Student Accounts to resolve their balance. Unofficial transcripts can be sent via all of the delivery methods except for the electronic PDF method.

Transcript Processing Hours are Monday to Friday from 9:00 AM to 3:00 PM Eastern Standard Time. All rush requests received after 3:00 PM will be processed the next business day (excluding holidays).

Please note that there is a fee for transcripts.



Focused on Student Success for 85 Years

2016–2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

Academic Year

Beginning June 6, 2016, the College adopted a semester-based calendar.

Semester Calendar Year: Berkeley College's calendar includes three terms organized on the semester system. The fall semester begins in September, followed by the winter semester in January, and the spring semester in April.

A standard academic year (two consecutive semesters) is typically comprised of two terms totaling 30 weeks, and a full-time student is expected to complete a minimum of 24 semester credit hours (in most cases a minimum of eight three-credit courses) in that time.

The campuses are closed on some legal holidays. The current **academic calendar** specifies the exact dates.

The Semester System: Courses are evaluated in terms of semester hours of credit.

A credit hour is an amount of work of not less than 50 minutes of classroom or direct faculty instruction and a minimum of two hours (120 minutes) of out of class student work each week for approximately 15 weeks for one semester credit, or the equivalent amount of work over a different amount of time. At least an equivalent amount of work is required for laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Class Hours: Generally, instructional hours are from 8:00 AM through 11:00 PM on weekdays and from 9:00 AM through 5:00 PM on weekends.

Students enrolled in the **LPN to B.S.N., Medical Assistant, Patient Care Technician, Practical Nurse, Surgical Processing Technician,** and **Surgical Technology** programs should refer to their respective Student Handbook Supplements for program-specific class and clinical rotation hours.



Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

**Berkeley College
Overview**

Academic Programs

**Academic Policies
and Procedures**

**Admissions and
Finances**

**Administration,
Faculty, and Staff**

Contact Us



**Get a PDF of the
complete catalog.**

Student Handbook

Assessment

Berkeley College's mission, vision, and values inform its assessment framework, which is designed to improve institutional effectiveness and to assess and enhance student achievement. Student mastery of the **College's Learning Objectives**, its Program Learning Objectives, and its **Student Development Learning Objectives** is continuously assessed to measure objective achievement as well as to develop appropriate enhancements to the student learning experience. Results of assessment are used to inform curricular and programmatic changes in order to support students in their learning and certificate or degree completion and to improve teaching and learning at Berkeley College.

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Focused on Student Success for 85 Years

2016–2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

College Learning Objectives

Berkeley College's liberal arts curriculum and major programs are designed to foster skills in communication, reasoning and analysis, information literacy, understanding of multiple perspectives, and integration of learning, as well as knowledge across multiple disciplines and specialized areas related to the professional programs. Berkeley students are expected to learn about the issues and achievements that shape our world and that will contribute to their success as humane, self-aware, and intellectually curious members of the global human community.

Developing these essential skills in students is a responsibility shared across departments and among faculty, requiring time and careful planning to achieve. Most learning objectives will be introduced initially in the Liberal Arts core courses that are designed to be optimally supportive of the transition from high school to college. The learning objectives are then further developed through general study within the humanities, sciences, and arts. Finally, the learning objectives are applied within each student's specialized major courses.

Learning at Berkeley College covers general areas of knowledge, intellectual and practical skills, and personal and social responsibilities. Through their courses and co-curricular activities, students will have the experiences necessary for the acquisition and meaningful expression of the College Learning Objectives.

The Berkeley College Learning Objectives are:

Reading and Written Communication: Students will demonstrate competent writing and reading throughout their programs of study.

Oral Communication: Students will demonstrate effective oral communication skills in both general and major-specific contexts.

Critical Analysis and Reasoning: Students will use critical analysis and reasoning, supported by knowledge and skills learned throughout their degree programs, to enhance personal and professional decision-making:

- Quantitative analysis and reasoning
- Analysis and reasoning in the humanities, sciences, social sciences, and arts
- Ethical analysis and reasoning
- Reasoning in career-related contexts

Knowledge and Skills for Living in a Diverse Society: Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.

Information Literacy: Students will define and articulate their needs for information and access this information effectively and efficiently.

Integration of Learning: Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.



Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

Credit for Prior Learning

What is Prior Learning?

Learning does not only take place in the halls of academia. Adult learners bring to the classroom many years of learning through diverse experiences in life and in the workplace. Some of these experiences may be counted towards college-level work through prior learning credits.

Prior Learning is defined as documented college-level learning acquired through previous study or through non-classroom experiences. These experiences may include travel; volunteer work; independent acquisition of knowledge; participation in formal courses sponsored by associations, business, government, industry, the military, and unions; and participation in certification programs and professional development courses. Only documented, college-level learning will be awarded college credit. Credit is granted for learning from experience, not for experience alone. Students must complete a minimum of 25 percent of the credits required for their degree in residence at Berkeley College. No more than half the major credits in the degree program may be prior-learning credits.

For more information, please click here for the [Credit for Prior Learning Guide](#).

To learn more about the prior learning credit process, begin by completing the **CAEL/LearningCounts Prior Learning Credit Predictor**. Bring the Predictor results to your Admissions representative, who will forward them to an Academic Advisor.

Students enrolled in the **LPN to B.S.N., Medical Assistant, Patient Care Technician, Practical Nurse, Surgical Processing Technician**, and **Surgical Technology** programs should refer to their respective Student Handbook Supplements for additional information regarding credit for prior learning.

For information about transfer credits, see the **Transfer Credit Policy**.

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

Evaluation and Grading

Grading System: A single, final grade is recorded for each scheduled course at the end of each term. Academic standing at Berkeley is based upon the grading system shown below.

GRADING SYSTEM			
Grade	Grade Point Equivalent	Percentage Equivalent	Explanation
A	4.00	90-100%	Excellent
B+	3.50	85-89%	Very Good
B	3.00	80-84%	Good
C+	2.50	75-79%	Above Average
C	2.00	70-74%	Average
D	1.00	60-69%	Lowest passing grade
F	0	-	Failing
P	None	-	Passing
I	None	-	Incomplete
W	None	-	Withdrawal/Nonparticipation
WP	None	-	Withdrawal/Passing
WF	None	-	Withdrawal/Failing

Computation of Grade Point Average (GPA): To compute the GPA for the term, each letter grade is converted to the grade point equivalent listed above. Then, that grade point is multiplied by the number of credits designated for the course. This procedure is followed for each course. Next, the number of grade point equivalents for all courses is added. That total is then divided by the total number of credits attempted for the term. The result is the term GPA.

Incomplete Grade: Documented inability to complete coursework due to circumstances beyond the student's control (such as severe illness) may, at the discretion of the instructor, result in a grade of I. All outstanding work must be completed within two weeks after the end of the course. If all work is not completed by that time, the incomplete grade becomes an F. It is the responsibility of the student to contact the instructor to make the necessary arrangements for makeup work.

Course Withdrawal: Students who wish to drop a course must do so in writing and must have the approval of the Academic Advisement Department. Courses dropped during the add/drop period (first week for seven-week courses and first two weeks for all other courses) do not appear on the student's transcript. Withdrawal from a seven-week course between weeks two and four will result in a grade of WP or WF, withdrawal from a 12-week course between weeks three and nine will result in a grade of WP or WF, and withdrawal from a 14- or 15-week course between weeks three and 12 will result in a grade of WP or WF, which indicates whether the student was passing or failing the course at the time of withdrawal. A grade of W will be assigned to students who enrolled in but did not participate in a course. Students who do not officially withdraw from a course will receive a letter grade that reflects their achievement.

Students enrolled in the Practical Nurse program are permitted to withdraw from one NUR course during the length of their Practical Nurse program; students enrolled in the Surgical Technology program are permitted to withdraw from one SUR course during the length of their Surgical Technology program. Students enrolled in these programs should refer to their respective Student Handbook Supplements for additional information.

Repeated Course: When a course is successfully repeated, the original failure remains on the transcript but is not included in calculating the cumulative GPA. A single course can be taken a maximum of three times, including two repeats. With the exception of certain courses offered in the School of Health Studies, students may only repeat courses in which the student has earned a grade of F and may not repeat courses for which credit already has been earned (grade of D or better), either at Berkeley College or in transfer from another college.

Where a course is no longer offered, the Chair of the Academic Department in which the course is housed, in consultation with the Dean of the School, shall designate an appropriate replacement course. When a course has been repeated, both the original and subsequent courses are included on the permanent record, but the credit is counted only once.

Students in School of Health Studies programs should consult their individual program handbooks for specific guidelines for repeating a course.

Change of Major: All courses remain on the transcript and continue to be included in the cumulative GPA when students change their major.

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, and a list of major assignments.

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

General Academic Policies

Matriculation Status: A matriculated student is one who is officially enrolled in a certificate or degree program. Students who wish to take only a single course or a combination of courses are welcome as non-matriculated students.

Transfer to Bachelor's Degree: Students in an Associate's degree program must graduate before moving to a Bachelor's degree program. After discussion with an Academic Advisor, dual enrollment may be approved for the last term of the Associate's program.

Justice Studies - Criminal Justice Requirements: New, first-time students in the Justice Studies - Criminal Justice major are enrolled in the Associate in Applied Science (A.A.S.) degree program. Upon completion of the Associate's degree, students transition into the Bachelor of Science (B.S.) degree program. After discussion with an Academic Advisor, enrollment in both degrees may be approved for the last term of the Associate's program.

College Skills (Developmental Education) Courses: All new, matriculated, degree-seeking students, including transfer students and those entering Berkeley College for the first time, are assessed to determine competency levels in reading, writing, and mathematics. When this assessment indicates a need, students are scheduled for one or more of the following skills courses designed to promote their successful transition to college life: Foundations of Critical Reading, Foundations of Critical Writing, and Transitional Math.

All College Skills courses must be successfully completed by the end of a student's third quarter or second semester. Students enrolled in College Skills courses must receive a grade of C or better in the course in order to complete their programs and graduate from the College. College Skills courses are not counted toward graduation requirements. These courses are included in the determination of the full- or part-time enrollment status for a term, and financial aid disbursements are made based on this status. Under certain circumstances the need to take College Skills courses may lengthen the time required to complete the student's program, thereby resulting in increased costs to a student.

Attendance: Students are expected to attend and participate in all their courses throughout each term. Those who fail to do so may be administratively withdrawn from individual courses or the College. Online students in 15-week courses have one week to complete their work. A student is considered absent if he or she does not submit work for a full week. It generally is encouraged that log-ins to each online course will occur on separate days throughout the week rather than on a single day. It is expected that students will spend significant time in each online course on substantive academic activities, including posting to discussion forums, reviewing digital content, uploading assignments, and taking assessments.

Seven-week online courses: Typically students in an accelerated seven-week online course will need to log in at least three separate times during each week to be successful. Specific guidelines for each course are available through the course syllabi, but it generally is expected that these log-ins will occur on separate days throughout the week rather than on a single day, and that students will spend significant time in the online course on substantive academic activities, including posting to discussion forums, reviewing digital content, uploading assignments, and taking assessments.

Students enrolled in the **LPN to B.S.N., Medical Assistant, Patient Care Technician, Practical Nurse, Surgical Processing Technician, and Surgical Technology** programs should refer to their respective Student Handbook Supplements for program-specific attendance requirements.

Faculty members will include their course-specific rules about absences, grading, and make-up work in each course syllabus. Each instructor may excuse absences for good cause and determine to what extent absences will affect grading. Certain absences will be excused automatically as required by law (such as military students called to active duty).

If illness, accident, or similar circumstances require absence for three or more consecutive days, students must notify the Academic Advisement Department and the faculty member to discuss their status in their class(es).

Students who are withdrawn for a failure to attend and participate will receive a grade of WP or WF for the course(s), depending on whether the student was passing or failing at the time of withdrawal. This may affect the student's financial aid eligibility.

Academic Time Commitment: Coursework performed outside of the classroom (such as reading, studying, writing papers, doing projects, or receiving tutoring) is critical to academic success. While the time requirements for individual students may vary somewhat, a general rule of thumb is that students should spend about two hours outside the classroom for every hour required in it. For more information, please see the **Berkeley College Semester Credit Hour Assignment Policy** and **Berkeley College Quarter Credit Hour Assignment Policy**.

Grade Appeal: A student wishing to appeal a course grade must submit a completed **grade appeal form** 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 in writing as soon as practical. All responses should be entered into the grade appeal form.

Should the student disagree with the faculty member's decision, then no later than two weeks after receiving the faculty member's decision, the student may appeal that decision to the Department Chair. The Chair will respond to the student's appeal as soon as practical and shall have the authority to modify the grade as the Chair may deem appropriate. Should the student disagree with the Chair's decision, then – and only then – no later than two weeks

after receiving the Chair's decision, the student may submit a final appeal to the Dean of the School. The Dean will respond to the student's appeal as soon as practical and shall have the authority to modify the grade as the Dean may deem appropriate. The Dean's decision shall be final.

When submitting an appeal to either the Department Chair or the Dean of the School, the student should continue to use and submit the original appeal form, containing the response received from the faculty member and, if submitting to the Dean, the response received from the Department Chair. The student should indicate on the form why the student believes the faculty member's decision was in error.

College Closing: The College seldom closes due to inclement weather. In cases of extreme weather or emergencies, however, the closing of each College campus will be made available over the Internet at closings.BerkeleyCollege.edu and by phone as an option on the automated phone menu at each campus.

Closings only apply to on-site students. Work will continue in the online platform for both online and many on-site students. On-site students will be contacted by their instructors regarding the week's requirements.

Schedules for delayed openings due to inclement weather are posted on Blackboard and at closings.BerkeleyCollege.edu.

Add/Drop Policy: Students enrolled in non-clinical 15- or 12-week courses may add a course or courses to their schedules prior to the start of the second week of the term. Clinical and accelerated courses cannot be added after the start of the term. 15- or 12-week courses dropped during the first two weeks of classes do not appear on the student's transcript. Accelerated courses dropped during the first week of classes do not appear on the student's transcript. Students who drop a course or courses (including College Skills courses) and reduce their total term credit hours to fewer than 12 prior to the enrollment status determination should notify the Financial Aid Department. This action may adversely affect eligibility for financial aid.

SEVEN-WEEK SESSIONS: Students taking courses in both session A and session B must register for both by the end of the Add/Drop Period applicable to the corresponding semester. Any credits added, on rare exception as a result of special academic approval, after that date will not count toward financial aid eligibility. Students taking session B without first having taken Session A may register for session B and add credits up to week 10 of the corresponding semester.

Canceled Classes: The College reserves the right to cancel courses or scheduled sections of courses at its discretion.

Leaves of Absence: A one-term academic leave of absence (LOA) may be granted at the discretion of the Academic Advisement Department for students in a degree program (Bachelor's and Associate's). Subject to the terms of the **Tuition Freeze Policy**, students who take a leave of absence will be charged the prevailing rate of tuition and residence charges at the time of their return. A leave of absence may be requested only at the end of a term for the subsequent term.

Students enrolled in clinical programs are subject to medical and criminal background clearance prior to returning from their LOA. Students are responsible for any fees incurred in obtaining these medical and criminal background clearances.

Withdrawing from College: Any student who wishes to withdraw from the College should contact the student's Academic Advisor immediately and complete the College withdrawal e-form, which can be found on Blackboard.

Seven-Week Sessions - "Intent to Return": A student registered for both sessions A and B who chooses to withdraw from session A but intends to return for session B should submit an Intent to Return form to the Academic Advisement department. See the Return of Federal Funds section for more details.

Credits per Semester: Full-time students typically take a course load of 15 semester credits. Students on probation or academic plan will be advised to take a course load of 12 semester credits or less until they are restored to good academic standing. In some cases, students taking a reduced load may require longer to complete their academic programs, leading to significant additional charges.

Students enrolled in some School of Health Studies programs will be scheduled according to programmatic requirements. Students should refer to their respective Student Handbook Supplements for program-specific requirements, where available.

Additional Credits per Term: A per credit tuition rate is charged for each credit in excess of 16 quarter or 15 semester credits. Students enrolled in the Surgical Technology and Medical Insurance, Billing, and Coding programs will have this fee waived. Students who wish to enroll in more than this maximum number of credits must have permission from an Academic Advisor. Consideration will be offered to students who have demonstrated academic success. Students may not enroll in more than 18 semester or 20 quarter credits in any one term.

Online: An introductory online course to familiarize the student with online learning is a prerequisite to enrolling for online courses. Additional information is available in the Academic Advisement department.

Please Note: Berkeley College reserves the right to revise course offerings, cancel scheduled courses, or make any other curriculum changes that the College, in its sole discretion, deems appropriate. The College may limit an individual student's course load as needed to facilitate the student's academic success. Such changes may affect the estimated duration and cost of the student's program. For more information, students should consult with an Academic Advisor.



Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

Graduation

Requirements: To qualify for graduation, students must complete the prescribed course of study with a minimum average of 2.00 (C), discharge all financial obligations to the College, and meet the credit-hour requirements for their major.

Requirements for the **LPN to B.S.N.**, **Medical Assistant**, **Patient Care Technician**, **Practical Nurse**, **Surgical Processing Technician**, and **Surgical Technology** programs may differ. Students should refer to their respective Student Handbook Supplements for program-specific graduation policies.

Each spring the College conducts both an in-person Commencement ceremony and a separate online Virtual Commencement ceremony. Online and international students are automatically invited to the Virtual Commencement; on-site students may request to participate. Both ceremonies will include special addresses by the Berkeley College President and other noteworthy speakers. Students must be within six semester or nine quarter credits of completing all requirements by the end of the winter term to be considered for participation in spring Commencement exercises.

Honors: Students in degree programs who achieve an overall 3.50 average will be graduated *Cum Laude*; students who achieve an overall 3.70 average will be graduated *Magna Cum Laude*; and students who achieve an overall 4.00 average will be graduated *Summa Cum Laude*.

Honors for Certificate Recipients: Students in certificate programs who achieve an overall average of 3.50 – 3.79 will be graduated with *Honors*; students who achieve an overall average of 3.80 – 4.00 will be graduated with *High Honors*.

Graduation Pictures: Graduates may have formal pictures taken during Graduate Salutes, celebratory events held at each College campus, prior to the annual commencement ceremony. Arrangements may be made through the Student Development and Campus Life Department.



Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

**Berkeley College
Overview**

Academic Programs

**Academic Policies
and Procedures**

**Admissions and
Finances**

**Administration,
Faculty, and Staff**

Contact Us



**Get a PDF of the
complete catalog.**

Student Handbook

Identity Verification of Students Taking Online Courses

Berkeley College Online® uses Acxiom Identify-X™ student authentication services. A student's identity may be verified by this service, at no cost to the student, when a student accesses Blackboard. The information collected will only be used to authenticate a student's identity for class assignments and will be encrypted using secure connections. Student responses to authentication questions will be handled in accordance with the Berkeley College **Privacy Policy**.

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**Berkeley College
Overview**

Academic Programs

**Academic Policies
and Procedures**

**Admissions and
Finances**

**Administration,
Faculty, and Staff**

Contact Us



**Get a PDF of the
complete catalog.**

Student Handbook

Satisfactory Academic Progress

For information on Satisfactory Academic Progress, click on the links below.

- **Satisfactory Academic Progress (SAP)**
- **Satisfactory Academic Progress (SAP) - Clinical Students Enrolled Prior to June 6, 2016**

[Berkeley College Overview](#)

[Academic Programs](#)

[Academic Policies and Procedures](#)

[Admissions and Finances](#)

[Administration, Faculty, and Staff](#)

[Contact Us](#)



[Get a PDF of the complete catalog.](#)

[Student Handbook](#)

Satisfactory Academic Progress (SAP)

INTRODUCTION

Qualitative Assessments: Every matriculated student is required to maintain a minimum grade point average (GPA), which varies based on the number of credits the student has already attempted. Compliance with this qualitative requirement is measured every term. Continued failure to meet this standard after a warning (automatic) or probationary (when permitted) period, or failing to fulfill the requirements of a prescribed academic plan, will lead to dismissal from the College. Probation may be granted and academic plans may be prescribed at the sole discretion of the College, only after a successful appeal by the student. Some programs have more restrictive requirements using different thresholds for passing grades. The details can be viewed, by program, in the Catalog. All course grades below the minimum passing standard for that course will be treated as failures in calculating the student's GPA for qualitative assessment. Students will not be allowed to change programs without approval from the Academic Advisement Department.

Quantitative Assessments: Students are also required to pass a minimum percentage of the credits they attempt in order to remain eligible for enrollment. Quantitative progress assessments are subject to those same warning, probation, and academic plan procedures every term. Some programs have more restrictive requirements using different thresholds for passing grades. The details can be viewed, by program, in the Catalog. All course grades below the minimum passing standard for that course will be treated as credits attempted and not earned for purposes of quantitative assessment. Students will not be allowed to change programs without approval from the Academic Advisement Department.

QUALITATIVE STANDARDS

In order to remain in good academic standing, students must maintain the GPA specified below:

Quantitative Standards

For Students Attending Quarter Classes

A.A.S. and A.S.

<u>Credits Attempted</u>	<u>Required GPA</u>
0-15	1.50
16-30	1.60
31-44	1.75
45 or more	2.00

B.B.A., B.F.A., and B.S.

<u>Credits Attempted</u>	<u>Required GPA</u>
0-30	1.60
31-60	1.75
61-75	1.80
76-89	1.90
90 or more	2.00

Certificate Programs

For Students Attending Semester Classes (Effective June 6, 2016)

Degree Programs

<u>Credits Attempted</u>	<u>Required GPA</u>
0-15	1.50
16-30	1.75
31 or more	2.00

Certificate Programs

Required GPA	2.00
--------------	------

Required GPA 2.00

For this purpose credits attempted are all those completed that receive a letter grade (including an F, WP, and Developmental credits). The quarter policy applies to students enrolled in 12-week quarters. The semester policy applies to students enrolled in both 14- and 15-week semesters.

Students in Baccalaureate programs must have a GPA of at least 2.00 at the end of their second academic year.

QUANTITATIVE STANDARDS

In addition to the qualitative standards set forth above, students must meet quantitative standards of progress in order to remain eligible for enrollment.

150 Percent Rule

In order to maintain the quantitative standards for satisfactory academic progress, students must be able to complete their programs by the time they have attempted 150 percent of the required credit hours necessary for graduation in their degree programs. The maximum timeframe for each program is listed below:

Maximum Timeframe Standards

For Students Attending Quarter Classes

Program	Credits Required for Graduation	Maximum Attempted Credits Allowed
Associate's degree (A.A.S. and A.S.)	90	135
Bachelor's degree (B.B.A., B.F.A., and B.S.)	180	270
Patient Care Technician Certificate	47	70
Practical Nurse Certificate	72	108
Medical Assistant Certificate	60	90
Medical Insurance, Billing, and Coding Certificate	59	88
Surgical Processing Technician Certificate	47	70

For Students Attending Semester Classes (Effective June 6, 2016)

Program	Credits Required for Graduation	Maximum Attempted Credits Allowed
Associate's degree (A.A.S. and A.S.)	60	90
Bachelor's degree (B.B.A., B.F.A., and B.S.)	120	180
Patient Care Technician Certificate	33	49
Practical Nurse Certificate	50	75
Medical Assistant Certificate	30	45
Medical Insurance, Billing, and Coding Certificate	30	45
Surgical Processing Technician Certificate	33	49

Application of the 150 Percent Rule

The College includes developmental and test credits as "credits attempted" in applying the 150 percent metric. For students who have changed programs and/or have returned to complete additional degrees, only the attempted credits applicable to their current programs will be counted in the 150 percent calculation. Students will not be

allowed to change programs without approval from the Academic Advisement Department.

Students for whom it is no longer possible to comply with the 150 percent rule before program completion will be declared ineligible to participate in Title IV or TAG programs. At the discretion of the Provost's Office, these students may be dismissed from the College. Such decisions are not appealable.

Progress Assessments

To help students avoid reaching the 150 percent point, the College tests student progress every term, based on attempted vs. earned benchmarks. The following standards are applied:

Quantitative Standards

For Students Attending Quarter Classes		For Students Attending Semester Classes (Effective June 6, 2016)	
Degree Programs		Degree Programs	
<u>Credits Attempted</u>	<u>Necessary % Passed (Earned/Attempted)</u>	<u>Credits Attempted</u>	<u>Necessary % Passed (Earned/Attempted)</u>
0-16	25	0-30	50
17-32	37	31-45	65
33-48	50	46 or more	67
49-64	56		
65-80	65		
81 or more	67		
Certificate Programs		Certificate Programs	
<u>Credits Attempted</u>	<u>Necessary % Passed (Earned/Attempted)</u>	<u>Credits Attempted</u>	<u>Necessary % Passed (Earned/Attempted)</u>
0-24	50	0-15	50
25-36	60	16 or more	67
37 or more	67		

For this purpose, attempted credits include developmental courses, test credits, and all credits accepted in transfer. In addition, all credits for which a letter grade was received, including F, WP, and WF (withdrawn after tuition assessment), are counted as attempted credits. Credits earned include all coursework that was successfully completed (student received a passing grade). The quarter policy applies to students enrolled in 12-week quarters. The semester policy applies to students enrolled in both 14- and 15-week semesters.

Please note that in some certificate programs the grade of C is treated as a failing grade. Consult the Berkeley College Catalog or Student Handbook Supplements applicable to certain health studies programs for program-specific details.

WARNINGS AND APPEALS

Warning of Failure to Meet Satisfactory Academic Progress (SAP) Requirements

Students who, for the first time, fail to meet standards will automatically be placed on Warning status for the following term. Students on Warning status may continue to be enrolled and, if applicable, maintain their eligibility for financial aid. Students who meet the SAP standards during the Warning (subsequent) term will be restored to good standing.

Appeals for Probation

Students who fail to meet standards during the Warning term may appeal to be placed on Probation status for the subsequent term. Failure to submit an appeal if required will result in withdrawal from the College. Students on probation may continue to be enrolled and, if applicable, maintain their eligibility for financial aid. Students who have met the SAP standards by the end of the probationary term will be restored to good standing.

Appeals for Academic Plans

Students who fail to meet the SAP standards by the end of a probation term may appeal again to be given academic plans customized for their needs. Failure to submit an appeal if required will result in withdrawal from the College. Academic plans, to which students must agree, are designed to allow students to achieve compliance with SAP requirements within a reasonable period of time. Students on academic plans may continue to be enrolled and, if applicable, maintain their eligibility for financial aid programs as long as they satisfy the terms and conditions of

their plans.

Academic Advisement

The College will promptly contact students placed on Warning, Probation, or Academic Plan status to offer additional academic support services.

Appeal Procedures

Students dismissed for failure to meet qualitative standards or prescribed quantitative benchmarks may appeal those dismissals by timely submission of online eForms. Dismissals for failure to satisfy the 150 percent rule are not appealable.

Students will be notified when their appeals have been submitted successfully. The appeals will be reviewed, as needed, by the Satisfactory Academic Process (SAP) Review Committee, which is comprised of representatives appointed by the Provost's Office. Decisions made by the SAP Review Committee will be based on several criteria, including any special circumstances that contributed to the failure to satisfy SAP requirements and material changes in such circumstances. Students who successfully appeal may be restored to good academic standing by meeting the SAP standards in the subsequent term or following their prescribed academic plans. Students whose appeals are granted will receive instructions from the Academic Advisement Department on how to proceed. Approved appeals will be honored for two terms, the term for which they are appealing and the subsequent term.

Provisional Appeals

Students on Warning or Probation status who are not succeeding in their studies are encouraged to submit provisional appeals even before the end of the term. Provisional appeals by students who go on to meet SAP standards in that term will be deemed withdrawn.

Denial of an Appeal

If a failing student's appeal is denied, the student will be notified and dismissed from the College.

Reinstatement after Dismissal or Loss of Eligibility for Financial Aid Due to Failure to Meet SAP Standards

The College will consider exceptional appeals for reinstatement of students who have not been enrolled for a minimum of one term. Students dismissed or declared ineligible for financial aid due to their failure to meet SAP standards may later experience positive changes in their personal circumstances that improve their chances for future academic success. Reinstatement of such students will be at the non-appealable discretion of the Provost's Office and will be conditioned upon adherence to prescribed academic plans. Only those whose student accounts are current will be considered for reinstatement.

SAP and Transfer Credits

In measuring compliance with SAP standards, transfer credits will be considered as credits attempted and earned. Therefore, since transfer credits are ungraded but are nevertheless counted in calculating SAP requirements, transfer students may be required to earn at least a 2.00 GPA in their first term (and all subsequent terms) at Berkeley in order to remain in good standing.

SAP and Repeated Courses

When a course is successfully repeated, the original failure(s) is not included in calculating the cumulative GPA or the qualitative requirements. For the quantitative SAP measure, however, each failed attempt will be included in the "courses attempted" portion of the evaluation.

SAP and Incomplete Grades

Effective January 1, 2012, initial calculations of SAP will treat incomplete grades as F grades until such incompletes are replaced with passing letter grades. After the first week of the following term, all unresolved incomplete grades will convert to F grades and will be treated as such in all SAP evaluations. To accommodate grade changes, final SAP calculations are made after all grades have been recorded.

SAP and Course Withdrawal

Students who drop courses will receive letter grades of either WP (withdrawn-passing) or WF (withdrawn-failing). These grades will not be considered in the application of qualitative requirements, but will be counted as credits attempted for quantitative purposes.

SAP and Developmental Coursework

Effective January 1, 2012, even though they are not applied toward the number of credits required to complete a program of study, developmental credits will be included in both qualitative and quantitative SAP measurements.

SAP and Non-Matriculated Students

Students enrolled as non-matriculated students will not be held to the SAP standards. However, if non-matriculated students matriculate, then all coursework will be included in SAP calculations.

- [Berkeley College Overview](#)
- [Academic Programs](#)
- [Academic Policies and Procedures](#)
- [Admissions and Finances](#)
- [Administration, Faculty, and Staff](#)
- [Contact Us](#)



[Get a PDF of the complete catalog.](#)

[Student Handbook](#)

Satisfactory Academic Progress (SAP) - Clinical Students Enrolled Prior to June 6, 2016

INTRODUCTION

Qualitative Assessments: Every matriculated student is required to maintain a minimum grade point average (GPA), which varies based on the number of credits the student has already attempted. Compliance with this qualitative requirement is measured each term. Continued failure to meet this standard after a warning (automatic) or probationary (when permitted) period, or failing to fulfill the requirements of a prescribed academic plan, will lead to dismissal from the College. Probation may be granted and academic plans may be prescribed at the sole discretion of the College, only after a successful appeal by the student. Some programs have more restrictive requirements using different thresholds for passing grades. The details can be viewed by program in the Catalog. All course grades below the minimum passing standard for that course will be treated as failures in calculating the student's GPA for qualitative assessment. Students will not be allowed to change programs without approval from the Academic Advisement Department.

Quantitative Assessments: Students are also required to pass a minimum percentage of the credits they attempt in order to remain eligible for enrollment. Quantitative progress assessments are subject to those same warning, probation, and academic plan procedures every term. Some programs have more restrictive requirements using different thresholds for passing grades. The details can be viewed, by program, in the Catalog. All course grades below the minimum passing standard for that course will be treated as credits attempted and not earned for purposes of quantitative assessment. Students will not be allowed to change programs without approval from the Academic Advisement Department.

QUALITATIVE STANDARDS

In order to remain in good standing for purposes of determining financial aid eligibility, students enrolled in certificate programs must maintain the GPA specified below:

Certificate Programs

Required GPA	2.00
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In order to remain in good standing for purposes of determining financial aid eligibility, students enrolled in Associate's degree programs (A.A.S. and A.S.) must maintain the GPA specified below:

A.A.S. and A.S.

Credits Attempted*	Required GPA
0-15	1.50
16-30	1.60
31-44	1.75
45 or more	2.00

*For this purpose credits attempted are all those completed that receive a letter grade (including an F, WP, and Developmental credits).

Please note that students in the Practical Nursing program, for which progress is measured in clock hours and academic credits are awarded at the end of each term, academic progress will be measured with reference to both credits and clock hours.

While the standards for good academic standing and good standing for purposes of determining financial aid eligibility are typically the same, that may not be the case for certain programs offered in the School of Health Studies. A GPA of 2.00 may be sufficient to retain financial aid eligibility, but in certain Health Studies programs the minimum passing grade is 2.50. Please consult the applicable Student Handbook Supplements for information

concerning the requirements of specific Health Studies programs.

QUANTITATIVE STANDARDS

In addition to the qualitative standards set forth above, students must meet quantitative standards of progress in order to remain eligible for enrollment.

150 Percent Rule

In order to maintain the quantitative standards for satisfactory academic progress, students must be able to complete their programs by the time they have attempted 150 percent of the required credit hours necessary for graduation in their degree programs.

150 Percent Benchmarks: Degree Programs

For an Associate's degree requiring the completion of 90 credit hours, this would require completion of degree requirements by the time the student had attempted 135 credit hours.

150 Percent Benchmarks: Certificate Programs

The Medical Assistant certificate program requires the completion of 60 credit hours; this would require completion of diploma requirements by the time the student had attempted 90 credits.

The Medical Insurance, Billing, and Coding certificate program requires the completion of 59 credit hours; this would require completion of diploma requirements by the time the student had attempted 88 credits.

The Patient Care Technician certificate program requires the completion of 47 credit hours; this would require completion of diploma requirements by the time the student had attempted 70 credits.

The Practical Nurse certificate program requires the completion of 72 academic credit hours; this would require completion of diploma requirements by the time the student had attempted 108 credits.

The Surgical Processing Technician certificate program requires the completion of 47 credit hours; this would require completion of diploma requirements by the time the student had attempted 70 credits.

Application of the 150 Percent Rule

The College includes developmental and test credits as "credits attempted" in applying the 150 percent metric. For students who have changed programs and/or have returned to complete additional degrees, only the attempted credits applicable to their current programs will be counted in the 150 percent calculation. Students will not be allowed to change programs without approval from the Academic Advisement Department.

Students for whom it is no longer possible to comply with the 150 percent rule before program completion will be declared ineligible to participate in Title IV or TAG programs. At the discretion of the Provost's Office, these students may be dismissed from the College. Such decisions are not appealable.

Progress Assessments

To help students avoid reaching the 150 percent point, the College tests student progress each term, based on attempted vs. earned benchmarks. Students in Associate's degree programs must have earned passing grades in 67 percent of their attempted classes once they have attempted 81 or more credit hours. Students in certificate programs must have earned passing grades in 67 percent of their attempted classes once they have attempted 37 or more credit hours.

Attempted vs. Earned Certificate Programs

Credits Attempted*	Necessary Pct. Passed (Earned/Attempted)
0-24	50%
25-36	60%
37+	67%

Attempted vs. Earned A.A.S. and A.S.

Credits Attempted*	Necessary Pct. Passed (Earned/Attempted)
0-16	25%
17-32	37%
33-48	50%
49-64	56%

65-80

65%

80+

67%

*For this purpose, attempted credits include developmental courses, test credits, and all credits accepted in transfer. In addition, all credits for which a letter grade was received, including F, WP, and WF (withdrawn after tuition assessment), are counted as attempted credits. Credits earned include all coursework that was successfully completed (student received a passing grade).

Please note that in some certificate programs the grade of C is treated as a failing grade. Consult the Berkeley College Catalog or Student Handbook Supplements applicable to certain health studies programs for program-specific details. In the Practical Nursing program, for which progress is measured in clock hours and academic credits are awarded at the end of each term, academic progress will be measured with reference to both credits and clock hours.

WARNINGS AND APPEALS

Warning of Failure to Meet Satisfactory Academic Progress (SAP) Requirements

Students who, for the first time, fail to meet standards will automatically be placed on Warning status for the following term. Students on Warning status may continue to be enrolled and, if applicable, maintain their eligibility for financial aid. Students who meet the SAP standards during the Warning (subsequent) term will be restored to good standing.

Appeals for Probation

Students who fail to meet standards during the Warning term may appeal to be placed on Probation status for the subsequent term. Failure to submit an appeal if required will result in withdrawal from the College. Students on probation may continue to be enrolled, and if applicable, maintain their eligibility for financial aid. Students who have met the SAP standards by the end of the probationary term will be restored to good standing.

Appeals for Academic Plans

Students who fail to meet the SAP standards by the end of a probation term may appeal again to be given academic plans customized for their needs. Failure to submit an appeal if required will result in withdrawal from the College. Academic plans, to which students must agree, are designed to allow students to achieve compliance with SAP requirements within a reasonable period of time. Students on academic plans may continue to be enrolled, and if applicable, maintain their eligibility for financial aid programs as long as they satisfy the terms and conditions of their plans.

Academic Advisement

The College will promptly contact students placed on Warning, Probation, or Academic Plan status to offer additional academic support services.

Appeal Procedures

Students dismissed for failure to meet qualitative standards or prescribed quantitative benchmarks in ongoing progress assessments may appeal those dismissals by timely submission of online eForms. Dismissals for failure to satisfy the 150 percent rule are not appealable.

Students will be notified when their appeals have been submitted successfully. The appeals will be reviewed, as needed, by the Satisfactory Academic Process (SAP) Review Committee, which is comprised of representatives appointed by the Provost's Office. Decisions made by the SAP Review Committee will be based on several criteria, including any special circumstances that contributed to the failure to satisfy SAP requirements and material changes in such circumstances. Students who successfully appeal may be restored to good academic standing by meeting the SAP standards in the subsequent term or following their prescribed academic plans. Students whose appeals are granted will receive instructions from the Academic Advisement Department on how to proceed. Approved appeals will be honored for two terms, the term for which they are appealing and the subsequent term.

Provisional Appeals

Students on Warning or Probation status who are not succeeding in their studies are encouraged to submit provisional appeals even before the end of the term. Provisional appeals by students who go on to meet SAP standards in that term will be deemed withdrawn.

Denial of an Appeal

If a failing student's appeal is denied, the student will be notified and dismissed from the College.

Reinstatement after Dismissal or Loss of Eligibility for Financial Aid Due to Failure to Meet SAP Standards

The College will consider exceptional appeals for reinstatement of students who have not been enrolled for a minimum of one term. Students dismissed or declared ineligible for financial aid due to their failure to meet SAP standards may later experience positive changes in their personal circumstances that improve their chances for future academic success. Reinstatement of such students will be at the non-appealable discretion of the Provost's Office and will be conditioned upon adherence to prescribed academic plans. Only those whose student accounts are current will be considered for reinstatement.

SAP and Transfer Credits

In measuring compliance with SAP standards, transfer credits will be considered as credits attempted and earned. Therefore, since transfer credits are ungraded but are nevertheless counted in calculating SAP requirements, transfer students may be required to earn at least a 2.00 GPA in their first term (and all subsequent terms) at Berkeley in order to remain in good standing.

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qualitative requirements. For the quantitative SAP measure, however, each failed attempt will be included in the "courses attempted" portion of the evaluation.

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SAP and Developmental Coursework

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2016-2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the
complete catalog.

Student Handbook

Student Development Learning Objectives

Students at Berkeley College will . . .

1. Express a feeling of connection to the Berkeley College community
2. Identify the ways in which their uniqueness and differences are valued by the Berkeley College community
3. Articulate the value of diversity and cross-cultural competence
4. Articulate and apply self-advocacy skills
5. Articulate behaviors which contribute to a healthy lifestyle
6. Articulate the characteristics of healthy, mutually respectful interpersonal relationships
7. Demonstrate behaviors or practices that show community engagement
8. Articulate the value of professional development for career success
9. Articulate the value of and take on leadership opportunities
10. Identify and engage in the variety of co-curricular opportunities available which complement their academic programs
11. Identify, know how to utilize, and express having benefited from the use of campus resources such as Academic Advisement Department, Center for Academic Success, Career Services, Financial Aid, Library, Registrar, Student Accounts, and Student Development and Campus Life

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Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

Transfer Credit Policy

Students must complete the last 25 percent of the credits required for their degree at Berkeley College.

Acceptance of Transfer Credits from a Previous Institution: Berkeley College will typically accept transfer credits from regionally or nationally accredited post-secondary institutions for courses in which the student earned a minimum grade of C and that are applicable to the student's program at Berkeley. The academic requirements of the particular discipline and current industry standards are evaluated to determine which credits will be accepted. Course delivery format (on-site, online, or hybrid/blended) is not taken into account when evaluating transfer credits. Students may receive 60 semester credit hours if they have an Associate's degree that articulates with a Berkeley College Bachelor's degree.

Students enrolled in the **LPN to B.S.N., Medical Assistant, Patient Care Technician, Practical Nurse, Surgical Processing Technician,** and **Surgical Technology** programs should refer to their respective Student Handbook Supplements for additional information on transfer credit policies.

Incoming students must apply for any desired transfer credit, and will be informed of a determination, prior to enrollment. Acceptance of transfer credits is within the sole discretion of the College and should not be assumed.

Credit from Articulation Agreements: Through a series of articulation agreements, Berkeley College has agreed to accept credits from certain other institutions of higher education. A current list of such institutions may be found at BerkeleyCollege.edu/files_bc/Articulation_Agreements.pdf. This list is updated periodically. Each individual agreement covers specific courses and credits. Credit for such courses will appear as CR on the student's Berkeley College transcript and will not be included in the GPA calculation.

New Jersey Comprehensive Statewide Transfer Agreement: Berkeley College has implemented the New Jersey Comprehensive Statewide Transfer Agreement, which provides for a seamless transition from Associate to Baccalaureate degree programs and supports the successful acquisition of Baccalaureate degrees by transfer students. An A.A. or A.S. degree from a New Jersey community or county college will be fully transferable as 60 semester credits to be counted towards the degree requirements of a New Jersey Baccalaureate degree, with the 60 semester credits to be granted as either course-by-course equivalencies between courses in the student's A.A. or A.S. degree and those at Berkeley College or as general elective credits. For more information visit <https://www.njtransfer.org/>.

Appeals: Berkeley College has established an **appeal process** through which transfer students can appeal a decision that they believe is not consistent with this Agreement. Questions regarding the appeals process can be forwarded to the Registrar Department.

Foreign Transcripts: Foreign transcripts will be evaluated considering the relative strength of the foreign curriculum, applicability to the Berkeley College program in which the student seeks to enroll, and other factors. Prior to enrolling, students are advised of the number of transfer credits that will be applied. Transfer credits appear as CR on the student's Berkeley College transcript and are not included in the GPA calculation. Transferability of credit is recorded on a student's Berkeley College transcript upon receipt of an official transcript from the previous institution.

Applicability of Credits to Programs: To the extent that Berkeley College's different Baccalaureate degrees have varying requirements concerning elective credits, students are advised to consult with the Academic Advisement Department at their intended campus to determine the applicability of their transferred credits towards their intended program of study at Berkeley College.

Transferring Berkeley Credits to Another Institution: Issues concerning the acceptance of transfer credits are determined solely by the institution to which a student transfers and are outside of Berkeley's control. Effective June 2016, Berkeley College operates on a semester basis and awards semester credits. Prior to June 2016, Berkeley College's undergraduate programs operated on a calendar consisting of four 12-week "quarters." Many other institutions may operate on a different calendar, which may feature two or three "semesters" of 15 weeks or longer. Although Berkeley is regionally accredited, an institution that operates on a semester-based calendar may choose not to grant semester credit (or to grant reduced credit) for individual Berkeley quarter credit courses, due to the difference in length between quarters and semesters or if the courses do not otherwise satisfy requirements of the transfer student's intended program of study. For example, a Berkeley College course carrying four "quarter credits" might be assigned a value of only 2.67 "semester credits" even if it were deemed relevant to the student's program at the semester-based institution to which the student transfers. Students should keep these important principles in mind when deciding whether to transfer course work from Berkeley College to another institution.

For information about alternative ways to earn credits (such as A.P. examinations, standardized testing, and portfolio evaluation), see the **Credit for Prior Learning** page.

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Admissions and Finances

**Berkeley College
Overview**

Academic Programs

**Academic Policies
and Procedures**

**Admissions and
Finances**

**Administration,
Faculty, and Staff**

Contact Us



Get a PDF of the
complete catalog.

Student Handbook



- **Admissions**
- **Immunization Requirement**
- **Student Attendance and Participation Policy**
- **Degree Program Tuition and Fees**
- **Certificate Program Tuition and Fees**
- **Guide to Financial Aid**

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Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

Admissions

Berkeley College seeks to provide students with an education that balances academic preparation, professional training, and hands-on experience. The College considers students for admission to degree and certificate programs on the basis of future potential, the motivation and interest to succeed in a chosen profession, and past academic achievement.

Graduation from high school or the equivalent and an entrance exam or SAT/ACT scores are basic requirements for admission to degree and certificate programs. Documentation of successful completion of high school or the equivalent must be submitted to the College prior to starting classes.

A personal interview is strongly recommended. Applicants are encouraged to contact the Director of Admissions at the campus of their choice to arrange for an appointment with an Admissions Associate. Please allow a minimum of one hour for the visit to discuss educational objectives and career plans, and to receive a tour of the College. For further information, students may also call the College at 800-446-5400 ext. WC1 or email info@BerkeleyCollege.edu.

Since Berkeley maintains a rolling admissions policy, students are encouraged to apply as early as possible. The Committee on Admissions notifies applicants of a decision as soon as all credentials have been evaluated.

High School Applicants: To be considered for admission, the following information must be submitted:

- An application for admission (BerkeleyCollege.edu/Apply/) and a non-refundable \$50 application fee
- Certification of high school graduation or the equivalent as recognized by state departments of education

Adult Applicants: Many adult students are striving to balance work and family with college studies, while others have not yet found the time to reenter or even begin college. To meet these special requirements, Berkeley College has established an Adult Admissions Department, which provides an environment that is sensitive to the needs of adult students.

Adults who are first-time college students must submit the following information to be considered for admission:

- An application for admission (BerkeleyCollege.edu/Apply/) and a non-refundable \$50 application fee
- Certification of high school graduation or the equivalent as recognized by state departments of education

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 (BerkeleyCollege.edu/Apply/) and a non-refundable \$50 application fee
- Certification of high school graduation or the equivalent as recognized by state departments of education
- An official transcript of previously completed education

If all post-secondary institutions previously attended are not listed on the admission application, transfer credit may not be granted.

Online Degree Applicants: Many students choose to earn a degree online. The Online Admissions Department works with applicants who are seeking flexibility and convenience to balance college classes with family, work, and other commitments. Prior to course registration, applicants must complete a short introductory online course to familiarize themselves with online learning. Interested students should call 800-446-5400 ext. WC1 or email info@BerkeleyCollege.edu.

Military and Veteran Applicants: Berkeley College is dedicated to assisting veterans, members of the National Guard, active duty military members, and their families achieve college degrees. Veterans and/or dependents planning to receive educational assistance benefits from the Department of Veterans Affairs (VA) should get VA approval prior to enrollment. Veterans may apply for their GI Bill benefits at the VONAPP website, located at vabenefits.vba.va.gov/vonapp/main.asp. Veterans are required to submit copies of their Certificate of Eligibility and DD214 Member 4 or Service 2 copy during the admissions process in order to process their benefits most effectively. Students must request certification for their benefits at BerkeleyCollege.edu/military/. In addition, Berkeley College participates in the Department of Veterans Affairs' Yellow Ribbon Program, partners with the Army in the GoArmyEd program, and is a partner with the Navy Tuition Assistance program.

The Berkeley College Office of Military and Veterans Affairs is dedicated to supporting all veterans, military personnel, and their dependents. More information is available at the Online Veterans Resource Center located at BerkeleyCollege.libguides.com/veterans. Students should call the College at 800-446-5400 ext. VET or email VeteransAffairs@BerkeleyCollege.edu for further information.

International Applicants: The International Student Department provides assistance to international students in such areas as immigration, visas, housing, orientation to college, and adjustment to life in the United States. This

office is located at Berkeley's New York City campus. Students can contact the International Student Department by phone (212-687-3730), fax (212-986-7827), or email (international@BerkeleyCollege.edu).

International students applying for admission should submit an international application form (BerkeleyCollege.edu/Apply/); a transcript of previously completed education, in English; a TOEFL score, if appropriate; and certification of finances.

Degree Program Applicants: All new students enrolled in degree programs must meet the College's **immunization requirements** prior to registering for classes.

Healthcare Program Applicants: Students enrolled in the **LPN to B.S.N., Medical Assistant, Patient Care Technician, Practical Nurse, Surgical Processing Technician, and Surgical Technology** programs should refer to their respective Student Handbook Supplements for program-specific immunization requirements.

In addition, students applying to the Health Sciences, LPN to B.S.N., Medical Assistant, Patient Care Technician, Practical Nurse, Surgical Processing Technician, and Surgical Technology programs must provide authorization for a criminal background check prior to registration, and submit a physical assessment by a licensed physician, advanced practice registered nurse, or physician assistant prior to participating in clinical rotations.

Medical Assistant program applicants must complete and sign a Health Record and Supplemental form, which provides technical information, prior to the start of classes. A tetanus shot administered within the past 10 years is also recommended. Hepatitis B vaccination and a tetanus shot are also recommended for part-time students enrolled in the Medical Assistant program.

Practical Nurse and LPN to B.S.N. applicants are required to take the HESI Admissions Exam (A2) for acceptance into the program. The exam consists of science, math and English. Students may purchase a study guide for \$35 or borrow one for free. The cost of the exam is \$35. The exam may only be taken twice for acceptance.

In addition, applicants to the LPN to B.S.N. program must a) have completed an accredited Practical Nurse program in the United States, b) possess an unrestricted active or inactive practical nurse license, and c) have completed a minimum of 2,080 hours of work as an LPN within the last two years. Prior to acceptance into the program, applicants must also do the following:

- Pass a pharmacology exam
- Provide letters of recommendation
- Complete a written essay

Readmissions: Berkeley College has established a Readmissions Department to assist former students who have been out of attendance for one term or more with the transition back to college. To be considered for readmission, students should be aware of the following:

- A **Readmission Request form** must be submitted.
- Former students who are not in satisfactory academic standing must submit a Satisfactory Academic Progress (SAP) Appeal form for approval at least one month before the beginning of the semester they wish to return.
- Students who have attended another college since last attending Berkeley College should have official transcripts sent from that institution to Berkeley College Readmissions, 44 Rifle Camp Road, Woodland Park, NJ 07424.
- Students who return to the College after having withdrawn for a period of time may find that program requirements have changed in the interim. Typically, a student who returns a year or more after withdrawal will be required to fulfill current program requirements, which may necessitate taking additional courses. The Registrar has authority to determine the extent to which credits earned prior to withdrawal may be used to fulfill current program requirements.
- The Department may be contacted via email at Readmissions@BerkeleyCollege.edu.



Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the
complete catalog.

Student Handbook

Immunization Requirement

Berkeley College has an Immunization Policy to promote the health and safety of the College community and to comply with applicable New Jersey and New York laws. This policy applies to students taking classes at any Berkeley College campus. Students taking classes exclusively online are exempt from immunization requirements.

The College Immunization Policy may be accessed at BerkeleyCollege.edu/files_bc/Immunization_Policy.pdf.

Students who fail to satisfy the College's immunization requirements will not be permitted to register for classes.

Students enrolled in the **LPN to B.S.N.**, **Medical Assistant**, **Patient Care Technician**, **Practical Nurse**, **Surgical Processing Technician**, and **Surgical Technology** programs should refer to their respective Student Handbook Supplements for additional program-specific immunization requirement policies.

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Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

**Berkeley College
Overview**

Academic Programs

**Academic Policies
and Procedures**

**Admissions and
Finances**

**Administration,
Faculty, and Staff**

Contact Us



**Get a PDF of the
complete catalog.**

Student Handbook

Student Attendance and Participation Policy

Students are expected to attend and participate in all of their courses throughout each term. Those who fail to do so may be administratively withdrawn from individual courses or the College.

Students enrolled in the **LPN to B.S.N., Medical Assistant, Patient Care Technician, Practical Nurse, Surgical Processing Technician, and Surgical Technology** programs should refer to their respective Student Handbook Supplements for program-specific grade requirements.

Faculty members will include their course-specific rules about absences, grading, and make-up work in each course syllabus. Each instructor may excuse absences for good cause and determine to what extent absences will affect grading. Certain absences will be excused automatically as required by law (such as military students called to active duty).

If illness, accident, or similar circumstances require absence for three or more consecutive days, the student must notify the Academic Advisement Department and the faculty member to discuss their status in their class(es).

Students who are withdrawn for a failure to attend and participate will receive a grade of 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.

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Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

Degree Program Tuition and Fees

Educational costs are an important consideration for students selecting a college. For that reason, Berkeley College protects eligible students from increases in full-time tuition rates through the Tuition Freeze Program. To be eligible, students must be enrolled full-time in degree programs for three consecutive quarters or two semesters, beginning with their first quarter or semester at the College. Eligible students' full-time tuition rates stay the same as long as the students remain continuously enrolled in degree programs with no more than one quarter or semester of absence. The policy also covers military/veterans readmitted to the same program, for the first academic year in which the student returns. For the complete Tuition Freeze Policy, [click here](#).

DEGREE PROGRAM TUITION AND FEES

	Applicable to the summer 2016 and fall 2016 semesters	Applicable to the winter 2017 and spring 2017 semesters
Full-Time Tuition (12-15 credits)	\$11,550	\$11,800
Full-Time Tuition (16 or more credits)	\$11,550 + \$810 per additional credit in excess of 15	\$11,800 + \$825 per additional credit in excess of 15
Part-Time Tuition (1-11 credits)	\$810 per credit	\$825 per credit*
Semester Administrative Fee (9 or more credits)	\$375	\$400
Semester Administrative Fee (8 or fewer credits)	\$187	\$200
Semester Technology Fee (9 or more credits)	\$450	\$450
Semester Technology Fee (8 or fewer credits)	\$225	\$225
Graduation Fee	\$100	\$100
Late Registration Fee	\$50 per instance	\$50 per instance

*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 is determined by agreement between Berkeley College and participating high schools. Dual enrollment students are not eligible for government-sponsored financial aid programs but may receive Berkeley Grants. Students interested in the Dual Enrollment option should consult their high school guidance counselors for specific information applicable to their schools.

SEVEN WEEK SESSIONS

Seven-week session students are charged no differently than semester students. If a student takes full-time (12-15) credits while registered in Session "A", Session "B" and/or a 15-week semester, then the tuition will be \$11,800. If the student is registered for less than 12 credits, then the tuition will be \$825 per credit. All charges will be applied to the student's account immediately and will be adjusted later if the student fails to attend Session "B".

For information on Clinical Program Tuition and Fees, [click here](#).

TUITION DEPOSIT

For first-time students entering from high school, the \$300 tuition deposit is due by May 1. Deposits will be refunded provided the College receives written notice of cancellation at least 60 days prior to the start of the applicable semester. No refunds will be made to persons canceling during this 60-day period.

For adult students, the \$300 deposit must be paid within two weeks after receiving a financial aid award letter. It will be refunded provided the College receives written notice of cancellation at least 60 days prior to the start of the applicable semester. No refunds will be made to persons canceling during this 60-day period.

TUITION PAYMENTS

Tuition is payable 4 weeks prior to the first day of classes according to the published schedule. For students admitted or readmitted after this due date, tuition is payable at registration.

Tuition may be paid in person, by mail, or online through Student Self-Service. The Student Accounts Department accepts payment by check, MasterCard, Visa, American Express, or wire transfer. Billing for tuition and fees is done on a semester basis, although the student may make one payment in full for the entire academic year. Instructions for registration and payment of term bills are sent by mail to all students for their first term. Subsequent term bill information is available to students online through Student Self-Service ten weeks prior to the start of each term. It

is the student's responsibility to obtain and pay the term bill on time. Students who fail to make arrangements for payment of the term bill on time will lose their ability to maintain their course schedule for the term. In addition, a late registration fee may be charged for re-instatement of a student's course schedule.

The College reserves the right to make any changes in the schedule of hours or in the courses of study that may be desirable.

DEGREE REFUND POLICY

If a student officially withdraws or is dismissed from the College during a term, credit for that term will be issued as follows:

SEMESTERS

Notification date during

- | | |
|-------------------------------|-----|
| • First and second weeks | 90% |
| • Third and fourth weeks | 50% |
| • Fifth through seventh weeks | 25% |
| • After the eighth week | 0% |

SEVEN WEEK SESSIONS

Notification date during

- | | |
|-------------------------------|-----|
| • First week | 90% |
| • Second week | 50% |
| • Third week | 25% |
| • Fourth through seventh week | 0% |

The College will apply the 15-week tuition refund schedule when:

- A student is enrolled in semester-length (15-week) courses only and withdraws from all courses;
- A student is enrolled in seven-week courses in both session A and session B and withdraws from all courses in session B after starting session B;
- A student is enrolled in seven-week courses in session A and/or B of a semester while taking at least one 15-week semester-length course and withdraws from all courses.

The College will apply the seven-week tuition refund schedule when:

- A student is enrolled in seven-week courses in session A only or session B only and withdraws from all courses;
- A student is enrolled in seven-week courses in both sessions A and B and withdraws from all courses in session B before starting session B;
- A student is enrolled in seven-week courses in both session A and B and withdraws from all courses in session A; however, if the student returns and attends session B, tuition and financial aid will be recalculated based on the 15-week refund schedule.

A student's enrollment status is determined at the end of the add/drop period (week two). At that time the student is charged, and any financial aid is paid, based on the student's enrollment status. (Individual course drops after week two do not entitle the student to a refund for that course.) Students wishing to withdraw after the start of a semester should contact the Academic Advisement Department. In accordance with the refund schedule above, withdrawn students will be responsible for charges incurred as of their last recorded date of participation. Balances in excess of charges, including deposits, held at the time of withdrawal or dismissal will be applied to outstanding charges. Any overpayment of tuition and fees will be refunded. Please note, however, that Residence charges are fully incurred at the start of each semester; once the semester has started, Residence charges will not be refunded.

Financial aid will be adjusted based on U.S. Department of Education Return of Title IV Funds Regulations and the College's Check Point Policy. When a student notifies Academic Advisement of the student's withdrawal, that date will be used to calculate the amount of financial aid funds that the College must return. If the withdrawal occurs subsequent to the 60% point in the term, then all of those funds are deemed "earned" and do not need to be returned. State aid will be returned based on state regulations and Berkeley College Institutional aid will be prorated in accordance with the College tuition liability table.

When a student withdraws without notifying Academic Advisement (“unofficial withdrawals”), the calculation is different. When the College becomes aware of a student’s unofficial withdrawal through the “check point” process, financial aid will be considered earned as if the withdrawn student had attended for 50% of the semester. The remaining portion of the original financial aid award will be returned to the originator.

Important note: Since a withdrawn student’s tuition liability to the College is governed by the schedule set forth in the Tuition Refund Policy, the amount that a student who is withdrawn (officially or unofficially) during the semester owes the College for tuition may exceed the amount of financial aid that the student is permitted to retain under governing regulations. If so, the student will be liable to the College for any balance.

Institutional aid will not be refunded. Berkeley institutional aid awards are earned ratably during the semester.

BOOKS AND SUPPLIES

Most programs of study use customized eBooks that are not available from other sources. A few programs, however, may use traditional textbooks. Charges for both customized eBooks and traditional textbooks are included in the tuition charge. Students in programs where traditional textbooks are used have the right to obtain them from other sources. Students who choose to do so may request refunds. Purchase and pricing information for each traditional textbook is available from the Berkeley College Store at BerkeleyStore.BerkeleyCollege.edu.

Some programs may also require additional books, supplies or other costs that are not included in the tuition charge. Detailed information on those requirements is available at BerkeleyCollege.edu/disclosures/.

MISCELLANEOUS COSTS

Costs for supplies, field trips, and other classroom-related expenses vary by program and can range from \$0 to \$1,500 an award year (two semesters/three quarters). Living expenses may vary considerably. Estimated room and board costs for students not living in Berkeley College facilities range between \$3,164 and \$13,204 per academic year. The lower range is for dependent students living at home while the higher range is generally for students living away from home. Personal expenses are estimated to be \$2,288 and transportation averages \$3,128 per academic year. Actual expenses vary based on personal situations and choices.

Berkeley College does not offer a student health insurance plan or require students to demonstrate health insurance coverage prior to enrollment. However, the College strongly recommends coverage.

RESIDENCE

Residence facilities should be reserved well in advance. Priorities on apartments and room assignments are subject to availability based on the date residence deposits are received. An advance deposit of \$400 is due with the residence application.

The balance of the fee must be paid prior to moving into the residence. If a residence reservation is canceled, the advance deposit is refunded only if the College receives notice in writing at least 60 days prior to the start of the semester for which the student originally was accepted.

White Plains

Cottage Place Apartments, a six-story student residence adjacent to the College, features studio apartments with kitchenettes and two- and three-bedroom apartments with full kitchens and living rooms. All studios and bedrooms are designed for double occupancy.

Sussex House, a one-floor student residence located within the College building, features studio apartments with kitchenettes and two-bedroom apartments with kitchens, living rooms, and two bathrooms. All studios are designed for three students and two-bedroom apartments are designed for six students.

The rate per occupant is \$4,500 per semester.

View the [housing page](#) for more information.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/disclosures/.

Please note: Berkeley College reserves the right to revise course offerings, cancel scheduled courses, or make any other curriculum changes that the College, in its sole discretion, deems appropriate. The College may limit an individual student’s course load as needed to facilitate the student’s academic success. Such changes may affect the estimated duration and cost of the student’s program. For more information, students should consult with an Academic Advisor.

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

Certificate Program Tuition and Fees

TUITION AND FEES*

	Applicable to the summer 2016 and fall 2016 semesters	Applicable to the winter 2017 and spring 2017 semesters
Medical Assistant (4 quarters) (2 semesters)	\$19,200	\$19,200
Medical Insurance, Billing, and Coding (4 quarters) (2 semesters)	\$19,200	\$19,200
Patient Care Technician (3 quarters) (2 semesters)	\$14,800	\$17,500
Practical Nurse (5 quarters) (3 semesters)	\$28,950	\$31,000
Surgical Processing Technician (3 quarters) (2 semesters)	\$16,350	\$16,350

*Includes tuition, books, background check where appropriate, and the cost of the first certification/licensure examination. Program tuition will be reduced for students who transfer courses into a certificate program.

For certificate students, failed courses will lead to a repeat charge assessed on a per-credit basis.

QUARTER PROGRAM FEES (NON-REFUNDABLE)

Technology		
• 9 or more credits		\$300 per quarter
• 8 or fewer credits		\$150 per quarter
Administrative		
• 9 or more credits		\$250 per quarter
• 8 or fewer credits		\$125 per quarter
Late registration		\$50 per instance

SEMESTER PROGRAM FEES (NON-REFUNDABLE)

	Applicable to the summer 2016 and fall 2016 semesters	Applicable to the winter 2017 and spring 2017 semesters
Technology		
• 9 or more credits	\$450 per semester	\$450 per semester
• 8 or fewer credits	\$225 per semester	\$225 per semester
Administrative		
• 9 or more credits	\$375 per semester	\$400 per semester
• 8 or fewer credits	\$187 per semester	\$200 per semester
Late registration	\$50 per instance	\$50 per instance

Practical Nurse students, Patient Care Technician students, and Surgical Technology students are also required to purchase their own malpractice insurance. Total costs may average \$40-\$50 for Patient Care Technician students and \$70-\$90 for Practical Nurse students (for \$1,000,000 per occurrence and \$3,000,000 in the aggregate), and \$35-\$45 for Surgical Technology students (for \$1,000,000 per occurrence and \$3,000,000 in the aggregate).

Upon program completion, Practical Nurse students are required to register and pay for the NCLEX-PN examination using their personal credit card. Once receipt of payment is obtained, students should submit their receipt to the Nursing Department so they can be reimbursed for the Pearson Vue testing fee.

CERTIFICATE REFUND POLICY

If a student officially withdraws or is dismissed from the College before the completion of the program, credit will be issued as follows:

Notification Date	Student Tuition Responsibility
During the first week of the program	10% tuition
Weeks two and three of the program	20% tuition
After three weeks and prior to 25% of the program	45% tuition
After 25% of the program and before 50%	70% tuition
After 50% of the program is completed	100% tuition

A student enrolling in a certificate program is responsible for the total cost of the program subject to the schedule above.

GENERAL INFORMATION APPLICABLE TO ALL PROGRAMS

BOOKS AND SUPPLIES

Most programs of study use customized eBooks that are not available from other sources. A few programs, however, may use traditional textbooks. Charges for both customized eBooks and traditional textbooks are included in the tuition charge. Students in programs where traditional textbooks are used have the right to obtain them from other sources. Students who choose to do so may request refunds. Purchase and pricing information for each traditional textbook is available from the Berkeley College Store at BerkeleyStore.BerkeleyCollege.edu.

Some programs may also require additional books, supplies or other costs that are not included in the tuition charge. Detailed information on those requirements is available at BerkeleyCollege.edu/disclosures/.

MISCELLANEOUS COSTS

Costs for supplies, field trips, and other classroom-related expenses are estimated at \$960 per academic year (three terms) for Certificate programs. Living expenses may vary considerably. Estimated room and board costs for students not living in Berkeley College facilities range between \$4,149 and \$14,529 per academic year. The lower range is for dependent students living at home while the higher range is generally for students living away from home. Personal expenses are estimated to be \$3,345, and transportation averages \$3,519 per academic year. Actual expenses vary based on personal situations and choices.

Berkeley College does not offer a student health insurance plan or require students to demonstrate health insurance coverage prior to enrollment. However, the College strongly recommends coverage.

TUITION PAYMENTS

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The College reserves the right to make any changes in the schedule of hours or in the courses of study that may be desirable.

Balances in excess of charges, including deposits, held at the time of withdrawal or dismissal will be applied to outstanding charges. Any overpayment of tuition and fees will be refunded. Please note, however, that residence charges, where applicable, are fully incurred at the start of each term; once the term has started, residence charges will not be refunded.

RESIDENCE

Residence facilities should be reserved well in advance. Priorities on apartments and room assignments are based on the date residence deposits are received. An advance deposit of \$400 is due with the residence application.

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Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the
complete catalog.

Student Handbook

Guide to Financial Aid

- Financial Aid Summary
- Financing an Education
- How to Apply
- Disbursement of Aid
- Early Refund for Books and Supplies
- Other Title IV Refunds
- Other Financial Aid Refunds
- Federal Financial Aid Programs
- New Jersey State Financial Aid
- New York State Financial Aid
- Berkeley College Grants and Scholarships
- Other Financial Aid Policies
- Satisfactory Academic Progress (SAP)
- Lifetime Eligibility Disclosures
- Military and Veteran Students

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Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

Financial Aid Summary

Federal Financial Aid

Award

Federal Pell Grant

Maximum Allowed per Award Period

Financial Aid Year 2015-2016 up to \$5,775

Financial Aid Year 2016-2017 up to \$5,815

Federal Direct Base Stafford Loan (FDSL)

Up to \$3,500 (base) for first year

Up to \$4,500 (base) for second year

Up to \$5,500 (base) for third and fourth year

Federal Direct Unsubsidized Stafford Loan (FDUSL)

Dependent Students: Up to \$2,000

Independent Students or if Parent is not eligible for Parent Loan:

Up to \$6,000 for first and second year

Up to \$7,000 for third and fourth year

Federal Direct Parent Loan for Undergraduate Students (FDPLUS)

Up to the cost of attendance minus other financial aid/assistance and other resources

Federal Supplemental Educational Opportunity Grant (FSEOG)

\$200

Federal Work Study (FWS)

Awards vary

Veterans' Benefits

Awards vary

Federal Aid to Native Americans

Awards vary

Social Security Benefits

Awards vary

New Jersey State Financial Aid

Award

Tuition Aid Grant (TAG)

Amount per Year

Up to \$12,016 (pending state budget)

Student Tuition Assistance Reward Scholarship II (STARS II)

Up to \$2,500

Garden State Urban Scholarship Program (renewals only)

\$930

Governor's Urban Scholarship

\$1,000

New York State Financial Aid

Award

Tuition Assistance Program (TAP)

Amount per Year

Up to \$5,165 (pending state budget)

Regents Award for Children of Deceased or Disabled Veterans

Up to \$450

Aid for Part-Time Study (APTS)

Awards vary based on need

NYS Native American Education

Awards vary

Berkeley College Grants and Scholarships

Award	Amount per Year
Berkeley College Achievement Award	Up to \$3,000 based on GPA
Berkeley College Grant	Award varies based on need and enrollment status (full-time or part-time)
Berkeley College Alumni Legacy Scholarship	Up to 25% of tuition
Berkeley College TAP Grant (NY only)	\$1,500
Berkeley College Challenge Program	Up to \$1,275
Berkeley College International Grant	Up to 25% of tuition
Berkeley College Law Enforcement Scholarship	Up to 50% of tuition
Phi Theta Kappa Scholarship	Up to 50% of tuition
Berkeley College Presidential Scholarship	Up to full tuition
Berkeley College Honors Scholarship	Up to full tuition
Berkeley College Transfer Opportunity Program (T.O.P. Scholars)	Up to 50% of tuition
Berkeley College Active Military Grant	Awards vary based on number of credits and tuition rates
Yellow Ribbon Grant	50% of balance after all benefits are applied



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2016–2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the
complete catalog.

Student Handbook

Financing an Education

Students interested in applying for financial aid must submit a Free Application for Federal Student Aid (FAFSA). As a result, students eligible for financial aid will be offered a financial aid package detailing eligibility for federal, state, and institutional grants, scholarships, and loans.

Federal and state aid will be awarded to eligible students based on need and enrollment level as determined by federal and state formulas. At the discretion of the College, Berkeley College need-based aid may be awarded to students who have borrowed their annual maximum Stafford loan and have unmet needs after federal and state aid has been awarded. All students have the opportunity to meet with a financial aid administrator and are encouraged to do so.

Berkeley College recommends that students avoid unnecessary borrowing. College financial aid packages are developed with this goal in mind. Generally, eligibility for grants and scholarships will be considered before Federal Direct Student Loans are included. Financial aid packages are calculated to reflect charges that are payable directly to the College, including tuition and fees and the cost of student housing obtained through the College.



Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

[Berkeley College Overview](#)

[Academic Programs](#)

[Academic Policies and Procedures](#)

[Admissions and Finances](#)

[Administration, Faculty, and Staff](#)

[Contact Us](#)



[Get a PDF of the complete catalog.](#)

[Student Handbook](#)

How to Apply

Each year, aid applicants must submit a Free Application for Federal Student Aid (FAFSA). This application should be submitted to the federal processor online at fafsa.ed.gov.

Financial Aid administrators are available to help students with the application process. The Financial Aid Office may request additional documentation to support the student's application. The student's financial aid package cannot be finalized until the Financial Aid Office has received all requested documentation. State grant recipients may also be required to submit additional documentation directly to the state agency administering the grant. Renewal of financial aid is not automatic. Recipients are required to reapply each year by the announced deadline.

It is recommended that students, spouses, and/or parents use the the IRS Data Retrieval Tool, which can make the application process easier, faster, and more accurate, facilitating earlier notification of awards.

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Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

**Berkeley College
Overview**

Academic Programs

**Academic Policies
and Procedures**

**Admissions and
Finances**

**Administration,
Faculty, and Staff**

Contact Us



**Get a PDF of the
complete catalog.**

Student Handbook

Disbursement of Aid

Federal, state, and institutional grants and loans will be disbursed into student accounts to cover direct educational costs. Disbursements in excess of direct costs will be refunded to the student (or parent, in the case of a PLUS Loan). Federal Work Study earnings will be paid directly to the student via Money Network Service™ Debit Card (or direct deposit) on a bimonthly basis for actual hours worked.

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**Berkeley College
Overview****Academic Programs****Academic Policies
and Procedures****Admissions and
Finances****Administration,
Faculty, and Staff****Contact Us**

**Get a PDF of the
complete catalog.**

Student Handbook

Early Refund for Books and Supplies

In accordance with federal guidelines, students who meet certain criteria will receive a disbursement of financial aid funds to cover the cost of books and supplies not later than the seventh day of each semester. The value of the early disbursement will be the lesser of \$500 and the anticipated Title IV (Federal) Credit.

Not all students will qualify for this early refund. To be eligible for this early disbursement, a student must meet all of the following criteria:

- The student must be eligible for Title IV Aid;
- Institutional file verification/file review must have been approved no later than 10 days prior to the start of the semester; and
- The student's Federal Aid (without consideration of any other assistance such as State and Institutional Grants and/or Scholarships) is greater than direct costs payable to the College (tuition and fees, plus housing costs for students who obtain housing through the College).

A student who qualifies for an early refund for books and supplies, but does not want the funds disbursed, may opt out of the disbursement by contacting the Student Accounts or Financial Aid Departments prior to the start of the semester. If notification of the student's decision to opt out of the early refund is not received by the start of the semester, the funds may be disbursed.

Please contact the Student Accounts or Financial Aid Departments if additional information is needed.

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

Other Title IV Refunds

A refundable Federal Student Aid (FSA) credit balance occurs only if the total amount of FSA program funds exceeds allowable charges. The order in which funds are credited to a student's account does not determine which award creates the refundable FSA credit. Instead, Berkeley applies Title IV aid to direct charges (tuition, fees, and housing) in the following order:

- Federal Parent Loans (FDPLUS)
- Federal Direct Stafford Loans
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)

Federal Work Study is not directly applied to a student's account.

Accordingly, most student Title IV credits, if any, will be created by Federal Grants, rather than loans.

When a disbursement of Title IV funds to the student's account at the school creates a Title IV credit balance, the College will pay the credit balance directly to the student or parent (when applicable) within 14 days after the credit is posted.

- If the student so authorizes in writing, the College will hold Title IV credit balances and apply them toward other regular charges incurred within the same year and award period (as defined below). The student may revoke this authorization at any time. If a student's aid package includes a Direct Loan, then the "year" is the loan period. If the student's aid package does not include a Direct Loan, then the "year" is the award year (period of registration between July 1 and June 30). All funds will be returned within 14 days after June 30 of the award year or the award period, whichever comes first. The exception is if the Borrower Based Award Year (BBAY) includes periods before and after July 1. In that case, the credit may be held and applied for the second semester in that period.

With a student's written authorization and under special circumstances, the College may apply up to \$200 of an FSA credit balance to a prior year's charges.

**Berkeley College
Overview**

Academic Programs

**Academic Policies
and Procedures**

**Admissions and
Finances**

**Administration,
Faculty, and Staff**

Contact Us



**Get a PDF of the
complete catalog.**

Student Handbook

Other Financial Aid Refunds

Any aid, other than federal Title IV aid, that creates a credit balance on a student's account will be refunded to the student on a timely basis as required by regulations. Students are encouraged to advise Student Accounts, however, if and when refunds are needed earlier. The College will make an effort to accommodate such requests.

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

Federal Financial Aid Programs

Below is a list of federal loans for which eligible Berkeley College students may be considered:

Federal Pell Grant: The Federal Pell Grant Program provides awards of up to \$5,815 per academic year for financially eligible undergraduate students who previously have not earned a Bachelor's degree. Recipients must be United States citizens or eligible noncitizens enrolled in degree programs. The **Free Application for Federal Student Aid (FAFSA)** must be completed when applying for financial assistance. The federal government limits students to six full scheduled annual awards. At Berkeley College, that would mean 12 semesters of full-time attendance (or 24 semesters at half-time attendance, etc.). Pell Grants used at other institutions count toward the maximum amount allowed. (Students who have attended multiple institutions within a brief period, and have received Pell disbursements, may be identified by the Department of Education as persons with an "Unusual Enrollment History." Regulations require Berkeley to review these circumstances for possible fraud and/or abuse of the Pell Grant Program.)

Federal Direct Loans: Berkeley College participates in the William D. Ford Direct Loan Program. Eligible students and their parents borrow Stafford and/or PLUS Loans directly from the U.S. Department of Education and repay the loans through various loan servicers chosen by the U.S. Department of Education. Promissory Notes are available on the Internet at studentloans.gov. Various repayment and deferment options exist for federal loans (including but not limited to deferments for service under the Peace Corps Act, service under the Domestic Volunteer Service Act of 1973, and comparable service as a volunteer for a tax-exempt organization in the field of community service). All students will be provided entrance counseling that describes these options prior to loan disbursement.

- Federal Direct Base Stafford Loan (FDL):** This base loan is usually interest subsidized. This loan is available to students who are enrolled at least half-time and have financial need. Effective July 1, 2015 through June 30, 2016, a fixed interest rate of 4.29 percent applies. Effective July 1, 2016 through June 30, 2017, a fixed interest rate of 3.76 percent applies. In most cases, repayment must be completed within 10 years. The U.S. Department of Education pays the interest while the borrower is in school. First-year students may borrow up to \$3,500 for qualified educational expenses; second-year students may borrow up to \$4,500. Third- and fourth-year students may borrow up to \$5,500 annually. Loan amounts will be originated by the College, based on enrollment status and need, as determined by federal formulas. Students are responsible for repaying their entire debt, with interest, as specified in the terms and conditions of the Promissory Note. Direct Subsidized Loans are available only for students who have not exceeded 150 percent of the published length of the academic program. This is called the "maximum eligibility period." For example, if you are enrolled in a four-year Bachelor's degree program, the maximum period for which you can receive Direct Subsidized Loans is six years (150 percent of four years = six years).

When a student takes a Federal Direct Subsidized Stafford Student Loan for the first time on or after July 1, 2013 ("first time" includes previous borrowers who have repaid their Federal Stafford Loans in full), there is a maximum time period during which further Subsidized Stafford Student Loans may be taken. Furthermore, if the student enrolls for additional courses (regardless of whether the student applies for additional Stafford Loans) after the expiration of a period equal to 150 percent of the published length of the student's current program (for example, six years for a four-year Bachelor's degree program), the student will lose both eligibility for future interest subsidies and interest subsidies on all previously borrowed Subsidized Stafford Loans. That could add substantial interest charges to the student's loan debt.

- Federal Direct Unsubsidized Stafford Loan (FDUSL):** This loan is available to students who are enrolled at least half-time, regardless of financial need. The borrower is responsible for interest during the life of the loan. Effective July 1, 2015 through June 30, 2016, a fixed interest rate of 4.29 percent applies. Effective July 1, 2016 through June 30, 2017, a fixed interest rate of 3.76 percent applies. In most cases, repayment must be completed within 10 years. All students are eligible for the base amount, up to \$2,000. In addition to the base loan of up to \$2,000, independent students and those whose parents have been denied a Parent Loan may borrow an "additional" unsubsidized loan. First- and second-year students may borrow up to an additional \$4,000 for qualified educational expenses. Third- and fourth-year students may borrow up to an additional \$5,000 annually. Loan amounts will be originated by the College based on enrollment, need, and dependency status as determined by federal regulations. Students are responsible for repaying their entire debt, with interest, as specified in the terms and conditions of the Promissory Note.
- Federal Direct Parent Loan for Undergraduate Students (FDPLUS):** This loan is available to parents of dependent students who are enrolled at least half-time. Financial need is not a requirement. Parents are responsible for interest during the life of the loan. Effective July 1, 2015 through June 30, 2016, a fixed rate of 6.84 percent applies. Effective July 1, 2016 through June 30, 2017, a fixed rate of 6.31 percent applies. New rates are announced annually on July 1. In most cases, repayment must be completed within 10 years. Parents may borrow up to the cost of attendance minus other financial assistance and resources. Loan amounts will be certified by the College based on enrollment and dependency status as determined by federal regulations. Parents are responsible for repaying their entire debt, with interest, as specified in the terms and conditions of the Promissory Note.

- **Federal Student Loan Aggregate Limits:** Loans have aggregate (total lifetime) limits that are the same for all students based on dependency status (see chart below).

Aggregate Loan Limits		
Student Type	Total Aggregate Limit	Maximum Subsidized Limit Within the Aggregate
Dependent student	\$31,000	\$23,000
Dependent student whose parent is ineligible for PLUS	\$57,500+	\$23,000+
Independent undergraduate student	\$57,500	\$23,000

- **Subsidized Loan 150 Percent Limitation:** Direct Subsidized Loans are available only for students who have not exceeded 150 percent of the published length of the academic program. This is called the "maximum eligibility period." For example, if you are enrolled in a four-year Bachelor's degree program, the maximum period for which you can receive Direct Subsidized Loans is six years (150 percent of four years = six years).

Students who attend beyond the 150 percent point, even if they do not continue to borrow, lose their subsidized loan eligibility as well as the subsidy on all previous subsidized loans.

Students should always be aware of this especially if they are switching majors and taking longer to graduate. The greatest concern would be when switching majors to a shorter program. For example, a student may be pursuing a four-year degree for three award years, which would equal 75 percent. If that same student switched to a two-year degree, the three years of borrowing would now be 150 percent, and the student would lose subsidized loan eligibility and the loan subsidies for all previous subsidized loans.

Students should discuss changes in majors with Academic Advisors as well as Financial Aid Advisors.

- **Federal Supplemental Educational Opportunity Grants (FSEOG):** In addition to a Federal Pell Grant and/or Stafford Loan, students with exceptional need (Zero Expected Family Contribution) may be awarded a Federal Supplemental Grant of \$200 per award period. Eligible students are automatically considered for this grant. The FAFSA must be completed annually. Students who exhaust their Pell eligibility are not eligible for FSEOG.
- **Federal Work Study (FWS):** Eligible degree-seeking students can seek part-time employment either on campus or in community service positions off campus. Eligible students in certificate programs may also be considered for a FWS position. Awards, hours, and pay rates vary. On average, students work 16 hours per week. Hourly compensation varies. Interested students should be directed to BerkeleyCollege.edu/fws/index.htm.
- **Return of Title IV:** The U.S. Department of Education regulates the treatment of all federal grants and loans. For those students who withdraw during the semester, the College is required to exercise the "Return to Title IV calculation" (R2T4). The R2T4 is based on the number of days in the semester divided into the number of days attended based on the separation date. This provides the percentage of Title IV aid a student has "earned."

For example, if the semester is 100 days, and a student's separation date falls on the 40th day of the semester, the formula used would be 40/100 or 40 percent. This percentage would then be applied to the Title IV aid disbursed, or potentially disbursed, in order to determine how much and which proceeds need to be returned. Students who separate after the 60 percent point of the semester, per federal guidelines, will have earned 100 percent of their federal aid.

The order in which funds are returned is also determined by the Federal Department of Education. The Attribution Table requires funds to be returned as follows:

- First - Direct Unsubsidized Loan**
- Second - Direct Subsidized Loan**
- Third - Direct Parent Loans**
- Fourth - Pell Grant**
- Fifth - SEOG**

Note: Federal Work Study earnings are not part of the above formula and funds earned do not need to be returned.

Veterans' Benefits: Veterans and/or dependents planning to receive educational assistance benefits from the Department of Veterans Affairs (VA) should get VA approval prior to enrollment. Veterans may apply for their GI Bill benefits at the VONAPP website, located at vabenefits.vba.va.gov/vonapp/main.asp. Veterans are required to submit copies of their Certificate of Eligibility for their VA benefits and DD214 Member 4 copy during the admissions process in order to most effectively process their benefits.

Study Abroad: Federal financial aid funds may be available for study abroad programs if a consortium agreement between the home and visiting school is approved in advance. Questions regarding articulation agreements should

be directed to the Center for Global Studies.

Federal Aid to Native Americans: For information on Title VII - Indian, Native Hawaiian, and Alaska Native Education, go to: www2.ed.gov/policy/elsec/leg/esea02/pg98.html and www.bie.edu/ParentsStudents/Grants/index.htm.

Social Security Benefits: Social Security benefits may be available to eligible students under 18 years of age. For more information, go to: ssa-custhelp.ssa.gov/app/answers/detail/a_id/282/.



Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

New Jersey State Financial Aid

Tuition Aid Grant (TAG): New Jersey degree-seeking residents who attend college full-time at a New Jersey institution may be eligible to receive a TAG grant of up to \$12,438 per academic year (pending adoption of the NJ state budget). Available awards are determined by legislative action and are subject to change.

TAG grants are based on need. Students are eligible for 4.5 years of TAG for a Bachelor's degree and 2.5 years for an Associate's degree. A student generally receives two semester payments of TAG in one academic year.

Student Tuition Assistance Reward Scholarship II (STARS II): New Jersey STARS students who graduated from a county college, and attained a cumulative grade point average of 3.25 or higher, may be eligible to receive a NJ STARS II award to earn a Bachelor's degree. Students may receive up to \$2,500 per award year.

Governor's Urban Scholarship Program: This is a merit award for full-time undergraduates enrolled in a degree program. Candidates will be selected for consideration by their high school guidance counselors. Recipients must be in the top five percent of their high school class and have a GPA of 3.00 or higher at the end of their junior year. Recipients must be NJ residents and meet State requirements and filing deadlines. They must also have a New Jersey Eligibility Index below \$10,500, and must live in a designated higher need urban community. The award is \$1,000 per year.

Seven-Week Session Students: Students who begin Session B without first completing Session A (new or returning students) are not eligible for New Jersey State Grants. Assuming all eligibility criteria are otherwise met, the student will become eligible in Session A of the following semester. Disbursement, however, cannot be made until attendance begins at least 12 credits of course work, which can be a combination of courses in Session A, Session B, and/or a 15-week semester.

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

New York State Financial Aid

New York State Financial Aid Academic Requirements

Students may only receive these New York State Financial Aid funds provided they meet New York State's Good Academic Standing requirements.

A student is considered in "good standing," meeting program pursuit standards, and making satisfactory academic progress to receive New York State Tuition Assistance Program (TAP) grants if the minimum requirements established below are maintained.

Eligibility

Students must be enrolled full-time, attempting at least 12 credits applicable to their degrees, to receive a TAP award. "Full-time" is defined as 12 credit hours per term. A student may register for up to 15 credits under regular full-time charges and up to 18 credit hours overall in a term (or up to 21 with special approval by the Academic Advisement Department); however, enrollment in more than 12 credit hours does not entitle the student to a TAP award greater than the maximum per-term award available to students carrying 12 credit hours.

An exception to the 12 credit hour rule is the use of remedial (developmental) courses. In the first year of study, up to six equivalent units of non-credit remedial (developmental) courses may be counted toward the 12 credit hours required for TAP eligibility. In the second year of study, up to three equivalent units of non-credit remedial (developmental) courses may be counted toward the 12 credit hours required for TAP eligibility. In the third year of study, non-credit remedial (developmental) courses may not be counted toward the 12 credit hours required for TAP eligibility.

Another exception to the 12 credit hour rule is when a student needs less than 12 credits to graduate. In this case a student may take additional credits, resulting in "full-time" and TAP eligibility, which are not applicable to the student's program of study. However, a student may have only one graduating term. This exception does not extend beyond the term of expected graduation.

In considering TAP eligibility, New York State defines a "year of study" as 12 "usage points," with each semester worth six usage points. For purposes of TAP eligibility, students who have used no more than 11 points are considered to be in their "first year"; students who have used 12 to 23 points are considered to be in their "second year"; students who have used 24 to 35 points are considered to be in their "third year"; students who have used 36 or more points are considered to be in their "fourth year" and will not be eligible unless they are pursuing a Bachelor's degree. Please note that points used are not college-specific, so TAP usage points will follow the student from one institution to another. For example, a transfer student starting at Berkeley already having already used 24 points would be treated as a third-year TAP recipient. See Beneficial Placement Section, below, for more information.

Pursuit of Program

Program pursuit must be determined independently from satisfactory academic progress. A measure of effort, it is based upon coursework completed, whether passed or failed, rather than achievement (credits earned).

The program pursuit requirement is the same for all students, including those enrolled in remedial (developmental) college skills courses. Students are required to complete a certain percentage of the minimum full-time load. The minimum full-time load at Berkeley is 12 semester credits applicable to the degree the student is pursuing. Therefore, the student at the 100 percent pursuit level (24 TAP points or more) must complete 12 semester hours of credit-bearing courses. (See detailed charts below.)

Under certain circumstances New York State regulations allow a "medical/health waiver" for students unable to engage in full-time study due to health or medical reasons. Such waivers are rarely granted, however, and their use is not encouraged.

TAP recipients must complete/receive a grade (including a failure) for the following number (see chart below) of required credit hours in order to maintain "program pursuit":

PURSUIT OF PROGRAM TAP TABLE EFFECTIVE SUMMER 2016

Term/Payment Must Receive a Grade For:

Semester	Points used to date	Minimum number of credits that must be completed and graded	Maximum number of credits completed that are allowed to be remedial
1	0	6 (50% of full-time)	6
2	6	6 (50% of full-time)	6
3	12	9 (75% of full-time)	3

4	18	9 (75% of full-time)	3
5	24	12 (100% of full-time)	0
6	30	12 (100% of full-time)	0
7	36	12 (100% of full-time)	0
8	42	12 (100% of full-time)	0

Effective fall 2011 (for academic year 2015-2016)

When to Use

- Student received first TAP payment prior to fall 2010.
- Student enrolled in at least six semester hours of non-credit remedial coursework in the first semester of his/her first TAP payment in fall 2010 or later.

Associate's Degree Programs

Before being certified for this payment	1	2	3	4	5	6
A student must have accrued at least this many credits	0	3	9	18	30	45
With at least this grade point average	0	.75	1.25	1.50	2.00	2.00
Minimum number of credit hours that must be completed the prior semester	0	6	6	9	9	12

Bachelor's Degree Programs

Before being certified for this payment	1	2	3	4	5	6	7	8	9	10
A student must have accrued at least this many credits	0	3	9	21	33	45	60	75	90	105
With at least this grade point average	0	1.10	1.25	1.50	2.00	2.00	2.00	2.00	2.00	2.00
Minimum number of credit hours that must be completed the prior semester	0	6	6	9	9	12	12	12	12	12

Effective fall 2011 (for academic year 2015-2016)

When to Use

- Student received first TAP payment fall 2010 or later.
- Student enrolled in less than six semester hours of non-credit remedial coursework.

Associate's Degree Programs

Before being certified for this payment	1	2	3	4	5	6
A student must have accrued at least this many credits	0	6	15	27	39	51
With at least this grade point average	0	1.30	1.50	1.80	2.00	2.00
Minimum number of credit hours that must be completed the prior semester	0	6	9	12	12	12

Bachelor's Degree Programs

Before being certified for this payment	1	2	3	4	5	6	7	8	9	10
A student must have accrued at least this many credits	0	6	15	27	39	51	66	81	96	111
With at least this grade point average	0	1.10	1.25	1.50	2.00	2.00	2.00	2.00	2.00	2.00
Minimum number of credit hours that must be completed the prior semester	0	6	9	12	12	12	12	12	12	12

Satisfactory Academic Progress

The minimum standards of satisfactory progress for students attending Berkeley College, for federal financial aid purposes, contain both qualitative and quantitative measures. New York State regulations specify different measures of "program pursuit" and "satisfactory academic progress."

College skills courses (credits earned and GPA) are not included in the computation of TAP Standards of Progress. However, "remedial students" (students in developmental courses) are subject to a different set of standards than non-remedial students. (See charts, above, for details on TAP satisfactory academic progress requirements.)

TAP Academic Standing

If a student is unable to meet the "program pursuit" or "satisfactory progress" standards during any semester in which a TAP grant was received, the student is not eligible for a TAP award in the subsequent term. Similarly, when a student who has received a TAP award officially or unofficially withdraws from all scheduled classes during a term, the student automatically loses TAP eligibility for the subsequent term. If a student successfully completes a term and is otherwise making satisfactory progress for both state and federal financial aid, but fails to enroll for the subsequent term, TAP eligibility upon re-enrollment at some later date is unaffected.

Note: If a student is subject to dismissal under either the federal or state progress policy, and the College grants an appeal under the federal Satisfactory Academic Progress (SAP) policy, the student remains ineligible for a TAP award during the subsequent term unless the College also grants a TAP appeal or waiver (see below).

Reinstatement of Good Academic Standing

A student who loses good academic standing for TAP may restore TAP eligibility in one of the following ways: (1) remedying academic deficiencies and meeting good academic standing requirements by completing one term of study without TAP program funds; (2) successful appeal to the Director, Financial Aid, after readmission to the College after an absence of at least one calendar year; (3) transferring to another institution; or (4) applying for and receiving a one-time waiver based on extenuating circumstances. TAP appeals and waivers must be approved by the Director, Financial Aid.

One-Time Waiver of Good Academic Standing Requirement

A one-time waiver of the good academic standing requirement for TAP may be granted during a student's period of enrollment. This waiver is permitted under New York State regulations for extraordinary or unusual cases where the student was unable to complete successfully the required academic coursework due to mitigating circumstances. For example, a waiver may be warranted for: a) death of a spouse or parent; b) divorce or separation; c) extreme illness documented by a physician; or d) another unusual or extraordinary reason beyond the student's control that is documented and approved by the Director, Financial Aid. When applying for a waiver, students must demonstrate that the circumstances which impeded their academic performance have been resolved.

New York State Education Department (SED) has two sets of standards. Effective for the 2010-11 academic year and thereafter, New York State Education Law requires a non-remedial student whose first award year is in 2010-11 or thereafter to meet new standards of SAP. Non-remedial students whose first year is 2007-08 through 2009-10 must meet the previous SAP requirements, enacted in 2006 for students receiving their first State award in academic year 2006-07. Students meeting the definition of "remedial student" also are not subject to the new SAP standards, and will use the 2006 requirements.

A "remedial student" at Berkeley College and as accepted by SED is defined as a student: (a) whose scores on a recognized college placement exam or nationally recognized standardized exam indicated the need for remediation for at least two semesters, as certified by the College and approved by the SED; or (b) who was enrolled in at least six semester hours of non-credit remedial (developmental) courses, as approved by SED, in the first term the student received a TAP award.

TAP Accelerated Study

Any student attending Berkeley College for two consecutive semesters is considered, by New York State, to be an accelerated student when attempting the third consecutive semester.

To be eligible for an accelerated TAP payment (which is the third consecutive semester while receiving TAP), a student must have completed a full-time load with a passing grade. That would be 24 credits over the two semesters. No more than three developmental credits per term may be counted toward the 24-credit requirement.

Students are entitled to a total of four years of TAP. A "year" of payments is measured in points, and a year of payments equals 12 points for a lifetime total of 48 points. At Berkeley, each semester's usage counts as six points.

TAP Beneficial Placement

Berkeley College applies New York State's approved Beneficial Placement policy in measuring a student's satisfactory academic progress to determine TAP eligibility. The policy allows a TAP recipient who has either transferred to Berkeley or changed from one Berkeley program to another to be repositioned on the SAP chart (above) based on either the number of credits the student has earned or the number of aid payments the student has already received, whichever measure is more beneficial to the student. For example, when a student has received terms of TAP payments but has earned only six credits that are transferable to the student's program of study at Berkeley, it would benefit the student to be evaluated for SAP based on credits transferred rather than points used. It is important to note that, even with Beneficial Placement, a student who has used 24 or more points must maintain a minimum 2.00 GPA.

Beneficial Placement also affects the number of remedial credits a transfer student can apply toward the 12-credit (full-time) prerequisite for TAP eligibility. Using the same example above (using a semester example), without Beneficial Placement the student (having used 18 points of TAP) would need to take at least nine academic credits to reach the 12-credit threshold. With Beneficial Placement, the student is only required to take six academic credits

toward a 12-credit full-time load and the rest can be remedial.

The same Beneficial Placement policy would apply to a student who has changed programs while attending Berkeley, as long as the student is in good academic standing at the time of the program change. Please note, however, that a student who has failed to maintain good academic standing cannot regain eligibility by changing programs.

Seven-Week Session Students

Students who begin Session B without first completing Session A (new or returning students) are not eligible for New York State Grants. Assuming all eligibility criteria are otherwise met, the student will become eligible in Session A of the following semester. Disbursement, however, cannot be made until attendance begins at least 12 credits of course work, which can be a combination of courses in Session A, Session B and/or a 15 week semester.



Focused on Student Success for 85 Years

2016–2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

Berkeley College Grants and Scholarships

Berkeley College Achievement Award: Incoming full-time and part-time students with a 2.50 grade point average (GPA) or higher will be considered for an award. Achievement Awards are renewable based on the recipient's cumulative GPA of 2.50 at the end of each academic year. Awards are up to \$3,000 per year based on GPA.

Berkeley College Grant: This grant program provides additional assistance to students who demonstrate need after federal and state aid have been exhausted. Students must have a 2.00 cumulative GPA or better. Award amounts vary based on need and enrollment status (full-time or part-time).

Berkeley College Alumni Legacy Scholarship: Up to a 25 percent scholarship, after all other grant aid is applied, will be awarded to full-time students who have had at least one parent, grandparent, or legal guardian graduate from Berkeley College. Legacy Scholarships are renewable based on the recipient achieving a cumulative GPA of 2.50 or better at the end of each award period and consecutive term enrollment as a full-time student.

Berkeley College DECA/FBLA/HOSA: Full-time students who have participated in DECA/FBLA/HOSA in high school may be eligible for partial or full-tuition scholarships.

Berkeley College TAP Grant: Full-time students who are eligible for a TAP Grant from New York State may receive a grant of \$1,500 per award period from Berkeley College.

Berkeley College Challenge Program: Challenge Program Awards are initially awarded as loans, which are forgiven if a student completes his/her degree. Challenge Program Awards are renewable based on the student's continued full-time enrollment, successful progress, and continued pursuit of a degree. Awards may be up to \$1,275 per year.

Berkeley College International Grant: Students can receive up to 25 percent of tuition, after all other grant aid is applied, based on past academic achievement and financial need if they are not residents of and are not living in the United States. These grants are awarded upon admission to the College. Students must apply for this grant at the same time as they apply for admission. Students who subsequently become eligible noncitizens will no longer receive the International Student Grant but are encouraged to apply for federal and state financial aid.

Berkeley College Law Enforcement Scholarship: Uniformed members of service in the rank of Police Officer through Chief are eligible for half-tuition scholarships. Scholarships are renewable based on the recipient achieving a cumulative GPA of 2.50 or better at the end of each award period.

Phi Theta Kappa Scholarship: Transfer students who are members of Phi Theta Kappa (PTK) are eligible for a scholarship of up to 50 percent of tuition, after all other aid is applied. Students must provide a copy of their PTK certificate. Recipients must maintain a minimum 3.00 cumulative GPA.

Berkeley College Presidential Scholarship: Berkeley offers 200 half-tuition scholarships and 10 scholarships providing up to full tuition, which are awarded annually to high school seniors who demonstrate a high level of academic achievement based on their high school GPA. The Presidential Scholarship amount will be determined after all federal/state grants and other scholarships have been applied, and will not exceed the tuition and fees. To be considered for these scholarships, students must complete all admissions requirements by December 15.

Berkeley College Honors Scholarship: Berkeley College offers scholarships to qualified freshman students who demonstrate a high level of academic achievement. Award amounts are based on high school GPA. Scholarships are renewable until receipt of a Bachelor's degree. To be eligible, students must be accepted into the Honors Program and enroll full-time in one of Berkeley's bachelor's degree programs. For an eligible student who achieved a high school GPA between 3.00 and 3.49, scholarships range up to 50 percent of tuition. For an eligible student who achieved a high school GPA of 3.50 or higher, scholarships range up to full tuition. Scholarships are awarded after all federal and state grants, Veterans Affairs benefits, employer benefits, and other scholarships have been applied (housing, books, supplies, and graduation fees are not included). To maintain the scholarship, students must attend full-time, remain continuously enrolled for each academic term, and maintain at least a 3.00 cumulative GPA.

Berkeley College Transfer Opportunity Program (T.O.P. Scholars): A T.O.P. Scholarship is awarded to an eligible student who completes a Free Application for Financial Aid (FAFSA), receives a valid Institutional Student Information Record (ISIR), and enrolls full-time in one of Berkeley's Bachelor's degree programs after receiving an Associate's degree from a United States community college. For an eligible student who enters with and maintains a GPA of 2.50, scholarships start at 25 percent of tuition, after all federal/state grants and other scholarships have been applied. A student with a higher GPA may receive as much as 50 percent of tuition.

Berkeley College Active Military Grant: Awarded to active service members who participate in the Military Tuition Assistance Program. Awards are based on the numbers of credits being attempted and the tuition rate.

Yellow Ribbon Grant: Awarded to veterans who have 100 percent GI Bill eligibility. Students receive 50 percent of their balance after all benefits are applied.

OTHER FINANCIAL ASSISTANCE

Part-Time Employment: Students who are interested in part-time employment at local companies, agencies, and organizations while attending Berkeley College are encouraged to seek assistance from the Career Services Department.

Payment Plans: A no-interest payment plan for semester charges is available. Payments include a \$20 fee for each

payment plan. The first payment is due on the first day of the month preceding the start of the semester. Credit disclosure forms are required. A \$75 fee will be charged for late payments.

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Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

Other Financial Aid Policies

Student Loan Code of Conduct: 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 Student Loan Code of Conduct 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 nine of the 14-week semester and week 10 of the 15-week semester) will retain 100 percent of their federal awards.

Institutional aid will not be refunded. Berkeley institutional aid awards are earned ratably during the semester.

**Berkeley College
Overview**

Academic Programs

**Academic Policies
and Procedures**

**Admissions and
Finances**

**Administration,
Faculty, and Staff**

Contact Us



**Get a PDF of the
complete catalog.**

Student Handbook

Satisfactory Academic Progress

For information on Satisfactory Academic Progress, click on the links below.

- **Satisfactory Academic Progress (SAP)**
- **Satisfactory Academic Progress (SAP) - Clinical Students Enrolled Prior to June 6, 2016**

[Berkeley College Overview](#)

[Academic Programs](#)

[Academic Policies and Procedures](#)

[Admissions and Finances](#)

[Administration, Faculty, and Staff](#)

[Contact Us](#)



[Get a PDF of the complete catalog.](#)

[Student Handbook](#)

Satisfactory Academic Progress (SAP)

INTRODUCTION

Qualitative Assessments: Every matriculated student is required to maintain a minimum grade point average (GPA), which varies based on the number of credits the student has already attempted. Compliance with this qualitative requirement is measured every term. Continued failure to meet this standard after a warning (automatic) or probationary (when permitted) period, or failing to fulfill the requirements of a prescribed academic plan, will lead to dismissal from the College. Probation may be granted and academic plans may be prescribed at the sole discretion of the College, only after a successful appeal by the student. Some programs have more restrictive requirements using different thresholds for passing grades. The details can be viewed, by program, in the Catalog. All course grades below the minimum passing standard for that course will be treated as failures in calculating the student's GPA for qualitative assessment. Students will not be allowed to change programs without approval from the Academic Advisement Department.

Quantitative Assessments: Students are also required to pass a minimum percentage of the credits they attempt in order to remain eligible for enrollment. Quantitative progress assessments are subject to those same warning, probation, and academic plan procedures every term. Some programs have more restrictive requirements using different thresholds for passing grades. The details can be viewed, by program, in the Catalog. All course grades below the minimum passing standard for that course will be treated as credits attempted and not earned for purposes of quantitative assessment. Students will not be allowed to change programs without approval from the Academic Advisement Department.

QUALITATIVE STANDARDS

In order to remain in good academic standing, students must maintain the GPA specified below:

Quantitative Standards

For Students Attending Quarter Classes

A.A.S. and A.S.

<u>Credits Attempted</u>	<u>Required GPA</u>
0-15	1.50
16-30	1.60
31-44	1.75
45 or more	2.00

B.B.A., B.F.A., and B.S.

<u>Credits Attempted</u>	<u>Required GPA</u>
0-30	1.60
31-60	1.75
61-75	1.80
76-89	1.90
90 or more	2.00

Certificate Programs

For Students Attending Semester Classes (Effective June 6, 2016)

Degree Programs

<u>Credits Attempted</u>	<u>Required GPA</u>
0-15	1.50
16-30	1.75
31 or more	2.00

Certificate Programs

Required GPA	2.00
--------------	------

Required GPA 2.00

For this purpose credits attempted are all those completed that receive a letter grade (including an F, WP, and Developmental credits). The quarter policy applies to students enrolled in 12-week quarters. The semester policy applies to students enrolled in both 14- and 15-week semesters.

Students in Baccalaureate programs must have a GPA of at least 2.00 at the end of their second academic year.

QUANTITATIVE STANDARDS

In addition to the qualitative standards set forth above, students must meet quantitative standards of progress in order to remain eligible for enrollment.

150 Percent Rule

In order to maintain the quantitative standards for satisfactory academic progress, students must be able to complete their programs by the time they have attempted 150 percent of the required credit hours necessary for graduation in their degree programs. The maximum timeframe for each program is listed below:

Maximum Timeframe Standards

For Students Attending Quarter Classes

Program	Credits Required for Graduation	Maximum Attempted Credits Allowed
Associate's degree (A.A.S. and A.S.)	90	135
Bachelor's degree (B.B.A., B.F.A., and B.S.)	180	270
Patient Care Technician Certificate	47	70
Practical Nurse Certificate	72	108
Medical Assistant Certificate	60	90
Medical Insurance, Billing, and Coding Certificate	59	88
Surgical Processing Technician Certificate	47	70

For Students Attending Semester Classes (Effective June 6, 2016)

Program	Credits Required for Graduation	Maximum Attempted Credits Allowed
Associate's degree (A.A.S. and A.S.)	60	90
Bachelor's degree (B.B.A., B.F.A., and B.S.)	120	180
Patient Care Technician Certificate	33	49
Practical Nurse Certificate	50	75
Medical Assistant Certificate	30	45
Medical Insurance, Billing, and Coding Certificate	30	45
Surgical Processing Technician Certificate	33	49

Application of the 150 Percent Rule

The College includes developmental and test credits as "credits attempted" in applying the 150 percent metric. For students who have changed programs and/or have returned to complete additional degrees, only the attempted credits applicable to their current programs will be counted in the 150 percent calculation. Students will not be

allowed to change programs without approval from the Academic Advisement Department.

Students for whom it is no longer possible to comply with the 150 percent rule before program completion will be declared ineligible to participate in Title IV or TAG programs. At the discretion of the Provost's Office, these students may be dismissed from the College. Such decisions are not appealable.

Progress Assessments

To help students avoid reaching the 150 percent point, the College tests student progress every term, based on attempted vs. earned benchmarks. The following standards are applied:

Quantitative Standards

For Students Attending Quarter Classes		For Students Attending Semester Classes (Effective June 6, 2016)	
Degree Programs		Degree Programs	
<u>Credits Attempted</u>	<u>Necessary % Passed (Earned/Attempted)</u>	<u>Credits Attempted</u>	<u>Necessary % Passed (Earned/Attempted)</u>
0-16	25	0-30	50
17-32	37	31-45	65
33-48	50	46 or more	67
49-64	56		
65-80	65		
81 or more	67		
Certificate Programs		Certificate Programs	
<u>Credits Attempted</u>	<u>Necessary % Passed (Earned/Attempted)</u>	<u>Credits Attempted</u>	<u>Necessary % Passed (Earned/Attempted)</u>
0-24	50	0-15	50
25-36	60	16 or more	67
37 or more	67		

For this purpose, attempted credits include developmental courses, test credits, and all credits accepted in transfer. In addition, all credits for which a letter grade was received, including F, WP, and WF (withdrawn after tuition assessment), are counted as attempted credits. Credits earned include all coursework that was successfully completed (student received a passing grade). The quarter policy applies to students enrolled in 12-week quarters. The semester policy applies to students enrolled in both 14- and 15-week semesters.

Please note that in some certificate programs the grade of C is treated as a failing grade. Consult the Berkeley College Catalog or Student Handbook Supplements applicable to certain health studies programs for program-specific details.

WARNINGS AND APPEALS

Warning of Failure to Meet Satisfactory Academic Progress (SAP) Requirements

Students who, for the first time, fail to meet standards will automatically be placed on Warning status for the following term. Students on Warning status may continue to be enrolled and, if applicable, maintain their eligibility for financial aid. Students who meet the SAP standards during the Warning (subsequent) term will be restored to good standing.

Appeals for Probation

Students who fail to meet standards during the Warning term may appeal to be placed on Probation status for the subsequent term. Failure to submit an appeal if required will result in withdrawal from the College. Students on probation may continue to be enrolled and, if applicable, maintain their eligibility for financial aid. Students who have met the SAP standards by the end of the probationary term will be restored to good standing.

Appeals for Academic Plans

Students who fail to meet the SAP standards by the end of a probation term may appeal again to be given academic plans customized for their needs. Failure to submit an appeal if required will result in withdrawal from the College. Academic plans, to which students must agree, are designed to allow students to achieve compliance with SAP requirements within a reasonable period of time. Students on academic plans may continue to be enrolled and, if applicable, maintain their eligibility for financial aid programs as long as they satisfy the terms and conditions of

their plans.

Academic Advisement

The College will promptly contact students placed on Warning, Probation, or Academic Plan status to offer additional academic support services.

Appeal Procedures

Students dismissed for failure to meet qualitative standards or prescribed quantitative benchmarks may appeal those dismissals by timely submission of online eForms. Dismissals for failure to satisfy the 150 percent rule are not appealable.

Students will be notified when their appeals have been submitted successfully. The appeals will be reviewed, as needed, by the Satisfactory Academic Process (SAP) Review Committee, which is comprised of representatives appointed by the Provost's Office. Decisions made by the SAP Review Committee will be based on several criteria, including any special circumstances that contributed to the failure to satisfy SAP requirements and material changes in such circumstances. Students who successfully appeal may be restored to good academic standing by meeting the SAP standards in the subsequent term or following their prescribed academic plans. Students whose appeals are granted will receive instructions from the Academic Advisement Department on how to proceed. Approved appeals will be honored for two terms, the term for which they are appealing and the subsequent term.

Provisional Appeals

Students on Warning or Probation status who are not succeeding in their studies are encouraged to submit provisional appeals even before the end of the term. Provisional appeals by students who go on to meet SAP standards in that term will be deemed withdrawn.

Denial of an Appeal

If a failing student's appeal is denied, the student will be notified and dismissed from the College.

Reinstatement after Dismissal or Loss of Eligibility for Financial Aid Due to Failure to Meet SAP Standards

The College will consider exceptional appeals for reinstatement of students who have not been enrolled for a minimum of one term. Students dismissed or declared ineligible for financial aid due to their failure to meet SAP standards may later experience positive changes in their personal circumstances that improve their chances for future academic success. Reinstatement of such students will be at the non-appealable discretion of the Provost's Office and will be conditioned upon adherence to prescribed academic plans. Only those whose student accounts are current will be considered for reinstatement.

SAP and Transfer Credits

In measuring compliance with SAP standards, transfer credits will be considered as credits attempted and earned. Therefore, since transfer credits are ungraded but are nevertheless counted in calculating SAP requirements, transfer students may be required to earn at least a 2.00 GPA in their first term (and all subsequent terms) at Berkeley in order to remain in good standing.

SAP and Repeated Courses

When a course is successfully repeated, the original failure(s) is not included in calculating the cumulative GPA or the qualitative requirements. For the quantitative SAP measure, however, each failed attempt will be included in the "courses attempted" portion of the evaluation.

SAP and Incomplete Grades

Effective January 1, 2012, initial calculations of SAP will treat incomplete grades as F grades until such incompletes are replaced with passing letter grades. After the first week of the following term, all unresolved incomplete grades will convert to F grades and will be treated as such in all SAP evaluations. To accommodate grade changes, final SAP calculations are made after all grades have been recorded.

SAP and Course Withdrawal

Students who drop courses will receive letter grades of either WP (withdrawn-passing) or WF (withdrawn-failing). These grades will not be considered in the application of qualitative requirements, but will be counted as credits attempted for quantitative purposes.

SAP and Developmental Coursework

Effective January 1, 2012, even though they are not applied toward the number of credits required to complete a program of study, developmental credits will be included in both qualitative and quantitative SAP measurements.

SAP and Non-Matriculated Students

Students enrolled as non-matriculated students will not be held to the SAP standards. However, if non-matriculated students matriculate, then all coursework will be included in SAP calculations.

- [Berkeley College Overview](#)
- [Academic Programs](#)
- [Academic Policies and Procedures](#)
- [Admissions and Finances](#)
- [Administration, Faculty, and Staff](#)
- [Contact Us](#)



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[Student Handbook](#)

Satisfactory Academic Progress (SAP) - Clinical Students Enrolled Prior to June 6, 2016

INTRODUCTION

Qualitative Assessments: Every matriculated student is required to maintain a minimum grade point average (GPA), which varies based on the number of credits the student has already attempted. Compliance with this qualitative requirement is measured each term. Continued failure to meet this standard after a warning (automatic) or probationary (when permitted) period, or failing to fulfill the requirements of a prescribed academic plan, will lead to dismissal from the College. Probation may be granted and academic plans may be prescribed at the sole discretion of the College, only after a successful appeal by the student. Some programs have more restrictive requirements using different thresholds for passing grades. The details can be viewed by program in the Catalog. All course grades below the minimum passing standard for that course will be treated as failures in calculating the student's GPA for qualitative assessment. Students will not be allowed to change programs without approval from the Academic Advisement Department.

Quantitative Assessments: Students are also required to pass a minimum percentage of the credits they attempt in order to remain eligible for enrollment. Quantitative progress assessments are subject to those same warning, probation, and academic plan procedures every term. Some programs have more restrictive requirements using different thresholds for passing grades. The details can be viewed, by program, in the Catalog. All course grades below the minimum passing standard for that course will be treated as credits attempted and not earned for purposes of quantitative assessment. Students will not be allowed to change programs without approval from the Academic Advisement Department.

QUALITATIVE STANDARDS

In order to remain in good standing for purposes of determining financial aid eligibility, students enrolled in certificate programs must maintain the GPA specified below:

Certificate Programs

Required GPA	2.00
--------------	------

In order to remain in good standing for purposes of determining financial aid eligibility, students enrolled in Associate's degree programs (A.A.S. and A.S.) must maintain the GPA specified below:

A.A.S. and A.S.

Credits Attempted*	Required GPA
0-15	1.50
16-30	1.60
31-44	1.75
45 or more	2.00

*For this purpose credits attempted are all those completed that receive a letter grade (including an F, WP, and Developmental credits).

Please note that students in the Practical Nursing program, for which progress is measured in clock hours and academic credits are awarded at the end of each term, academic progress will be measured with reference to both credits and clock hours.

While the standards for good academic standing and good standing for purposes of determining financial aid eligibility are typically the same, that may not be the case for certain programs offered in the School of Health Studies. A GPA of 2.00 may be sufficient to retain financial aid eligibility, but in certain Health Studies programs the minimum passing grade is 2.50. Please consult the applicable Student Handbook Supplements for information

concerning the requirements of specific Health Studies programs.

QUANTITATIVE STANDARDS

In addition to the qualitative standards set forth above, students must meet quantitative standards of progress in order to remain eligible for enrollment.

150 Percent Rule

In order to maintain the quantitative standards for satisfactory academic progress, students must be able to complete their programs by the time they have attempted 150 percent of the required credit hours necessary for graduation in their degree programs.

150 Percent Benchmarks: Degree Programs

For an Associate's degree requiring the completion of 90 credit hours, this would require completion of degree requirements by the time the student had attempted 135 credit hours.

150 Percent Benchmarks: Certificate Programs

The Medical Assistant certificate program requires the completion of 60 credit hours; this would require completion of diploma requirements by the time the student had attempted 90 credits.

The Medical Insurance, Billing, and Coding certificate program requires the completion of 59 credit hours; this would require completion of diploma requirements by the time the student had attempted 88 credits.

The Patient Care Technician certificate program requires the completion of 47 credit hours; this would require completion of diploma requirements by the time the student had attempted 70 credits.

The Practical Nurse certificate program requires the completion of 72 academic credit hours; this would require completion of diploma requirements by the time the student had attempted 108 credits.

The Surgical Processing Technician certificate program requires the completion of 47 credit hours; this would require completion of diploma requirements by the time the student had attempted 70 credits.

Application of the 150 Percent Rule

The College includes developmental and test credits as "credits attempted" in applying the 150 percent metric. For students who have changed programs and/or have returned to complete additional degrees, only the attempted credits applicable to their current programs will be counted in the 150 percent calculation. Students will not be allowed to change programs without approval from the Academic Advisement Department.

Students for whom it is no longer possible to comply with the 150 percent rule before program completion will be declared ineligible to participate in Title IV or TAG programs. At the discretion of the Provost's Office, these students may be dismissed from the College. Such decisions are not appealable.

Progress Assessments

To help students avoid reaching the 150 percent point, the College tests student progress each term, based on attempted vs. earned benchmarks. Students in Associate's degree programs must have earned passing grades in 67 percent of their attempted classes once they have attempted 81 or more credit hours. Students in certificate programs must have earned passing grades in 67 percent of their attempted classes once they have attempted 37 or more credit hours.

Attempted vs. Earned Certificate Programs

Credits Attempted*	Necessary Pct. Passed (Earned/Attempted)
0-24	50%
25-36	60%
37+	67%

Attempted vs. Earned A.A.S. and A.S.

Credits Attempted*	Necessary Pct. Passed (Earned/Attempted)
0-16	25%
17-32	37%
33-48	50%
49-64	56%

65-80

65%

80+

67%

*For this purpose, attempted credits include developmental courses, test credits, and all credits accepted in transfer. In addition, all credits for which a letter grade was received, including F, WP, and WF (withdrawn after tuition assessment), are counted as attempted credits. Credits earned include all coursework that was successfully completed (student received a passing grade).

Please note that in some certificate programs the grade of C is treated as a failing grade. Consult the Berkeley College Catalog or Student Handbook Supplements applicable to certain health studies programs for program-specific details. In the Practical Nursing program, for which progress is measured in clock hours and academic credits are awarded at the end of each term, academic progress will be measured with reference to both credits and clock hours.

WARNINGS AND APPEALS

Warning of Failure to Meet Satisfactory Academic Progress (SAP) Requirements

Students who, for the first time, fail to meet standards will automatically be placed on Warning status for the following term. Students on Warning status may continue to be enrolled and, if applicable, maintain their eligibility for financial aid. Students who meet the SAP standards during the Warning (subsequent) term will be restored to good standing.

Appeals for Probation

Students who fail to meet standards during the Warning term may appeal to be placed on Probation status for the subsequent term. Failure to submit an appeal if required will result in withdrawal from the College. Students on probation may continue to be enrolled, and if applicable, maintain their eligibility for financial aid. Students who have met the SAP standards by the end of the probationary term will be restored to good standing.

Appeals for Academic Plans

Students who fail to meet the SAP standards by the end of a probation term may appeal again to be given academic plans customized for their needs. Failure to submit an appeal if required will result in withdrawal from the College. Academic plans, to which students must agree, are designed to allow students to achieve compliance with SAP requirements within a reasonable period of time. Students on academic plans may continue to be enrolled, and if applicable, maintain their eligibility for financial aid programs as long as they satisfy the terms and conditions of their plans.

Academic Advisement

The College will promptly contact students placed on Warning, Probation, or Academic Plan status to offer additional academic support services.

Appeal Procedures

Students dismissed for failure to meet qualitative standards or prescribed quantitative benchmarks in ongoing progress assessments may appeal those dismissals by timely submission of online eForms. Dismissals for failure to satisfy the 150 percent rule are not appealable.

Students will be notified when their appeals have been submitted successfully. The appeals will be reviewed, as needed, by the Satisfactory Academic Process (SAP) Review Committee, which is comprised of representatives appointed by the Provost's Office. Decisions made by the SAP Review Committee will be based on several criteria, including any special circumstances that contributed to the failure to satisfy SAP requirements and material changes in such circumstances. Students who successfully appeal may be restored to good academic standing by meeting the SAP standards in the subsequent term or following their prescribed academic plans. Students whose appeals are granted will receive instructions from the Academic Advisement Department on how to proceed. Approved appeals will be honored for two terms, the term for which they are appealing and the subsequent term.

Provisional Appeals

Students on Warning or Probation status who are not succeeding in their studies are encouraged to submit provisional appeals even before the end of the term. Provisional appeals by students who go on to meet SAP standards in that term will be deemed withdrawn.

Denial of an Appeal

If a failing student's appeal is denied, the student will be notified and dismissed from the College.

Reinstatement after Dismissal or Loss of Eligibility for Financial Aid Due to Failure to Meet SAP Standards

The College will consider exceptional appeals for reinstatement of students who have not been enrolled for a minimum of one term. Students dismissed or declared ineligible for financial aid due to their failure to meet SAP standards may later experience positive changes in their personal circumstances that improve their chances for future academic success. Reinstatement of such students will be at the non-appealable discretion of the Provost's Office and will be conditioned upon adherence to prescribed academic plans. Only those whose student accounts are current will be considered for reinstatement.

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**Berkeley College
Overview**

Academic Programs

**Academic Policies
and Procedures**

**Admissions and
Finances**

**Administration,
Faculty, and Staff**

Contact Us



**Get a PDF of the
complete catalog.**

Student Handbook

Lifetime Eligibility Disclosures

The purpose of this section is to summarize all the different Federal and State Maximum Lengths of Eligibility.

Federal Pell Grant

Federal Supplemental Educational Opportunity Grants (FSEOG)

Federal Student Loan Aggregate Limits

Subsidized Loan 150 Percent Limitation

SAP 150 Percent Rule

New York State Tuition Assistance Program (TAP)

New Jersey Tuition Aid Grant (TAG)



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2016-2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

Military and Veteran Students

Veterans, servicemembers, and their family members may be eligible for education benefits through the Departments of Defense and Veterans Affairs. These benefits are separate and in addition to a student's eligibility for federal, state, and/or institutional aid.

- Students who have served on Active Duty may be eligible for **GI Bill® Benefits**.
- Students currently serving in the military may be eligible for funding through **Tuition Assistance Programs**.
- Spouses and/or dependents of servicemembers may be eligible for the **transfer of GI Bill benefits or financial assistance** through the Department of Defense.

For more information, contact the **Office of Military and Veterans Affairs** or visit the **Online Veterans Resource Center**.

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Administration, Faculty, and Staff

**Berkeley College
Overview**

Academic Programs

**Academic Policies
and Procedures**

**Admissions and
Finances**

**Administration,
Faculty, and Staff**

Contact Us



Get a **PDF** of the
complete catalog.

Student Handbook



- **Administration**
- **Faculty**
- **Staff**

**Berkeley College
Overview**

Academic Programs

**Academic Policies
and Procedures**

**Admissions and
Finances**

**Administration,
Faculty, and Staff**

Contact Us

Administration

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Student Handbook

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[Berkeley College Overview](#)

[Academic Programs](#)

[Academic Policies and Procedures](#)

[Admissions and Finances](#)

[Administration, Faculty, and Staff](#)

[Contact Us](#)



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[Student Handbook](#)

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2016-2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



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complete catalog.

Student Handbook

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Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

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2016-2017 Undergraduate Catalog

Faculty

[Berkeley College Overview](#)

[Academic Programs](#)

[Academic Policies and Procedures](#)

[Admissions and Finances](#)

[Administration, Faculty, and Staff](#)

[Contact Us](#)

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2016–2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the
complete catalog.

Student Handbook

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Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



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Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

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2016-2017 Undergraduate Catalog

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Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



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Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

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2016–2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



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2016-2017 Undergraduate Catalog

Focused on Student Success for 85 Years

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Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

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Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



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complete catalog.

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Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

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Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

[Berkeley College Overview](#)

[Academic Programs](#)

[Academic Policies and Procedures](#)

[Admissions and Finances](#)

[Administration, Faculty, and Staff](#)

[Contact Us](#)



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[Student Handbook](#)

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Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



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Focused on Student Success for 85 Years

2016–2017 Undergraduate Catalog

**Berkeley College
Overview**

Academic Programs

**Academic Policies
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**Admissions and
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**Administration,
Faculty, and Staff**

Contact Us



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Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



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Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



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2016-2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



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B.S., M.S., University of Bucharest
M.A., The New School
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B.A., Thomas Edison State College
M.Div., Theological Seminary of the Reformed Episcopal Church
Th.M., Princeton Theological Seminary
Th.D., The General Theological Seminary of the Episcopal Church

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B.A., Nyack College
M.A., Long Island University

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B.A., Fairleigh Dickinson University
M.A., New Jersey City University
M.L.T., Drew University
Ed.D., Seton Hall University

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M.A., Occidental College

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B.A., Hofstra University
M.S.W., Ph.D., New York University

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M.A., University of Colorado

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M.Phil., Ph.D., Drew University

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M.S., Northeastern University
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M.S., Ph.D., Southern Illinois University, Carbondale

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Ph.D., McGill University

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M.D., Jagiellonian University

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M.Phil., Ph.D., Columbia University

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M.A., Hunter College, City University of New York
Ph.D., New York University

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M.Phil., Ph.D., Drew University

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M.A., M.S., The New School

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B.S., M.A., Seton Hall University
Ph.D., International University for Graduate Studies

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Master's Degree, Wroclaw University
Bachelor's, Master's, Ph.D., The John Paul II Catholic University of Lublin

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M.A., M.S., Rutgers University
M.B.A., Colorado State University

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B.A., Ramapo College of New Jersey
M.A., New Jersey City University

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Director, Teaching and Learning Commons
B.A., Westmar University
M.A., Antioch University
Ph.D., The New School

Hui-Wen Tu

B.S., Tamkang College
M.Ed., Ed.D., The Pennsylvania State University

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Ph.D., State University of New York, Buffalo

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M.Div., Drew University

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Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

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Ph.D., University of Medicine and Dentistry of New Jersey

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B.S., M.S., Ivane Javakhishvili Tbilisi State University
Ph.D., Institute of Physics, Tbilisi, Republic of Georgia

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M.S., Long Island University
D.C., National University of Health Sciences

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M.A., New York University

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M.S., New York University
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D.C., New York Chiropractic College

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B.S., Odessa State University
M.S., Ph.D., Latvian Institute of Physics

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M.A., Montclair State University
Ed.D., Rutgers, The State University of New Jersey

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A.S., Queensborough Community College
B.S., M.A., New York University

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D.C., New York Chiropractic College

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Ph.D., University of Liverpool

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B.A., San Francisco State College
M.A., Chico State College
D.C., Southern California University of Health and Sciences

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M.A., Hunter College, City University of New York
Ph.D., Goldsmiths College, University of London

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M.S., Ph.D., University of Massachusetts

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M.S., State University of New York, Stony Brook

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M.Phil., Ph.D., Columbia University

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M.A., Montclair State University

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A.S., Monroe Community College
B.S., M.S.Ed., M.A., SUNY Brockport

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B.S., York College, The City University of New York
M.S., Stevens Institute of Technology
M.B.A., The College of Insurance

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Focused on Student Success for 85 Years

2016–2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the
complete catalog.

Student Handbook

School of Professional Studies Faculty

Lenore Molee

Dean, School of Professional Studies
B.A., Gettysburg College
J.D., Seton Hall University

Marisol Abuin

Chair, Online, School of Professional Studies
B.S., J.D., Fordham University

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Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

**Berkeley College
Overview**

Academic Programs

**Academic Policies
and Procedures**

**Admissions and
Finances**

**Administration,
Faculty, and Staff**

Contact Us



**Get a PDF of the
complete catalog.**

Student Handbook

Graphic Design Faculty

Carlos Cruz

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Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

**Berkeley College
Overview**

Academic Programs

**Academic Policies
and Procedures**

**Admissions and
Finances**

**Administration,
Faculty, and Staff**

Contact Us



**Get a PDF of the
complete catalog.**

Student Handbook

Interior Design Faculty

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Focused on Student Success for 85 Years

2016–2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

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J.D., Seton Hall University
D.Sc., New Jersey City University



Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the
complete catalog.

Student Handbook

Legal Studies Faculty

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Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the
complete catalog.

Student Handbook

Developmental Education Faculty

Gerald Iacullo

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M.A., University of Notre Dame
M.T.S., Catholic University of America
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Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

Staff

[Berkeley College Overview](#)

[Academic Programs](#)

[Academic Policies and Procedures](#)

[Admissions and Finances](#)

[Administration, Faculty, and Staff](#)

[Contact Us](#)

- [Midtown Manhattan](#)
- [Brooklyn](#)
- [White Plains](#)
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- [Newark](#)
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[Student Handbook](#)

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Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the
complete catalog.

Student Handbook

Midtown Manhattan

Campus Operating Officer - William Moya
 Assistant Campus Operating Officer - Robert Miller
 Dean, Academic Advisement - Kimberly Malone
 Assistant Dean, Student Development and Campus Life - Sharod Tomlinson
 Director, Multicultural and Community Affairs - LaTia Sinclair
 Director, Student Development and Campus Life - Jeunelle Sanabria
 Director, Counseling Services - Adam Rosen
 Director, Center for Academic Success - Patianne Stabile
 Director, Math Center, Center for Academic Success - Michael Rotundo
 Director, Writing Center, Center for Academic Success - Craig Kasprzak
 Director, Library - William McNelis
 Senior Director, Career Services - Dori Rubin
 Director, Business Development - Jairo Borja
 Director, Financial Aid - Theresa Bryant
 Director, Student Accounts - Zoila Antonio
 Director, Adult Admissions - Derrick Ruffin
 Director, High School Admissions - Michelle Gomez
 Senior Director, Buildings and Grounds - Pete Blankman

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**Berkeley College
Overview**

Academic Programs

**Academic Policies
and Procedures**

**Admissions and
Finances**

**Administration,
Faculty, and Staff**

Contact Us



**Get a PDF of the
complete catalog.**

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Brooklyn

Campus Operating Officer - Iessa Sutton

Dean, Academic Advisement - Steven Bruno

Director, Student Development and Campus Life - Suzeana Stewart

Director, Center for Academic Success - Pamela Smith

Director, Library - Zena George

Career Service Counselor - Michele Figueroa

Director, Financial Aid - Chenae Dennis

Director, Student Accounts - Adriana Chicaiza

Director, Admissions - Kimberley Weinstein

Director, Buildings and Grounds - Henry Tam

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Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a **PDF** of the
complete catalog.

Student Handbook

White Plains

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Dean, Academic Advisement - Lisa Coppola

Assistant Dean, Student Development and Campus Life - Sherrille Shabazz

Director, Residence Life - Jesse Crisalli

Coordinator, Residence Life - Shanea Jarrett

Director, Center for Academic Success - Natalie Keiser

Director, Library - James Leftwich

Director, Career Services Quality Control - Ana Yee

Director, Financial Aid - Amanda Manuel

Director, Student Accounts - Zoila Antonio

Director, High School Admissions - Lynn Ovimeleh

Assistant Director, Adult Admissions - Deanna Mancini

Director, Buildings and Grounds - Eric Chulan

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**Berkeley College
Overview**

Academic Programs

**Academic Policies
and Procedures**

**Admissions and
Finances**

**Administration,
Faculty, and Staff**

Contact Us



**Get a PDF of the
complete catalog.**

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Dover

Campus Operating Officer - Lynn Stamatelatos

Dean, Academic Advisement - Serena Scalice

Assistant Dean, Student Development and Campus Life - Heather Eaton-Dwyer

Director, Center for Academic Success - Rebecca Ruballos

Director, Library - Sandra Mongak

Senior Director, Career Services - Arthur Pann

Director, Financial Aid - Roxanne Martinez

Director, Student Accounts - Sophia Slater

Director, Admissions - MaryAnn Santora

Senior Director, Operations - Carmelo Torres

**Berkeley College
Overview**

Academic Programs

**Academic Policies
and Procedures**

**Admissions and
Finances**

**Administration,
Faculty, and Staff**

Contact Us



**Get a PDF of the
complete catalog.**

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Newark

- Campus Operating Officer - Joel Martinez
- Dean, Academic Advisement - Sophia Smith
- Director, Student Development and Campus Life - Sandra Garcia
- Director, Center for Academic Success - Arjune Sharma
- Director, Library - Susan Van Alstyne
- Senior Director, Career Services - Anthony Clark
- Director, Financial Aid - Diana Coleman
- Director, Student Accounts - Vicky Torunidis
- Director, Adult Admissions - Charles Cheesman
- Director, High School Admissions - Leigh LeBlanc
- Director, Buildings and Grounds - Mohammed Mohosin

**Berkeley College
Overview**

Academic Programs

**Academic Policies
and Procedures**

**Admissions and
Finances**

**Administration,
Faculty, and Staff**

Contact Us



**Get a PDF of the
complete catalog.**

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Paramus

- Campus Operating Officer - Timothy D. Luing
- Academic Advisor - Joel Ramirez
- Director, Student Development and Campus Life - Jennifer Litvak
- Director, Center for Academic Success - Amber Lassiter
- Director, Library - Maria Deptula
- Career Services Counselor - Rosa Santana
- Director, Financial Aid - Daniel Larkin
- Student Accounts Administrator - Deanna Hatrak
- Director, Adult Admissions - Maureen DiFonzo
- Director, High School Admissions - Tamara Vaughan
- Maintenance Associate - Michael Hyjeck



Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a **PDF** of the
complete catalog.

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Woodbridge

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Director, Center for Academic Success - Shefali Patel

Director, Library - Bonnie Lafazan

Senior Director, Career Services - Arthur Pann

Director, Financial Aid - Andrzej Oldakowski

Director, Student Accounts - Loriea Kannatt

Director, Adult Admissions - Jennifer DeJesus

Director, High School Admissions - Joseph Siriano

Director, Buildings and Grounds - Samuel Miranda

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Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a **PDF** of the
complete catalog.

Student Handbook

Woodland Park

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Director, Student Development and Campus Life - Janelle Giles
Director, Center for Academic Success - Amber Lassiter
Director, Library - Laurie McFadden
Senior Director, Career Services - Arthur Pann
Senior Associate Vice President, NJ Financial Aid Operations - Ursula Bisconti
Director, Financial Aid - Christina Dhuyvetter
Director, Student Accounts - Steven Figueiredo
Director, Adult Admissions - Sandra Tavares
Director, High School Admissions - Carol Allen-Covino

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Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the complete catalog.

Student Handbook

Online

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Director, Student Development and Campus Life - Sarada Jailal

Director, Center for Academic Success - Rose Arszulowicz

Director, Library - Matthew LaBrake

Director, Career Services and Alumni Relations - Flore Dorcely-Mohr

Director, Financial Aid - Cristina Carnemolla

Associate Director, Financial Aid - Paul Crowley

Associate Director, Financial Aid - Carmela Incorvaia

Director, Student Accounts - Ashley Maikranz

Assistant Director, Student Accounts - Matthew ElSabry

Senior Director, Admissions - Christine Boulanger

Director, Admissions - Christine D'Elia

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Berkeley College Overview

Academic Programs

Academic Policies and Procedures

Admissions and Finances

Administration, Faculty, and Staff

Contact Us



Get a PDF of the
complete catalog.

Student Handbook

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BROOKLYN

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Brooklyn, NY 11201
718-637-8600

WHITE PLAINS

99 Church Street
White Plains, NY 10601
914-694-1122



New Jersey Campuses

DOVER

1 West Blackwell Street
Dover, NJ 07801
973-366-6700

NEWARK

536 Broad Street
Newark, NJ 07102
973-642-3888

PARAMUS

64 East Midland Avenue
Paramus, NJ 07652
201-967-9667

WOODBRIIDGE

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Woodbridge, NJ 07095
732-750-1800

WOODLAND PARK

44 Rifle Camp Road
Woodland Park, NJ 07424
973-278-5400

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Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

[Berkeley College Overview](#)

[Academic Programs](#)

[Academic Policies and Procedures](#)

[Admissions and Finances](#)

[Administration, Faculty, and Staff](#)

[Contact Us](#)



[Get a PDF of the complete catalog.](#)

[Student Handbook](#)

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Berkeley College has arranged with certain high schools to offer Dual Enrollment for eligible high school juniors and seniors. Depending upon the specific details of such arrangements, students may be able to take college courses, either at a Berkeley College campus, through Berkeley College Online®, or at their high schools. In addition to receiving high school credit, students who earn a specified minimum grade and fulfill all other program requirements will be awarded college credits from Berkeley College upon graduation from high school.

Arrangements with participating high schools may include Berkeley College grants that cover all or most of the costs for such courses. Students taking courses at their high school may be required to purchase and use traditional textbooks. Interested students are urged to consult their high school guidance counselors for applicable terms, application procedures and eligibility requirements, which are specific to each participating high school.

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Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

**Berkeley College
Overview**

Academic Programs

**Academic Policies
and Procedures**

**Admissions and
Finances**

**Administration,
Faculty, and Staff**

Contact Us



**Get a PDF of the
complete catalog.**

Student Handbook

Project Success

The Project Success program is mandatory for students returning to Berkeley who have not achieved satisfactory academic progress. The program requires active participation, weekly discussions, and activities that focus on effective study and learning skills and strategies. Students who do not post to the weekly discussions may be withdrawn from the College.

Students must meet the requirements of their academic plan to remain enrolled. Students are encouraged to review the **Satisfactory Academic Progress information** in the Berkeley College Undergraduate Catalog.

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Focused on Student Success for 85 Years

2016-2017 Undergraduate Catalog

**Berkeley College
Overview**

Academic Programs

**Academic Policies
and Procedures**

**Admissions and
Finances**

**Administration,
Faculty, and Staff**

Contact Us



**Get a PDF of the
complete catalog.**

Student Handbook

Student Complaint Process

Berkeley College has policies and procedures for resolving student complaints. Students are advised to proceed as promptly as possible to initiate a complaint with the appropriate office or College official and provide any detailed information and/or documentation related to their complaint. Faculty, staff, and administrators are advised to acknowledge receipt of a complaint promptly and to respond in a timely manner. See the **Student Complaint Process page** for information on types of complaints and how to submit a complaint.

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