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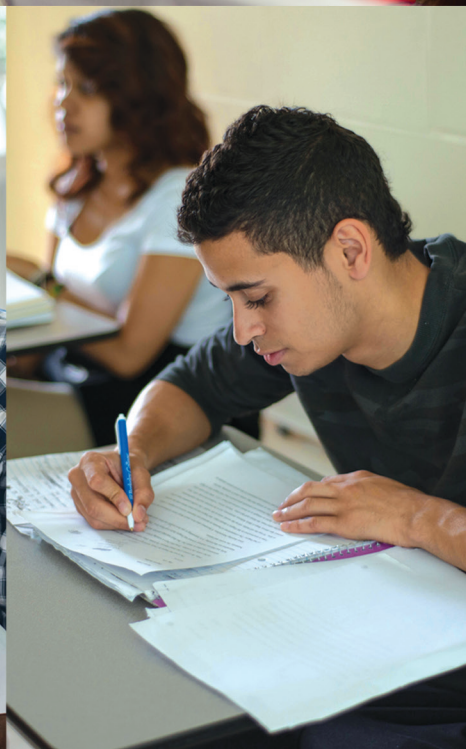


GRADUATE

TO A BETTER FUTURE

October 6, 2014

 Berkeley College®



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Berkeley College Overview

Since 1931, Berkeley College has been committed to preparing students for professional and personal success in a wide range of fields. Berkeley is comprised of the Larry L. Luig School of Business, the School of Professional Studies, the School of Health Studies, and the School of Liberal Arts. The College offers Bachelor's degree, Associate's degree, and Certificate programs.



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 nine locations 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 do everything possible to help students **graduate to a better future.**

- **The Berkeley Advantage®**
- **Mission, Vision, Values, and Institutional Goals**
- **Accreditations and Approvals**
- **Locations**
- **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.



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The Berkeley Advantage®

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

- A comprehensive array of degree and certificate programs that meet business and professional demands
- The flexibility of day, evening/weekend, and online classes
- More than \$45 million in Berkeley College grants and scholarships provided during the 2013-2014 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



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Mission, Vision, Values, and Institutional Goals

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

Institutional Goals:

Goal 1. Graduation and Employment

Explanation: Berkeley College will graduate students and provide them with opportunities for employment or advancement in dynamic careers.

Goal 2. Accessibility and Affordability

Explanation: Berkeley College will be accessible and affordable for a diverse population of students while maintaining sound institutional finances.

Goal 3. Innovation and Competitiveness

Explanation: Berkeley College will create a culture that embraces innovation and fosters the College's competitiveness.

Goal 4. Outreach and Partnerships

Explanation: Berkeley College will engage with individuals and organizations to develop mutually beneficial relationships.

Goal 5. Identity and Reputation

Explanation: Berkeley College will develop a clear identity (brand) and educate both internal and external audiences on the benefits of a Berkeley experience.



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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 Bachelor of Fine Arts (B.F.A.), Bachelor of Science (B.S.), Bachelor of Business Administration (B.B.A.), Associate in Science (A.S.), and Associate in Applied Science (A.A.S.), as well as certificates in Medical Assistant, 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.).

Berkeley College is an approved institution for veterans and their eligible dependents under the GI Bill and 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 Practical Nurse program is approved by the New Jersey Board of Nursing (124 Halsey Street, Newark, NJ 07120; telephone: 973-504-6430; website: www.njconsumeraffairs.gov/medical/nursing.htm).

The Medical Assistant certificate program is accredited by the Commission on Accreditation of Allied Health Education Programs (1361 Park Street, Clearwater, FL 33756; 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 (1361 Park Street, Clearwater, FL 33756; 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).

Online programs are subject to regulation by New Jersey and/or New York, as well as by the state of each student's residence. It is, therefore, essential that online students intending to change their state of residence notify their Academic Advisor as soon as possible in advance, since such change may affect their eligibility to remain enrolled in the College.

State Online Authorization Information

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

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Locations

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 locations 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 location 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
- Academic Support Center

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 Clifton, Dover, Newark, and Woodbridge, New Jersey locations, along with current medical instruments, devices, and software for training purposes. Clifton and Dover 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, Academic Support Center, bookstore, fitness room, and Veterans Resource Center.

New York

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

New Jersey

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

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New York City (Midtown Manhattan)

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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 locations include two separate facilities, which create a convenient, friendly environment that's conducive to an outstanding education. The Midtown location 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 locations are convenient to all five boroughs and the outlying suburbs. Museums, libraries, restaurants, and the finest in performing and visual arts provide access to world-class culture. The College can provide assistance with off-campus housing.



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Brooklyn

**255 Duffield Street, Brooklyn, NY
(Corner of Fulton St. and Duffield St.)**

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



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White Plains

99 Church Street, White Plains, NY

The White Plains location incorporates a traditional setting with modern technology. Students enjoy all the advantages of campus life—classrooms, student services, library, Academic Support Center, theater, student lounge, and more—in one contemporary building. The location, 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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Clifton

600 Getty Avenue, Clifton, NJ

In a modern, three-story building in Passaic County, the Clifton location features many traditional academic facilities and resources. In addition, there are fully equipped nursing and patient care laboratories, simulated operating rooms, and medical laboratories, which replicate current working healthcare environments. The Clifton location also houses classrooms, computer rooms, a library, and a resource center. The location is easily accessible via Interstate 80, Route 46, and the Garden State Parkway. A number of New Jersey Transit bus stops are within walking distance. The facility has a parking lot and restaurants, and specialty stores are located within a short distance.



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Dover

1 West Blackwell Street, Dover, NJ

In historic Morris County, the newly renovated Dover location 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 location 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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Newark

536 Broad Street, Newark, NJ

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



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Paramus

**64 East Midland Avenue, Paramus,
NJ**

In the heart of Bergen County's shopping and business community, the Berkeley College Paramus location 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 Academic Support Center offers free faculty and peer tutoring programs, and a range of student-centered programs, activities, clubs, and services to enhance the student experience.



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Woodbridge

**430 Rahway Avenue, Woodbridge,
NJ**

Known as “The Crossroads of New Jersey,” the bustling town of Woodbridge is home to a variety of shops, cultural restaurants, and historic points of interest, along with the excellent educational opportunities found at Berkeley College. It’s simple to reach the inviting Woodbridge Berkeley location—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 location. Popular shopping malls, retailers, government offices, hospitals, day care centers, and housing options are all nearby, making the area extremely convenient for college students. The Jersey shore is just a short distance south of Woodbridge.



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Woodland Park

44 Rifle Camp Road, Woodland Park, NJ

In a wooded setting on a lush mountaintop adjacent to parklands and a reservoir, the Woodland Park location 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 and computer labs, conference rooms, and small group meeting rooms.
- Students will also benefit from an ultra modern library, Academic Support Center, bookstore, fitness room, and Veterans Resource Center.

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



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National publications have recently honored Berkeley College for its outstanding programs. Berkeley College Online® is one of the first college or university online programs worldwide to be awarded Quality Standards certification by the United States Distance Learning Association (USDLA), placing Berkeley among an elite group of institutions recognized for excellence in distance learning. In addition, *U.S. News & World Report* has lauded Berkeley College as one of America's "Best Online Colleges" for Bachelor's degrees and Veterans programs; and 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 life 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 Academic Support Center 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.

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

Minimum computer/software requirements



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International Students

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

- **Convenience** – With locations 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 quarter 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

Or contact:

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



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Military and Veteran Students

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

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

Getting started

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

Academic assistance

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

Social support

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

- On-site and online Veterans Resource Centers
- Veterans Affairs Work-Study Program
- CVET 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 online college for veterans by *U.S. News & World Report*; 2014
- Berkeley College named a "Best for Vets" college by *Military Times*; 2013 and 2014
- Berkeley College named a "Military Friendly College" by *G.I. Jobs* magazine; 2010-2014
- Berkeley College named a "Military Friendly College" by *Military Advanced Education* magazine; 2010-2014

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





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Academic Programs

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



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](#)
- [Course Descriptions](#)
- [Academic Year](#)
- [Academic Calendar](#)
- [Employment, Retention, and Graduation Rates](#)

Programs have also been developed to address specific areas of student learning:

- 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 48 but no more than 120 credits and have maintained an overall cumulative 3.50 grade point average or higher may apply for acceptance into the Honors Program.
- **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.
- The **Jumpstart Program** is an optional pre-college 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 quarter, is designed to allow high

school seniors and adult students to take developmental reading, writing, and math courses, at no additional cost, in the quarter prior to their matriculation at Berkeley.

- The pre-college **Bridge to Success Program** may be required for students with scores of 40 or below on the Math section of Accuplacer. The program is designed to hone students' math, study, critical thinking, and problem-solving skills, as well as help them build a foundation for academic success at Berkeley. No tuition or fees are required for this program.



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Programs of Study

DEGREES OFFERED

Berkeley College offers undergraduate programs of study on a year-round quarter system that may save students time as they pursue a Certificate program or one of the following degrees:

- 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.)

The majority of the College's academic programs are available in day, evening, and weekend sessions through Berkeley's various locations and online. It is important to note, however, that not all programs are offered at every location and not all courses are offered every term or at every location. 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 location 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**
- **B.S., Accounting**

Business Administration

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

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

Business

Financial Services

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

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

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**
- **B.S., Interior Design Management**

International Business

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

Justice Studies - Criminal Justice

- **A.A.S., Justice Studies - Criminal Justice**
- **B.S., Justice Studies - Criminal Justice**
- **B.S., Justice Studies - Criminal Justice with a Minor in Information Technology Management**
- **B.S., Justice Studies - Criminal Justice with a Minor in Legal Studies**
- **B.S., Justice Studies - Criminal Justice with a Minor in Management**

Legal Studies

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

Management

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

Marketing Communications

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

Medical Assistant

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

National Security

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

Practical Nurse

- **Practical Nurse Certificate**

Surgical Technology

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

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

Health Sciences

- **Multi-Level Patient Care Technician Certificate**

Information Systems Management

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

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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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 Marketing 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 Marketing 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.
0500	Legal Studies	B.S.

0599

Legal Studies

D.S.

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Larry L. Luing School of Business

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



- **Accounting**
- **Business Administration**
- **Fashion Merchandising and Management**
- **Financial Services**
- **General Business**
- **Information Technology Management**
- **International Business**
- **Management**
- **Marketing Communications**

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

Information Systems Management

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

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
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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, a range of degree programs covers 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, with public and private companies, and with 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
- 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
- Baccalaureate programs that contribute 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**
- **B.S., Accounting**

- **Berkeley College Academic Program Statistics**



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

Course Requirements

MAJOR COURSES

Qtr. hrs. credit

ACC111 Financial Accounting I

4

An introduction to the basic structure of accounting terminology and procedures. Students learn about recording and reporting functions, adjusting and closing entries, working papers, and the preparation of financial statements.

ACC112 Financial Accounting II

4

Covers the partnership and corporate form of a business organization. Students learn accounting principles for the valuation of merchandise inventory. Course also introduces the recording of plant assets, intangible assets, depreciation, current liabilities, and payroll by the accrual method.

Prerequisite: ACC111

ACC113 Managerial Accounting

4

An introduction to the use of accounting information for management planning, control in budget preparation, and the evaluation of cost behavior. Students learn how to prepare and interpret cash flow statements and make managerial decisions based on financial statement analyses.

Prerequisite: ACC110 or ACC112

ACC201 Intermediate Accounting I

4

Presents an in-depth study of accounting concepts, principles, and processes. Students examine the development and purpose of working papers, cost and revenue apportionments,

and adjusting and reversing entries. Course places emphasis on contemporary accounting theory.

Prerequisite: ACC113

ACC202 Intermediate Accounting II

4

A continuation of Intermediate Accounting I. The course gives special attention to classifications in the balance sheet. Students learn accounting for fixed assets, current and long-term liabilities, and stockholders' equity.

Prerequisite: ACC201

ACC240 Cost Accounting

4

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 cost systems. Students study the valuation of expenses and distribution of overhead in order to facilitate the preparation of statements.

Prerequisites: ACC113, MAT212

ACC255 Computer Applications in Accounting

2

Students use a major accounting software application to input data into books of original entry; maintain accounts receivable and payable, general ledger, payroll, and charts of account; generate financial statements; and more. They also use a major spreadsheet application to analyze financial and accounting information, and to generate and analyze reports.

Prerequisites: CIS115, ACC113

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.

BUS293 Internship 4

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

Prerequisites: BUS226 and departmental approval

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.

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

MKT220 Principles of Marketing 4

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

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

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.

MAT212 Mathematics with Business Applications

4

Introduces students to the personal use of mathematics and the applications for various business disciplines including accounting, fashion marketing and management, financial services, and marketing. Explores 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: CSK099 or placement

SOC201 Macroeconomics

4

An introduction to the study of macroeconomics. Provides a brief history of economics, from Adam Smith to the present. Students will learn the theories of contemporary macroeconomics, as well as their application and impact in today's world.

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.

General Education Core Humanities Elective

4

General Education Core Mathematics/Science Elective

4

FREE ELECTIVES

6

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.

Accounting majors must achieve a minimum of a C average in Financial Accounting I, Managerial Accounting, 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

	Qtr. hrs. credit		Qtr. hrs. credit
FIRST QUARTER		FOURTH QUARTER	
ACC111 Financial Accounting I.....	4	ACC201 Intermediate Accounting I.....	4
CIS115 Computer Applications	4	ACC255 Computer Applications in Accounting	2
ENG105 Expository Writing.....	4	MGT220 Principles of Management	4
GEC123 Introduction to Applied Psychology	4	SOC201 Macroeconomics.....	4
SECOND QUARTER		FIFTH QUARTER	
ACC112 Financial Accounting II.....	4	ACC202 Intermediate Accounting II.....	4
BUS100 Business Organization and Management	4	ACC240 Cost Accounting	4
ENG106 Writing Through Literature.....	4	ENG115 Public Speaking	4
General Education Core Humanities Elective	4	SOC231 Human Relations in the Workforce.....	4
THIRD QUARTER		SIXTH QUARTER	
ACC113 Managerial Accounting	4	BUS293 Internship	4
BUS226 Career Management Seminar	2	MKT220 Principles of Marketing	4
MAT212 Mathematics with Business Applications	4	Free Electives	6
General Education Core Mathematics/ Science Elective	4		

90 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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/disclosures/aas_business_administration_accounting_nj_statistics.htm and BerkeleyCollege.edu/disclosures/aas_business_administration_accounting_ny_statistics.htm.

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

Course Requirements

MAJOR COURSES

Qtr. hrs. credit

ACC111 Financial Accounting I

4

An introduction to the basic structure of accounting terminology and procedures. Students learn about recording and reporting functions, adjusting and closing entries, working papers, and the preparation of financial statements.

ACC112 Financial Accounting II

4

Covers the partnership and corporate form of a business organization. Students learn accounting principles for the valuation of merchandise inventory. Course also introduces the recording of plant assets, intangible assets, depreciation, current liabilities, and payroll by the accrual method.

Prerequisite: ACC111

ACC113 Managerial Accounting

4

An introduction to the use of accounting information for management planning, control in budget preparation, and the evaluation of cost behavior. Students learn how to prepare and interpret cash flow statements and make managerial decisions based on financial statement analyses.

Prerequisite: ACC110 or ACC112

ACC201 Intermediate Accounting I

4

Presents an in-depth study of accounting concepts, principles, and processes. Students examine the development and purpose of working papers, cost and revenue apportionments,

and adjusting and reversing entries. Course places emphasis on contemporary accounting theory.

Prerequisite: ACC113

ACC202 Intermediate Accounting II

4

A continuation of Intermediate Accounting I. The course gives special attention to classifications in the balance sheet. Students learn accounting for fixed assets, current and long-term liabilities, and stockholders' equity.

Prerequisite: ACC201

ACC203 Intermediate Accounting III

4

Students will explore contemporary accounting topics as enumerated in FASB pronouncements. Topics include investments in marketable securities, income taxes, pensions, post-retirement benefits, leases, accounting changes, error analyses, and statements of cash flow.

Prerequisite: ACC202

ACC240 Cost Accounting

4

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 cost systems. Students study the valuation of expenses and distribution of overhead in order to facilitate the preparation of statements.

Prerequisites: ACC113, MAT212

ACC255 Computer Applications in Accounting

2

Students use a major accounting software application to input data into books of original entry; maintain accounts receivable and payable, general ledger, payroll, and charts of account; generate financial statements; and more. They also use a major spreadsheet application to analyze financial and accounting information, and to generate and analyze reports.

Prerequisites: CIS115, ACC113

ACC310 Advanced Accounting

4

Examines advanced theory and problem solving for corporations and partnerships. Provides an analytical overview of the accounting problems associated with mergers and acquisitions. Students learn how to prepare and interpret financial reports with respect to the resultant combined corporate entities.

Prerequisite: ACC203

ACC330 Government and Nonprofit Accounting

4

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: ACC203

ACC351 Federal Taxation I

4

Course introduces the study of federal income tax, including the principles of income recognition, business and nonbusiness expense deductions, and the concept of capital gains and losses. Students prepare tax returns and supporting schedules.

Prerequisite: ACC203

ACC352 Federal Taxation II

4

A continuation of ACC351. Course introduces the study of advanced income taxation. Provides particular emphasis on taxation of corporations, partnerships, and estates.

Prerequisite: ACC351

ACC410 Auditing

4

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 the philosophy and conceptual foundations of auditing, the standards that guide the auditor, and the methodology used in conducting an audit.

Prerequisites: ACC310, MAT215

ACC425 Advanced Analysis of Financial Statements 4

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: ACC410

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.

BUS331 Business Law II 4

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: BUS231

BUS483 Internship

4

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

Prerequisites: BUS226 and departmental approval

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.

CIS201 Advanced Spreadsheets

2

Students gain experience with spreadsheet applications, such as Microsoft Excel. Topics include building complex worksheets; importing and exporting data; using mathematical, financial, and statistical functions; developing macros; consolidating spreadsheets; creating templates; and utilizing "what if" analyses to make business decisions.

Prerequisite: CIS115

FIN301 Principles of Finance I

4

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

Prerequisites: ACC113, MAT212

FIN415 Principles of Finance II

4

Analysis of various advanced corporate finance concepts, including investment criteria; the use of techniques and tools

such as net present value, internal rate of return, risk and return; cost of capital and long-term financial policy; and short-term financial planning and management.

Prerequisite: FIN301

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

MKT220 Principles of Marketing

4

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

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

ENG265 Business Communication

4

Explores the communication strategies and techniques needed for success in the workplace. Students write, revise, and edit business documents; learn techniques for organizing information; and practice the effective use of oral communication skills in business and professional settings.

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

MAT212 Mathematics with Business Applications

4

Introduces students to the personal use of mathematics and the applications for various business disciplines including accounting, fashion marketing and management, financial services, and marketing. Explores 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: 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

SOC201 Macroeconomics

4

An introduction to the study of macroeconomics. Provides a brief history of economics, from Adam Smith to the present. Students will learn the theories of contemporary macroeconomics, as well as their application and impact in today's world.

SOC202 Microeconomics

4

An introduction to the study of microeconomics. Focuses on individual markets and the personal choices concerning those markets. Students gain an understanding of what determines

the prices of particular goods and services, as well as what determines the output and profits of individual firms, and wages of individual workers.

Prerequisite: SOC201

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.

SOC401 International Economics 4

An introduction to the commercial and financial relationships between the United States and the rest of the world. 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.

Humanities Elective 4

Mathematics/Science Elective 4

Social Science Elective 4

General Education Core Humanities Elective 4

General Education Core Mathematics/Science Elective 4

FREE ELECTIVES 10

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.

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

*16 Liberal Arts credits must be at the 300/400 level. Please select 4 credits from the following list of liberal arts courses:

HUM300 The Art of Poetry	4
HUM310 Conflicts in Drama	4
HUM332 Journeys in Fiction	4
HUM451 Telling Stories in the Modern World	4

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

- **B.B.A., Accounting New Jersey Program Statistics**
- **B.B.A., Accounting New York Program Statistics**



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

SAMPLE PROGRAM SEQUENCE

	Qtr. hrs. credit		Qtr. hrs. credit
FIRST QUARTER		SEVENTH QUARTER	
ACC111	Financial Accounting I..... 4	ACC310	Advanced Accounting..... 4
CIS115	Computer Applications 4	BUS331	Business Law II 4
ENG105	Expository Writing 4	MAT211	College Algebra..... 4
GEC123	Introduction to Applied Psychology 4	SOC202	Microeconomics..... 4
SECOND QUARTER		EIGHTH QUARTER	
ACC112	Financial Accounting II 4	ACC330	Government and Nonprofit Accounting 4
BUS100	Business Organization and Management 4	ACC351	Federal Taxation I..... 4
ENG106	Writing Through Literature..... 4	FIN301	Principles of Finance I..... 4
	General Education Core Mathematics/ Science Elective 4	MAT215	Statistics I..... 4
THIRD QUARTER		NINTH QUARTER	
ACC113	Managerial Accounting 4	ACC352	Federal Taxation II..... 4
ACC255	Computer Applications in Accounting 2	ENG265	Business Communication 4
ENG115	Public Speaking 4	SOC231	Human Relations in the Workforce..... 4
	General Education Core Humanities Elective 4		Mathematics/Science Elective 4
FOURTH QUARTER		TENTH QUARTER	
ACC201	Intermediate Accounting I 4	ACC410	Auditing 4
BUS231	Business Law I 4	ENG315	Writing for the Workplace..... 4
MGT220	Principles of Management 4	FIN415	Principles of Finance II..... 4
BUS226	Career Management Seminar 2	SOC401	International Economics..... 4
FIFTH QUARTER		ELEVENTH QUARTER	
ACC202	Intermediate Accounting II 4	ACC425	Advanced Analysis of Financial Statements 4
HUM225	Introduction to Ethics..... 4		Humanities Elective..... 4
MAT212	Mathematics with Business Applications 4		Free Electives 6
MKT220	Principles of Marketing 4	TWELFTH QUARTER	
SIXTH QUARTER		BUS483	Internship 4
ACC203	Intermediate Accounting III 4		Social Science Elective 4
ACC240	Cost Accounting..... 4		Free Elective 4
CIS201	Advanced Spreadsheets 2	180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION	
SOC201	Macroeconomics..... 4	Accounting majors must achieve a minimum of a C average in Financial Accounting I, Managerial Accounting, and Financial Accounting II in order to enroll in Intermediate Accounting I.	
		*16 Liberal Arts credits must be at the 300/400 level. Please select 4 credits from the following list of liberal arts courses:	
		HUM300	The Art of Poetry 4
		HUM310	Conflicts in Drama..... 4
		HUM332	Journeys in Fiction 4
		HUM341	Telling Stories in the Modern World 4

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/disclosures/bba_accounting_nj_statistics.htm and BerkeleyCollege.edu/disclosures/bba_accounting_ny_statistics.htm.

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Accounting Bachelor of Science Degree (B.S.)

Course Requirements

MAJOR COURSES

Qtr. hrs. credit

ACC111 Financial Accounting I

4

An introduction to the basic structure of accounting terminology and procedures. Students learn about recording and reporting functions, adjusting and closing entries, working papers, and the preparation of financial statements.

ACC112 Financial Accounting II

4

Covers the partnership and corporate form of a business organization. Students learn accounting principles for the valuation of merchandise inventory. Course also introduces the recording of plant assets, intangible assets, depreciation, current liabilities, and payroll by the accrual method.

Prerequisite: ACC111

ACC113 Managerial Accounting

4

An introduction to the use of accounting information for management planning, control in budget preparation, and the evaluation of cost behavior. Students learn how to prepare and interpret cash flow statements and make managerial decisions based on financial statement analyses.

Prerequisite: ACC110 or ACC112

ACC201 Intermediate Accounting I

4

Presents an in-depth study of accounting concepts, principles, and processes. Students examine the development and purpose of working papers, cost and revenue apportionments, and adjusting and reversing entries. Course places emphasis on contemporary accounting theory.

Prerequisite: ACC113

ACC202 Intermediate Accounting II

4

A continuation of Intermediate Accounting I. The course gives special attention to classifications in the balance sheet. Students learn accounting for fixed assets, current and long-term liabilities, and stockholders' equity.

Prerequisite: ACC201

ACC203 Intermediate Accounting III

4

Students will explore contemporary accounting topics as enumerated in FASB pronouncements. Topics include investments in marketable securities, income taxes, pensions, post-retirement benefits, leases, accounting changes, error analyses, and statements of cash flow.

Prerequisite: ACC202

ACC240 Cost Accounting

4

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 cost systems. Students study the valuation of expenses and distribution of overhead in order to facilitate the preparation of statements.

Prerequisites: ACC113, MAT212

ACC255 Computer Applications in Accounting

2

Students use a major accounting software application to input data into books of original entry; maintain accounts receivable and payable, general ledger, payroll, and charts of account; generate financial statements; and more. They also use a major spreadsheet application to analyze financial and accounting information, and to generate and analyze reports.

Prerequisites: CIS115, ACC113

ACC310 Advanced Accounting

4

Examines advanced theory and problem solving for corporations and partnerships. Provides an analytical

overview of the accounting problems associated with mergers and acquisitions. Students learn how to prepare and interpret financial reports with respect to the resultant combined corporate entities.

Prerequisite: ACC203

ACC330 Government and Nonprofit Accounting

4

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: ACC203

ACC351 Federal Taxation I

4

Course introduces the study of federal income tax, including the principles of income recognition, business and nonbusiness expense deductions, and the concept of capital gains and losses. Students prepare tax returns and supporting schedules.

Prerequisite: ACC203

ACC352 Federal Taxation II

4

A continuation of ACC351. Course introduces the study of advanced income taxation. Provides particular emphasis on taxation of corporations, partnerships, and estates.

Prerequisite: ACC351

ACC410 Auditing

4

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 the philosophy and conceptual foundations of auditing, the standards that guide the auditor, and the methodology used in conducting an audit.

Prerequisites: ACC310, MAT215

ACC425 Advanced Analysis of Financial Statements

4

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: ACC410

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.

BUS483 Internship

4

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

Prerequisites: BUS226 and departmental approval

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.

CIS201 Advanced Spreadsheets

2

Students gain experience with spreadsheet applications, such as Microsoft Excel. Topics include building complex worksheets; importing and exporting data; using mathematical, financial, and statistical functions; developing macros; consolidating spreadsheets; creating templates; and utilizing "what if" analyses to make business decisions.

Prerequisite: CIS115

FIN301 Principles of Finance I

4

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

Prerequisites: ACC113, MAT212

FIN415 Principles of Finance II

4

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

Prerequisite: FIN301

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

MKT220 Principles of Marketing 4

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

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

ENG265 Business Communication 4

Explores the communication strategies and techniques needed for success in the workplace. Students write, revise, and edit business documents; learn techniques for organizing information; and practice the effective use of oral communication skills in business and professional settings.

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.

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

MAT212 Mathematics with Business Applications

4

Introduces students to the personal use of mathematics and the applications for various business disciplines including accounting, fashion marketing and management, financial services, and marketing. Explores 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: 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

SOC201 Macroeconomics

4

An introduction to the study of macroeconomics. Provides a brief history of economics, from Adam Smith to the present. Students will learn the theories of contemporary macroeconomics, as well as their application and impact in today's world.

SOC202 Microeconomics

4

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

Prerequisite: SOC201

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.

Humanities Electives

8

Mathematics/Science Electives	8
Social Science Electives	12
Liberal Arts Electives	6
General Education Core Humanities Elective	4
General Education Core Mathematics/Science Elective	4

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.

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

*24 Liberal Arts credits must be at the 300/400 level. Please select 4 credits from the following list of liberal arts courses:

HUM300 The Art of Poetry	4
HUM310 Conflicts in Drama	4
HUM332 Journeys in Fiction	4
HUM451 Telling Stories in the Modern World	4

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

- **B.S., Accounting Program Statistics**



Bachelor of Science Degree (B.S.) Accounting

SAMPLE PROGRAM SEQUENCE

	Qtr. hrs. credit
FIRST QUARTER	
ACC111 Financial Accounting I	4
CIS115 Computer Applications	4
ENG105 Expository Writing	4
GEC123 Introduction to Applied Psychology	4
SECOND QUARTER	
ACC112 Financial Accounting II	4
BUS100 Business Organization and Management	4
ENG106 Writing Through Literature.....	4
General Education Core Mathematics/ Science Elective	4
THIRD QUARTER	
ACC113 Managerial Accounting	4
ACC255 Computer Applications in Accounting	2
ENG115 Public Speaking	4
General Education Core Humanities Elective	4
FOURTH QUARTER	
ACC201 Intermediate Accounting I	4
BUS231 Business Law I	4
MGT220 Principles of Management	4
BUS226 Career Management Seminar	2
FIFTH QUARTER	
ACC202 Intermediate Accounting II	4
CIS201 Advanced Spreadsheets.....	2
MAT212 Mathematics with Business Applications	4
MKT220 Principles of Marketing	4
SIXTH QUARTER	
ACC203 Intermediate Accounting III	4
ACC240 Cost Accounting.....	4
SOC201 Macroeconomics.....	4
Humanities Elective.....	4

SEVENTH QUARTER

ACC310 Advanced Accounting	4
MAT211 College Algebra.....	4
SOC202 Microeconomics.....	4
Social Science Elective	4

EIGHTH QUARTER

ACC330 Government and Nonprofit Accounting	4
ACC351 Federal Taxation I.....	4
FIN301 Principles of Finance I.....	4
MAT215 Statistics I.....	4

NINTH QUARTER

ACC352 Federal Taxation II	4
ENG265 Business Communication	4
SOC231 Human Relations in the Workforce.....	4
Humanities Elective.....	4

TENTH QUARTER

ACC410 Auditing	4
ENG315 Writing for the Workplace.....	4
FIN415 Principles of Finance II.....	4
Social Science Elective	4

ELEVENTH QUARTER

ACC425 Advanced Analysis of Financial Statements	4
Mathematics/Science Elective	4
Social Science Elective	4

TWELFTH QUARTER

BUS483 Internship	4
Liberal Arts Electives.....	6
Mathematics/Science Elective.....	4

180 QUARTER CREDIT HOURS

REQUIRED FOR GRADUATION

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

*24 Liberal Arts credits must be at the 300/400 level. Please select 4 credits from the following list of liberal arts courses:

HUM300 The Art of Poetry	4
HUM310 Conflicts in Drama.....	4
HUM332 Journeys in Fiction	4
HUM341 Telling Stories in the Modern World	4

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/disclosures/bs_accounting_statistics.htm.

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Business Administration

Acquire strategies for success in the business world.

A well-rounded foundation for immersion into the professional marketplace, this degree program combines academics with practical experience in current business practices and procedures. Students are exposed to different roles and processes within large and small corporations and organizations.

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

Benefit from:

- A flexible curriculum allowing exploration of several business disciplines
- An emphasis on creative problem-solving, team-building and presentation skills, cultural diversity, and cross-cultural communication
- Forecasting and strategic planning
- A focus on the role of the Internet and computer applications widely used in today's professional environment
- Valuable, practical experience through program-related, faculty-monitored internships or job-related assignments
- A seamless transition between Associate's and Bachelor's degrees

Degree Program

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

- [Berkeley College Academic Program Statistics](#)



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

Course Requirements

MAJOR COURSES

Qtr. hrs. credit

ACC110 Fundamentals of Accounting for Managers

4

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

ACC113 Managerial Accounting

4

An introduction to the use of accounting information for management planning, control in budget preparation, and the evaluation of cost behavior. Students learn how to prepare and interpret cash flow statements and make managerial decisions based on financial statement analyses.

Prerequisite: ACC110 or ACC112

BUS100 Business Organization and Management

4

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

BUS226 Career Management Seminar

2

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

BUS231 Business Law I

4

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

BUS250 Computer Applications in Business

2

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

Prerequisites: BUS100, CIS115

BUS451 Business Strategy and Policy

4

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

Prerequisites: FIN301, IBS201, MGT220, MKT220

BUS483 Internship

4

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

Prerequisites: BUS226 and departmental approval

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.

FIN301 Principles of Finance I

4

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

Prerequisites: ACC113, MAT212

IBS201 International Business

4

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

Prerequisite: BUS100

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

MKT220 Principles of Marketing

4

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

Business Electives

36

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

ENG265 Business Communication

4

Explores the communication strategies and techniques needed for success in the workplace. Students write, revise, and edit business documents; learn techniques for organizing information; and practice the effective use of oral communication skills in business and professional settings.

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.

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

MAT212 Mathematics with Business Applications

4

Introduces students to the personal use of mathematics and the applications for various business disciplines including accounting, fashion marketing and management, financial services, and marketing. Explores 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: 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

SOC201 Macroeconomics

4

An introduction to the study of macroeconomics. Provides a

brief history of economics, from Adam Smith to the present. Students will learn the theories of contemporary macroeconomics, as well as their application and impact in today's world.

SOC202 Microeconomics

4

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

Prerequisite: SOC201

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.

Humanities Electives 8

Mathematics/Science Electives 8

Social Science Electives 12

Liberal Arts Electives 12

General Education Core Humanities Elective 4

General Education Core Mathematics/Science Elective 4

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.

SAMPLE PROGRAM SEQUENCE

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



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

SAMPLE PROGRAM SEQUENCE

	Qtr. hrs. credit		Qtr. hrs. credit
FIRST QUARTER		SEVENTH QUARTER	
ACC110	Fundamentals of Accounting for Managers 4	MAT211	College Algebra..... 4
CIS115	Computer Applications 4	SOC210	Introduction to Sociology 4
ENG105	Expository Writing 4		Business Electives 8
GEC123	Introduction to Applied Psychology 4		
SECOND QUARTER		EIGHTH QUARTER	
ACC113	Managerial Accounting 4	FIN301	Principles of Finance I 4
BUS100	Business Organization and Management 4	MAT215	Statistics I..... 4
ENG106	Writing Through Literature..... 4		Business Electives 8
	General Education Core Mathematics/ Science Elective 4		
THIRD QUARTER		NINTH QUARTER	
BUS226	Career Management Seminar 2	ENG315	Writing for the Workplace..... 4
ENG115	Public Speaking 4		Business Electives 8
MAT212	Mathematics with Business Applications 4		Social Science Elective 4
	General Education Core Humanities Elective 4		
FOURTH QUARTER		TENTH QUARTER	
BUS231	Business Law I 4	BUS451	Business Strategy and Policy 4
BUS250	Computer Applications in Business 2		Business Elective 4
IBS201	International Business..... 4		Mathematics/Science Elective 4
	Humanities Elective..... 4		Social Science Elective 4
FIFTH QUARTER		ELEVENTH QUARTER	
MGT220	Principles of Management 4		Business Elective 4
MKT220	Principles of Marketing 4		Humanities Elective..... 4
SOC201	Macroeconomics..... 4		Liberal Arts Elective..... 4
	Mathematics/Science Elective 4		Social Science Elective 4
SIXTH QUARTER		TWELFTH QUARTER	
ENG265	Business Communication 4	BUS483	Internship 4
SOC202	Microeconomics..... 4		Liberal Arts Electives..... 8
	Business Elective 4		

180 QUARTER CREDIT HOURS
REQUIRED FOR GRADUATION

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

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/disclosures/bs_business_administration_statistics.htm.

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Fashion Merchandising and Management

Combine fashion sense and business sense to create the perfect fit.

The Fashion Merchandising and Management degree programs at Berkeley College integrate the creative and business aspects of the fashion industry. Incorporating merchandising strategies and management skills, the programs encompass current technology and a complete understanding of the primary, secondary, and ancillary segments of the fashion industry. Potential career paths include:

- Product development
- Retail buying
- Allocation and planning
- Visual merchandising
- Entrepreneurship

From an accomplished faculty selected for both academic credentials and professional experience, fashion students learn about the aesthetics of apparel, accessories, and home products through an appreciation of fabrication, color, silhouette, and style. Students take a capstone course and participate in a supervised internship, allowing them to apply their education to the fashion workplace. Regularly scheduled events include presentations from fashion industry experts and field trips to manufacturers' showrooms, fashion retailers, and museum exhibits. Fashion students are also involved in the celebrated Fashion Week in New York City twice a year.

Benefit from:

- Understanding the fashion industry cycle from product development to consumer
- Opportunities to:
 - Explore consumer and buyer trends
 - Analyze the market base
 - Evaluate production needs
 - Learn how each affects the retail and wholesale sides of the fashion industry
- Hands-on experience with merchandising software and related programs utilized in the industry
- Applying principles of business administration and marketing techniques
- Creating a quality marketing strategy
- 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., Fashion Merchandising and Management**
- **B.B.A., Fashion Merchandising and Management**
- **B.B.A., Fashion Merchandising and Management with a Minor in International Business**
- **B.S., Fashion Merchandising and Management**
- **B.S., Fashion Merchandising and Management with a Minor in International Business**

- **Berkeley College Academic Program Statistics**

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

Course Requirements



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MAJOR COURSES

Qtr. hrs. credit

FAS101 Introduction to the Fashion Business

4

Provides an overview of the fashion industry and its global reach, familiarizing students with fashion history, product development, manufacturing, marketing, and sales. Various fashion careers and opportunities are explored.

FAS224 Fashion Product Knowledge

4

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, with a focus on consumer behaviors, needs, marketing, and sales. Students are also introduced to the basics of home furnishings, beauty, and cosmetics.

Prerequisite: FAS101

FAS230 Fashion Textiles for Apparel and Home

4

Provides a comprehensive overview of the textile industry. Students acquire 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.

FAS240 Visual Merchandising

4

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.

FAS245 Merchandise Planning and Buying

4

Provides an overview of modern inventory control systems and sales records. Topics include retail methods of inventory, operating statements, techniques of planning, and methods of figuring markups, markdowns, open-to-buy, and terms of sales.

FAS250 Product Lifecycle Management and Sustainability

4

Students are introduced to supply chain management and sourcing in a global fashion environment, with a focus on sustainable business models and practices. Various cloud-based technologies and software programs are utilized.

Prerequisites: CIS115, FAS245

FAS261 Trend Analysis and Product Development

4

Provides an overview and analysis of current color, fiber, and fashion trends, as well as their impact on fashion product development from concept to consumer. Students will examine the merchandising process and learn to apply business strategies to achieve profitability.

Prerequisites: FAS101, FAS230, MKT220

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

MKT220 Principles of Marketing

4

Provides an introduction to the fundamental principles and practices in the marketing process. Provides a detailed study

of each marketing mix tool (product, price, place, promotion) along with an introduction to marketing research and consumer behavior.

MKT241 Consumer Behavior

4

Introduction to 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: MKT220

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.

BUS293 Internship

4

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

Prerequisites: BUS226 and departmental approval

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

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.

MAT212 Mathematics with Business Applications

4

Introduces students to the personal use of mathematics and the applications for various business disciplines including accounting, fashion marketing and management, financial services, and marketing. Explores 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: CSK099 or placement

SOC201 Macroeconomics

4

An introduction to the study of macroeconomics. Provides a brief history of economics, from Adam Smith to the present. Students will learn the theories of contemporary macroeconomics, as well as their application and impact in today's world.

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.

General Education Core 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.

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 Marketing and Management

SAMPLE PROGRAM SEQUENCE

	Qtr. hrs. credit		Qtr. hrs. credit
FIRST QUARTER		FOURTH QUARTER	
FAS101	Introduction to the Fashion Business..... 4	FAS224	Fashion Product Knowledge..... 4
CIS115	Computer Applications 4	ENG115	Public Speaking 4
ENG105	Expository Writing 4	MKT220	Principles of Marketing 4
GEC123	Introduction to Applied Psychology 4	SOC231	Human Relations in the Workforce..... 4
SECOND QUARTER		FIFTH QUARTER	
FAS230	Fashion Textiles for Apparel and Home 4	FAS250	Product Lifecycle Management and Sustainability..... 4
BUS100	Business Organization and Management. 4	FAS261	Trend Analysis and Product Development 4
ENG106	Writing Through Literature..... 4	MGT220	Principles of Management 4
	General Education Core Humanities Elective 4	MKT241	Consumer Behavior..... 4
THIRD QUARTER		SIXTH QUARTER	
FAS240	Visual Merchandising 4	BUS293	Internship 4
FAS245	Merchandise Planning and Buying..... 4	BUS231	Business Law I 4
BUS226	Career Management Seminar 2	SOC201	Macroeconomics..... 4
MAT212	Mathematics with Business Applications 4		
			90 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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/disclosures/aas_fashion_marketing_management_nj_statistics.htm and BerkeleyCollege.edu/disclosures/aas_fashion_marketing_management_ny_statistics.htm.

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

Course Requirements

MAJOR COURSES

Qtr. hrs. credit

FAS101 Introduction to the Fashion Business

4

Provides an overview of the fashion industry and its global reach, familiarizing students with fashion history, product development, manufacturing, marketing, and sales. Various fashion careers and opportunities are explored.

FAS224 Fashion Product Knowledge

4

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, with a focus on consumer behaviors, needs, marketing, and sales. Students are also introduced to the basics of home furnishings, beauty, and cosmetics.

Prerequisite: FAS101

FAS230 Fashion Textiles for Apparel and Home

4

Provides a comprehensive overview of the textile industry. Students acquire 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.

FAS240 Visual Merchandising

4

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.

FAS245 Merchandise Planning and Buying

4

Provides an overview of modern inventory control systems and sales records. Topics include retail methods of inventory, operating statements, techniques of planning, and methods of figuring markups, markdowns, open-to-buy, and terms of sales.

FAS250 Product Lifecycle Management and Sustainability

4

Students are introduced to supply chain management and sourcing in a global fashion environment, with a focus on sustainable business models and practices. Various cloud-based technologies and software programs are utilized.

Prerequisites: CIS115, FAS245

FAS261 Trend Analysis and Product Development

4

Provides an overview and analysis of current color, fiber, and fashion trends, as well as their impact on fashion product development from concept to consumer. Students will examine the merchandising process and learn to apply business strategies to achieve profitability.

Prerequisites: FAS101, FAS230, MKT220

FAS335 Omni-Channel Retail Management

4

This course provides an in-depth analysis of omni-channel retailing. Students learn to develop and manage a layered, digitally connected shopping experience across multiple channels, including brick and mortar, catalog, e-commerce, and mobile.

Prerequisite: MKT220

FAS416 Fashion E-Commerce and Interactive Media

4

Within the framework of omni-channel retailing, this course focuses on the development and management of an online

retail operation, concentrating on design, back-end services, operations, distribution, customer service, and global scalability. Students learn strategies to build effective interactive media marketing strategies, including social media and search engine optimization.

Prerequisite: FAS335

FAS475 Fashion Capstone

4

This course provides students an opportunity to combine skills learned in previous courses to analyze, design, and develop successful fashion business strategies, focusing on operations management, human resources, financial performance, and market impact. This course will emphasize ethics, diversity, technology, and globalization.

Prerequisites: FAS250, FAS261, FAS335

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

MKT220 Principles of Marketing

4

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

MKT241 Consumer Behavior

4

Introduction to 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: MKT220

Fashion or Management or Marketing Upper Division Elective	4
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BUSINESS COURSES

ACC110 Fundamentals of Accounting for Managers	4
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Covers basic financial accounting elements, definitions, and statements. Students learn how to read and understand financial statements and how to use them in making financial business decisions.

ACC113 Managerial Accounting	4
-------------------------------------	---

An introduction to the use of accounting information for management planning, control in budget preparation, and the evaluation of cost behavior. Students learn how to prepare and interpret cash flow statements and make managerial decisions based on financial statement analyses.

Prerequisite: ACC110 or ACC112

BUS100 Business Organization and Management	4
--	---

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

BUS226 Career Management Seminar	2
---	---

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

BUS231 Business Law I	4
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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.

BUS483 Internship

4

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

Prerequisites: BUS226 and departmental approval

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.

FIN301 Principles of Finance I

4

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

Prerequisites: ACC113, MAT212

IBS201 International Business

4

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

Prerequisite: BUS100

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.

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

MAT212 Mathematics with Business Applications

4

Introduces students to the personal use of mathematics and the applications for various business disciplines including accounting, fashion marketing and management, financial services, and marketing. Explores 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: 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

SOC201 Macroeconomics

4

An introduction to the study of macroeconomics. Provides a brief history of economics, from Adam Smith to the present. Students will learn the theories of contemporary macroeconomics, as well as their application and impact in today's world.

SOC202 Microeconomics

4

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

Prerequisite: SOC201

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.

Humanities Elective 4

Mathematics/Science Elective 4

Social Science Electives 8

General Education Core Humanities Elective 4

General Education Core Mathematics/Science Elective 4

FREE ELECTIVES 22

180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

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 Marketing and Management

SAMPLE PROGRAM SEQUENCE

	Qtr. hrs. credit		Qtr. hrs. credit
FIRST QUARTER		SEVENTH QUARTER	
FAS101	Introduction to the Fashion Business..... 4	MKT241	Consumer Behavior..... 4
CIS115	Computer Applications 4	MAT211	College Algebra..... 4
ENG105	Expository Writing 4	SOC202	Microeconomics..... 4
GEC123	Introduction to Applied Psychology 4		
SECOND QUARTER		EIGHTH QUARTER	
FAS230	Fashion Textiles for Apparel and Home 4	FAS335	Omni-Channel Retail Management 4
ACC110	Fundamentals of Accounting for Managers..... 4	MAT215	Statistics I..... 4
ENG106	Writing Through Literature..... 4	SOC231	Human Relations in the Workforce..... 4
	General Education Core Mathematics/ Science Elective 4	Free Elective 4
THIRD QUARTER		NINTH QUARTER	
FAS240	Visual Merchandising 4	FIN301	Principles of Finance I..... 4
ACC113	Managerial Accounting 4		Humanities Elective..... 4
BUS100	Business Organization and Management. 4		Mathematics/Science Elective 4
	General Education Core Humanities Elective 4		Fashion or Management or Marketing Upper Division Elective 4
FOURTH QUARTER		TENTH QUARTER	
FAS245	Merchandise Planning and Buying..... 4	FAS416	Fashion E-Commerce and Interactive Media..... 4
BUS226	Career Management Seminar 2	ENG315	Writing for the Workplace..... 4
MAT212	Mathematics with Business Applications 4		Social Science Elective 4
MGT220	Principles of Management 4	Free Elective 4
FIFTH QUARTER		ELEVENTH QUARTER	
FAS224	Fashion Product Knowledge 4		Social Science Elective 4
FAS250	Product Lifecycle Management and Sustainability..... 4	Free Electives 8
ENG115	Public Speaking 4	TWELFTH QUARTER	
MKT220	Principles of Marketing 4	FAS475	Fashion Capstone 4
SIXTH QUARTER		BUS483	Internship 4
FAS261	Trend Analysis and Product Development 4	Free Electives 6
BUS231	Business Law I 4	180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION	
IBS201	International Business..... 4		
SOC201	Macroeconomics..... 4		

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

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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Fashion Merchandising and Management with a Minor in International Business Bachelor of Business Administration Degree (B.B.A.)

Course Requirements

MAJOR COURSES

Qtr. hrs. credit

FAS101 Introduction to the Fashion Business

4

Provides an overview of the fashion industry and its global reach, familiarizing students with fashion history, product development, manufacturing, marketing, and sales. Various fashion careers and opportunities are explored.

FAS224 Fashion Product Knowledge

4

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, with a focus on consumer behaviors, needs, marketing, and sales. Students are also introduced to the basics of home furnishings, beauty, and cosmetics.

Prerequisite: FAS101

FAS230 Fashion Textiles for Apparel and Home

4

Provides a comprehensive overview of the textile industry. Students acquire 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.

FAS240 Visual Merchandising

4

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.

FAS245 Merchandise Planning and Buying

4

Provides an overview of modern inventory control systems and sales records. Topics include retail methods of inventory, operating statements, techniques of planning, and methods of figuring markups, markdowns, open-to-buy, and terms of sales.

FAS250 Product Lifecycle Management and Sustainability

4

Students are introduced to supply chain management and sourcing in a global fashion environment, with a focus on sustainable business models and practices. Various cloud-based technologies and software programs are utilized.

Prerequisites: CIS115, FAS245

FAS261 Trend Analysis and Product Development

4

Provides an overview and analysis of current color, fiber, and fashion trends, as well as their impact on fashion product development from concept to consumer. Students will examine the merchandising process and learn to apply business strategies to achieve profitability.

Prerequisites: FAS101, FAS230, MKT220

FAS335 Omni-Channel Retail Management

4

This course provides an in-depth analysis of omni-channel retailing. Students learn to develop and manage a layered, digitally connected shopping experience across multiple channels, including brick and mortar, catalog, e-commerce, and mobile.

Prerequisite: MKT220

FAS416 Fashion E-Commerce and Interactive Media

4

Within the framework of omni-channel retailing, this course focuses on the development and management of an online retail operation, concentrating on design, back-end services, operations, distribution, customer service, and global scalability. Students learn strategies to build effective interactive media marketing strategies, including social media and search engine optimization.

Prerequisite: FAS335

FAS475 Fashion Capstone

4

This course provides students an opportunity to combine skills learned in previous courses to analyze, design, and develop successful fashion business strategies, focusing on operations management, human resources, financial performance, and market impact. This course will emphasize ethics, diversity, technology, and globalization.

Prerequisites: FAS250, FAS261, FAS335

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

MKT220 Principles of Marketing

4

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

Fashion or Management or Marketing Upper Division Elective

4

BUSINESS COURSES

ACC110 Fundamentals of Accounting for Managers

4

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

ACC113 Managerial Accounting

4

An introduction to the use of accounting information for management planning, control in budget preparation, and the evaluation of cost behavior. Students learn how to prepare and interpret cash flow statements and make managerial decisions based on financial statement analyses.

Prerequisite: ACC110 or ACC112

BUS100 Business Organization and Management

4

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

BUS226 Career Management Seminar

2

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

BUS231 Business Law I

4

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

BUS483 Internship

4

Allows students to work in a position related to their course of

study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisites: BUS226 and departmental approval

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.

FIN301 Principles of Finance I

4

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

Prerequisites: ACC113, MAT212

IBS201 International Business

4

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

Prerequisite: BUS100

IBS225 International Trade Policies and Practices

4

Examines the various international trade theories, policies, practices, and current controversies regarding national trade policies. Also explores the influences of the World Trade Organization and international trade agreements on government and corporate trade practices. Focuses on the operational aspects of conducting international trade.

Prerequisite: IBS201

IBS342 Global Business Management

4

Students develop 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: IBS201, 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

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.

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

MAT212 Mathematics with Business Applications

4

Introduces students to the personal use of mathematics and the applications for various business disciplines including accounting, fashion marketing and management, financial services, and marketing. Explores 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: 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

SOC201 Macroeconomics

4

An introduction to the study of macroeconomics. Provides a brief history of economics, from Adam Smith to the present. Students will learn the theories of contemporary macroeconomics, as well as their application and impact in today's world.

SOC202 Microeconomics

4

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

Prerequisite: SOC201

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.

SOC310 Intercultural Communication

4

An introduction to 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 lives.

Foreign Language Electives – 2 sequential courses in the same language

8

Mathematics/Science Elective

4

Social Science Elective	4
General Education Core Humanities Elective	4
General Education Core Mathematics/Science Elective	4
FREE ELECTIVES	14

180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

SAMPLE PROGRAM SEQUENCE

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

Bachelor of Business Administration Degree (B.B.A.) Fashion Marketing and Management with a Minor in International Business

SAMPLE PROGRAM SEQUENCE

	Qtr. hrs. credit		Qtr. hrs. credit
FIRST QUARTER		SEVENTH QUARTER	
FAS101 Introduction to the Fashion Business.....	4	IBS225 International Trade Policies and Practices	4
CIS115 Computer Applications	4	MAT211 College Algebra.....	4
ENG105 Expository Writing	4	SOC202 Microeconomics.....	4
GEC123 Introduction to Applied Psychology	4	Foreign Language**	4
SECOND QUARTER		EIGHTH QUARTER	
FAS230 Fashion Textiles for Apparel and Home	4	FAS335 Omni-Channel Retail Management	4
ACC110 Fundamentals of Accounting for Managers.....	4	MAT215 Statistics I.....	4
ENG106 Writing Through Literature.....	4	Foreign Language**	4
General Education Core Mathematics/ Science Elective	4	NINTH QUARTER	
THIRD QUARTER		IBS342 Global Business Management	4
FAS240 Visual Merchandising	4	FIN301 Principles of Finance I.....	4
ACC113 Managerial Accounting	4	SOC231 Human Relations in the Workforce.....	4
BUS100 Business Organization and Management.	4	Free Elective	4
General Education Core Humanities Elective	4	TENTH QUARTER	
FOURTH QUARTER		FAS416 Fashion E-Commerce and Interactive Media.....	4
FAS245 Merchandise Planning and Buying.....	4	ENG315 Writing for the Workplace.....	4
BUS226 Career Management Seminar	2	SOC310 Intercultural Communication.....	4
MAT212 Mathematics with Business Applications	4	Fashion or Management or Marketing Upper Division Elective	4
MGT220 Principles of Management	4	ELEVENTH QUARTER	
FIFTH QUARTER		Mathematics/Science Elective	4
FAS224 Fashion Product Knowledge	4	Social Science Elective	4
FAS250 Product Lifecycle Management and Sustainability	4	Free Electives	6
ENG115 Public Speaking	4	TWELFTH QUARTER	
MKT220 Principles of Marketing	4	FAS475 Fashion Capstone	4
SIXTH QUARTER		BUS483 Internship	4
FAS261 Trend Analysis and Product Development	4	Free Elective	4
BUS231 Business Law I	4	180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION	
IBS201 International Business.....	4		
SOC201 Macroeconomics.....	4		

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

**Foreign Language electives - 2 sequential courses in the same language.

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Fashion Merchandising and Management Bachelor of Science Degree (B.S.)

Course Requirements

MAJOR COURSES

Qtr. hrs. credit

FAS101 Introduction to the Fashion Business

4

Provides an overview of the fashion industry and its global reach, familiarizing students with fashion history, product development, manufacturing, marketing, and sales. Various fashion careers and opportunities are explored.

FAS224 Fashion Product Knowledge

4

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, with a focus on consumer behaviors, needs, marketing, and sales. Students are also introduced to the basics of home furnishings, beauty, and cosmetics.

Prerequisite: FAS101

FAS230 Fashion Textiles for Apparel and Home

4

Provides a comprehensive overview of the textile industry. Students acquire 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.

FAS240 Visual Merchandising

4

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.

FAS245 Merchandise Planning and Buying 4

Provides an overview of modern inventory control systems and sales records. Topics include retail methods of inventory, operating statements, techniques of planning, and methods of figuring markups, markdowns, open-to-buy, and terms of sales.

FAS250 Product Lifecycle Management and Sustainability 4

Students are introduced to supply chain management and sourcing in a global fashion environment, with a focus on sustainable business models and practices. Various cloud-based technologies and software programs are utilized.

Prerequisites: CIS115, FAS245

FAS261 Trend Analysis and Product Development 4

Provides an overview and analysis of current color, fiber, and fashion trends, as well as their impact on fashion product development from concept to consumer. Students will examine the merchandising process and learn to apply business strategies to achieve profitability.

Prerequisites: FAS101, FAS230, MKT220

FAS335 Omni-Channel Retail Management 4

This course provides an in-depth analysis of omni-channel retailing. Students learn to develop and manage a layered, digitally connected shopping experience across multiple channels, including brick and mortar, catalog, e-commerce, and mobile.

Prerequisite: MKT220

FAS416 Fashion E-Commerce and Interactive Media 4

Within the framework of omni-channel retailing, this course focuses on the development and management of an online retail operation, concentrating on design, back-end services, operations, distribution, customer service, and global scalability. Students learn strategies to build effective

interactive media marketing strategies, including social media and search engine optimization.

Prerequisite: FAS335

FAS475 Fashion Capstone

4

This course provides students an opportunity to combine skills learned in previous courses to analyze, design, and develop successful fashion business strategies, focusing on operations management, human resources, financial performance, and market impact. This course will emphasize ethics, diversity, technology, and globalization.

Prerequisites: FAS250, FAS261, FAS335

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

MKT220 Principles of Marketing

4

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

MKT241 Consumer Behavior

4

Introduction to 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: MKT220

Fashion/Management/Marketing Upper Division Elective

4

BUSINESS COURSES**ACC110 Fundamentals of Accounting for Managers**

4

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

ACC113 Managerial Accounting

4

An introduction to the use of accounting information for management planning, control in budget preparation, and the evaluation of cost behavior. Students learn how to prepare and interpret cash flow statements and make managerial decisions based on financial statement analyses.

Prerequisite: ACC110 or ACC112

BUS100 Business Organization and Management

4

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

BUS226 Career Management Seminar

2

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

BUS231 Business Law I

4

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

BUS483 Internship 4

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

Prerequisites: BUS226 and departmental approval

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.

FIN301 Principles of Finance I 4

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

Prerequisites: ACC113, MAT212

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.

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

MAT212 Mathematics with Business Applications

4

Introduces students to the personal use of mathematics and the applications for various business disciplines including accounting, fashion marketing and management, financial services, and marketing. Explores 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: 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

SOC201 Macroeconomics

4

An introduction to the study of macroeconomics. Provides a brief history of economics, from Adam Smith to the present. Students will learn the theories of contemporary macroeconomics, as well as their application and impact in today's world.

SOC202 Microeconomics

4

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

Prerequisite: SOC201

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.

Humanities Electives	8
Mathematics/Science Electives	8
Social Science Electives	12
Liberal Arts Electives	12
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.

SAMPLE PROGRAM SEQUENCE

- **B.S., Fashion Merchandising and Management Program Statistics**

Bachelor of Science Degree (B.S.) Fashion Marketing and Management

SAMPLE PROGRAM SEQUENCE

	Qtr. hrs. credit		Qtr. hrs. credit
FIRST QUARTER		SEVENTH QUARTER	
FAS101	Introduction to the Fashion Business..... 4	MKT241	Consumer Behavior..... 4
CIS115	Computer Applications 4	MAT211	College Algebra..... 4
ENG105	Expository Writing..... 4	SOC202	Microeconomics..... 4
GEC123	Introduction to Applied Psychology..... 4		Mathematics/Science Elective 4
SECOND QUARTER		EIGHTH QUARTER	
FAS230	Fashion Textiles for Apparel and Home 4	FAS335	Omni-Channel Retail Management..... 4
ACC110	Fundamentals of Accounting for Managers..... 4	MAT215	Statistics I..... 4
ENG106	Writing Through Literature..... 4	SOC231	Human Relations in the Workforce..... 4
	General Education Core Mathematics/ Science Elective 4		Social Science Elective 4
THIRD QUARTER		NINTH QUARTER	
FAS240	Visual Merchandising 4	FIN301	Principles of Finance I..... 4
ACC113	Managerial Accounting 4	ENG315	Writing for the Workplace..... 4
BUS100	Business Organization and Management 4		Social Science Elective 4
	General Education Core Humanities Elective 4		Fashion or Management or Marketing Upper Division Elective 4
FOURTH QUARTER		TENTH QUARTER	
FAS245	Merchandise Planning and Buying..... 4	FAS416	Fashion E-Commerce and Interactive Media..... 4
BUS226	Career Management Seminar 2		Humanities Elective..... 4
MAT212	Mathematics with Business Applications 4		Liberal Arts Elective..... 4
MGT220	Principles of Management 4		Mathematics/Science Elective..... 4
FIFTH QUARTER		ELEVENTH QUARTER	
FAS224	Fashion Product Knowledge..... 4		Humanities Elective..... 4
FAS250	Product Lifecycle Management and Sustainability..... 4		Liberal Arts Electives..... 8
ENG115	Public Speaking 4		Free Elective 2
MKT220	Principles of Marketing 4	TWELFTH QUARTER	
SIXTH QUARTER		FAS475	Fashion Capstone 4
FAS261	Trend Analysis and Product Development..... 4	BUS483	Internship 4
BUS231	Business Law I..... 4		Social Science Elective 4
SOC201	Macroeconomics..... 4		

180 QUARTER CREDIT HOURS
REQUIRED FOR GRADUATION

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

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/disclosures/bs_fashion_marketing_management_statistics.htm.

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Fashion Merchandising and Management with a Minor in International Business Bachelor of Science Degree (B.S.)

Course Requirements

MAJOR COURSES

Qtr. hrs. credit

FAS101 Introduction to the Fashion Business

4

Provides an overview of the fashion industry and its global reach, familiarizing students with fashion history, product development, manufacturing, marketing, and sales. Various fashion careers and opportunities are explored.

FAS224 Fashion Product Knowledge

4

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, with a focus on consumer behaviors, needs, marketing, and sales. Students are also introduced to the basics of home furnishings, beauty, and cosmetics.

Prerequisite: FAS101

FAS230 Fashion Textiles for Apparel and Home

4

Provides a comprehensive overview of the textile industry. Students acquire 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.

FAS240 Visual Merchandising

4

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.

FAS245 Merchandise Planning and Buying

4

Provides an overview of modern inventory control systems and sales records. Topics include retail methods of inventory, operating statements, techniques of planning, and methods of figuring markups, markdowns, open-to-buy, and terms of sales.

FAS250 Product Lifecycle Management and Sustainability

4

Students are introduced to supply chain management and sourcing in a global fashion environment, with a focus on sustainable business models and practices. Various cloud-based technologies and software programs are utilized.

Prerequisites: CIS115, FAS245

FAS261 Trend Analysis and Product Development

4

Provides an overview and analysis of current color, fiber, and fashion trends, as well as their impact on fashion product development from concept to consumer. Students will examine the merchandising process and learn to apply business strategies to achieve profitability.

Prerequisites: FAS101, FAS230, MKT220

FAS335 Omni-Channel Retail Management

4

This course provides an in-depth analysis of omni-channel retailing. Students learn to develop and manage a layered, digitally connected shopping experience across multiple channels, including brick and mortar, catalog, e-commerce, and mobile.

Prerequisite: MKT220

FAS416 Fashion E-Commerce and Interactive Media

4

Within the framework of omni-channel retailing, this course focuses on the development and management of an online

retail operation, concentrating on design, back-end services, operations, distribution, customer service, and global scalability. Students learn strategies to build effective interactive media marketing strategies, including social media and search engine optimization.

Prerequisite: FAS335

FAS475 Fashion Capstone

4

This course provides students an opportunity to combine skills learned in previous courses to analyze, design, and develop successful fashion business strategies, focusing on operations management, human resources, financial performance, and market impact. This course will emphasize ethics, diversity, technology, and globalization.

Prerequisites: FAS250, FAS261, FAS335

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

MKT220 Principles of Marketing

4

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

BUSINESS COURSES

ACC110 Fundamentals of Accounting for Managers

4

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

ACC113 Managerial Accounting 4

An introduction to the use of accounting information for management planning, control in budget preparation, and the evaluation of cost behavior. Students learn how to prepare and interpret cash flow statements and make managerial decisions based on financial statement analyses.

Prerequisite: ACC110 or ACC112

BUS100 Business Organization and Management 4

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

BUS226 Career Management Seminar 2

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

BUS231 Business Law I 4

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

BUS483 Internship 4

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

Prerequisites: BUS226 and departmental approval

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.

IBS201 International Business 4

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

Prerequisite: BUS100

IBS225 International Trade Policies and Practices 4

Examines the various international trade theories, policies, practices, and current controversies regarding national trade policies. Also explores the influences of the World Trade Organization and international trade agreements on government and corporate trade practices. Focuses on the operational aspects of conducting international trade.

Prerequisite: IBS201

IBS342 Global Business Management 4

Students develop 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: IBS201, 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

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.

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

MAT212 Mathematics with Business Applications

4

Introduces students to the personal use of mathematics and the applications for various business disciplines including accounting, fashion marketing and management, financial services, and marketing. Explores 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: 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

SOC201 Macroeconomics

4

An introduction to the study of macroeconomics. Provides a brief history of economics, from Adam Smith to the present. Students will learn the theories of contemporary macroeconomics, as well as their application and impact in today's world.

SOC202 Microeconomics

4

An introduction to the study of microeconomics. Focuses on individual markets and the personal choices concerning those

markets. Students gain an understanding of what determines the prices of particular goods and services, as well as what determines the output and profits of individual firms, and wages of individual workers.

Prerequisite: SOC201

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.

SOC310 Intercultural Communication

4

An introduction to 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 lives.

Foreign Language Electives - 2 sequential courses in the same language

8

Mathematics/Science Electives

8

Social Science Electives

8

Liberal Arts Electives

12

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.

SAMPLE PROGRAM SEQUENCE

- **B.S., Fashion Merchandising and Management with Minor in International Business Program Statistics**

Bachelor of Science Degree (B.S.) Fashion Marketing and Management with a Minor in International Business

SAMPLE PROGRAM SEQUENCE

	Qtr. hrs. credit		Qtr. hrs. credit
FIRST QUARTER		SEVENTH QUARTER	
FAS101 Introduction to the Fashion Business.....	4	IBS225 International Trade Policies and Practices.....	4
CIS115 Computer Applications	4	MAT211 College Algebra.....	4
ENG105 Expository Writing.....	4	SOC202 Microeconomics.....	4
GEC123 Introduction to Applied Psychology.....	4	Mathematics/Science Elective	4
SECOND QUARTER		EIGHTH QUARTER	
FAS230 Fashion Textiles for Apparel and Home	4	FAS335 Omni-Channel Retail Management.....	4
ACC110 Fundamentals of Accounting for Managers.....	4	MAT215 Statistics I.....	4
ENG106 Writing Through Literature.....	4	Foreign Language**	4
General Education Core Mathematics/ Science Elective	4	Liberal Arts Elective.....	4
THIRD QUARTER		NINTH QUARTER	
FAS240 Visual Merchandising	4	IBS342 Global Business Management	4
ACC113 Managerial Accounting	4	ENG315 Writing for the Workplace.....	4
BUS100 Business Organization and Management.	4	SOC231 Human Relations in the Workforce.....	4
General Education Core Humanities Elective	4	Foreign Language**	4
FOURTH QUARTER		TENTH QUARTER	
FAS245 Merchandise Planning and Buying.....	4	FAS416 Fashion E-Commerce and Interactive Media.....	4
BUS226 Career Management Seminar	2	SOC310 Intercultural Communication.....	4
MAT212 Mathematics with Business Applications	4	Social Science Elective	4
MGT220 Principles of Management	4	Free Elective	2
FIFTH QUARTER		ELEVENTH QUARTER	
FAS224 Fashion Product Knowledge.....	4	Mathematics/Science Elective	4
FAS250 Product Lifecycle Management and Sustainability.....	4	Social Science Elective	4
ENG115 Public Speaking	4	Liberal Arts Elective.....	4
MKT220 Principles of Marketing	4	TWELFTH QUARTER	
SIXTH QUARTER		FAS475 Fashion Capstone	4
FAS261 Trend Analysis and Product Development.....	4	BUS483 Internship	4
BUS231 Business Law I.....	4	Liberal Arts Electives.....	4
IBS201 International Business.....	4	180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION	
SOC201 Macroeconomics.....	4	*24 Liberal Arts credits must be at the 300/400 level.	

**Foreign language electives - 2 sequential courses in the same language.

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/disclosures/bs_fashion_marketing_management_minor_international_business_statistics.htm.

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Financial Services

Help others invest in a better future.

The Financial Services program at Berkeley College is designed to prepare students for a range of career opportunities. After completing our program, students will be able to choose a career path, which 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 and technology core curriculum with an emphasis on financial planning and exchange
- Hands-on learning from instructors chosen for academic excellence as well as relevant professional experience
- Baccalaureate programs 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 degrees

Degree Programs

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

- **Berkeley College Academic Program Statistics**



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Financial Services

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

Course Requirements

MAJOR COURSES

Qtr. hrs. credit

ACC110 Fundamentals of Accounting for Managers

4

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

ACC113 Managerial Accounting

4

An introduction to the use of accounting information for management planning, control in budget preparation, and the evaluation of cost behavior. Students learn how to prepare and interpret cash flow statements and make managerial decisions based on financial statement analyses.

Prerequisite: ACC110 or ACC112

FIN200 Introduction to Financial Services

4

An introduction to 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: ACC110

FIN204 Financial Markets and Institutions

4

This course is designed to introduce students to the workings of financial markets and institutions. It will explore the role these markets and institutions play in the economy and their relationship to public policy issues.

Prerequisite: FIN200

FIN250 Computer Applications in Financial Services

2

An introduction to 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: FIN204, CIS115

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.

BUS293 Internship

4

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned

through their academic experiences and participate in focused online discussions and special online projects.

Prerequisites: BUS226 and departmental approval

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

MKT220 Principles of Marketing 4

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

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

ENG265 Business Communication

4

Explores the communication strategies and techniques needed for success in the workplace. Students write, revise, and edit business documents; learn techniques for organizing information; and practice the effective use of oral communication skills in business and professional settings.

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.

MAT212 Mathematics with Business Applications

4

Introduces students to the personal use of mathematics and the applications for various business disciplines including accounting, fashion marketing and management, financial services, and marketing. Explores 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: CSK099 or placement

SOC201 Macroeconomics

4

An introduction to the study of macroeconomics. Provides a brief history of economics, from Adam Smith to the present. Students will learn the theories of contemporary macroeconomics, as well as their application and impact in today's world.

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.

General Education Core Humanities Elective

4

FREE ELECTIVES

12

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.

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.

SAMPLE PROGRAM SEQUENCE

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



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

SAMPLE PROGRAM SEQUENCE

	Qtr. hrs. credit		Qtr. hrs. credit
FIRST QUARTER		FOURTH QUARTER	
ACC110	Fundamentals of Accounting for Managers..... 4	FIN204	Financial Markets and Institutions 4
CIS115	Computer Applications 4	FIN250	Computer Applications in Financial Services..... 2
ENG105	Expository Writing 4	CIS204	Database Management Systems 2
GEC123	Introduction to Applied Psychology 4	MKT220	Principles of Marketing 4
		SOC201	Macroeconomics..... 4
SECOND QUARTER		FIFTH QUARTER	
ACC113	Managerial Accounting 4	BUS231	Business Law I 4
BUS100	Business Organization and Management 4	ENG265	Business Communication 4
ENG106	Writing Through Literature..... 4	SOC231	Human Relations in the Workforce..... 4
	General Education Core Humanities Elective 4		Free Elective 4
THIRD QUARTER		SIXTH QUARTER	
FIN200	Introduction to Financial Services..... 4	BUS293	Internship 4
BUS226	Career Management Seminar 2		Free Electives 8
ENG115	Public Speaking 4		
MAT212	Mathematics with Business Applications 4		

90 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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/disclosures/aas_financial_services_nj_statistics.htm and BerkeleyCollege.edu/disclosures/aas_financial_services_ny_statistics.htm.

Berkeley College
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Finances

Administration,
Faculty, and Staff

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

Course Requirements

MAJOR COURSES

ACC110 Fundamentals of Accounting for Managers Qtr. hrs. credit
4

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

ACC113 Managerial Accounting 4

An introduction to the use of accounting information for management planning, control in budget preparation, and the evaluation of cost behavior. Students learn how to prepare and interpret cash flow statements and make managerial decisions based on financial statement analyses.

Prerequisite: ACC110 or ACC112

FIN200 Introduction to Financial Services 4

An introduction to 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: ACC110

FIN204 Financial Markets and Institutions 4

This course is designed to introduce students to the workings of financial markets and institutions. It will explore the role these markets and institutions play in the economy and their relationship to public policy issues.

Prerequisite: FIN200

FIN250 Computer Applications in Financial Services 2

An introduction to 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: FIN204, CIS115

FIN301 Principles of Finance I 4

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

Prerequisites: ACC113, MAT212

FIN305 Principles of Financial Planning 4

Provides an in-depth analysis of the financial planning process. Topics include the CFP Board's Code of Ethics and Professional Responsibility, emergency fund planning, credit and debt management, financial institutions, educational funding, property titling, and monetary settlement planning.

Prerequisites: FIN204, MAT212

FIN310 Insurance Planning

4

Students become familiar with 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: FIN305

FIN315 Investment Planning

4

Students learn 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: FIN305

FIN400 Tax Planning

4

Students learn and analyze the principles of taxation. Topics include income tax fundamentals, trusts and estates, cost recovery, and charitable contributions.

Prerequisite: FIN305

FIN405 Retirement Planning

4

Focuses on the effective planning, implementation, and monitoring of individual and business-sponsored retirement plans. Topics include retirement needs analysis, Social Security, Medicare, and distributions.

Prerequisites: FIN310, FIN315, FIN400

FIN410 Estate Planning

4

An introduction to the world of estate planning. Topics include property transfer at death, gifting strategies, incapacity planning, trusts, and charitable giving.

Prerequisites: FIN310, FIN315, FIN400

FIN415 Principles of Finance II

4

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

Prerequisite: FIN301

FIN420 Personal Financial Planning Capstone

4

This course will give students 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: FIN405, FIN410

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.

BUS483 Internship 4

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

Prerequisites: BUS226 and departmental approval

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.

CIS201 Advanced Spreadsheets 2

Students gain experience with spreadsheet applications, such as Microsoft Excel. Topics include building complex worksheets; importing and exporting data; using mathematical, financial, and statistical functions; developing macros; consolidating spreadsheets; creating templates; and utilizing "what if" analyses to make business decisions.

Prerequisite: CIS115

CIS204 Database Management Systems 2

Hands-on experience with well-known database management software applications, such as Microsoft Access. Topics include an introduction to database programming, multiple database files, query files, reports, and the planning, development, and implementation of database systems.

Prerequisite: CIS115

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

MKT220 Principles of Marketing 4

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

Business Electives 8

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

ENG265 Business Communication 4

Explores the communication strategies and techniques needed for success in the workplace. Students write, revise, and edit business documents; learn techniques for organizing information; and practice the effective use of oral communication skills in business and professional settings.

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.

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

MAT212 Mathematics with Business Applications 4

Introduces students to the personal use of mathematics and the applications for various business disciplines including accounting, fashion marketing and management, financial services, and marketing. Explores 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: 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

SOC201 Macroeconomics 4

An introduction to the study of macroeconomics. Provides a brief history of economics, from Adam Smith to the present. Students will learn the theories of contemporary macroeconomics, as well as their application and impact in today's world.

SOC202 Microeconomics 4

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

Prerequisite: SOC201

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.

Humanities Elective 4

Mathematics/Science Elective 4

Social Science Electives	8
General Education Core Humanities Elective	4
General Education Core Mathematics/Science Elective	4
FREE ELECTIVES	16

180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

*16 Liberal Arts credits must be at the 300/400 level. Please select 4 credits from the following list of liberal arts courses:

HUM300 The Art of Poetry	4
HUM310 Conflicts in Drama	4
HUM332 Journeys in Fiction	4
HUM451 Telling Stories in the Modern World	4

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SAMPLE PROGRAM SEQUENCE

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

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

SAMPLE PROGRAM SEQUENCE

	Qtr. hrs. credit		Qtr. hrs. credit
FIRST QUARTER		SEVENTH QUARTER	
ACC110	Fundamentals of Accounting for Managers..... 4	FIN301	Principles of Finance I..... 4
CIS115	Computer Applications 4	MAT211	College Algebra..... 4
ENG105	Expository Writing 4	SOC231	Human Relations in the Workforce..... 4
GEC123	Introduction to Applied Psychology 4		Business Elective 4
SECOND QUARTER		EIGHTH QUARTER	
ACC113	Managerial Accounting 4	FIN305	Principles of Financial Planning 4
BUS100	Business Organization and Management 4	FIN310	Insurance Planning..... 4
ENG106	Writing Through Literature..... 4	MAT215	Statistics I..... 4
	General Education Core Mathematics/ Science Elective 4	SOC202	Microeconomics..... 4
THIRD QUARTER		NINTH QUARTER	
FIN200	Introduction to Financial Services..... 4	FIN315	Investment Planning..... 4
ENG115	Public Speaking 4	FIN405	Retirement Planning 4
MAT212	Mathematics with Business Applications 4	ENG315	Writing for the Workplace..... 4
	General Education Core Humanities Elective 4		Mathematics/Science Elective 4
FOURTH QUARTER		TENTH QUARTER	
FIN204	Financial Markets and Institutions 4	FIN400	Tax Planning 4
BUS226	Career Management Seminar 2	FIN415	Principles of Finance II 4
BUS231	Business Law I 4		Social Science Elective 4
MGT220	Principles of Management 4		Free Elective 4
FIFTH QUARTER		ELEVENTH QUARTER	
MKT220	Principles of Marketing 4	FIN410	Estate Planning 4
CIS201	Advanced Spreadsheets 2	FIN420	Personal Financial Planning Capstone..... 4
	Business Elective 4		Humanities Elective..... 4
	Free Elective 4		Social Science Elective 4
SIXTH QUARTER		TWELFTH QUARTER	
FIN250	Computer Applications in Financial Services..... 2	BUS483	Internship 4
CIS204	Database Management Systems 2		Free Electives 8
ENG265	Business Communication 4		
SOC201	Macroeconomics..... 4		

180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

*16 Liberal Arts credits must be at the 300/400 level. Please select 4 credits from the following list of liberal arts courses:

HUM300	The Art of Poetry 4
HUM310	Conflicts in Drama..... 4
HUM332	Journeys in Fiction 4
HUM341	Telling Stories in the Modern World 4

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Financial Services Bachelor of Science Degree (B.S.)

Course Requirements

MAJOR COURSES

Qtr. hrs. credit

ACC110 Fundamentals of Accounting for Managers

4

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

ACC113 Managerial Accounting

4

An introduction to the use of accounting information for management planning, control in budget preparation, and the evaluation of cost behavior. Students learn how to prepare and interpret cash flow statements and make managerial decisions based on financial statement analyses.

Prerequisite: ACC110 or ACC112

FIN200 Introduction to Financial Services

4

An introduction to 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: ACC110

FIN204 Financial Markets and Institutions

4

This course is designed to introduce students to the workings of financial markets and institutions. It will explore the role these markets and institutions play in the economy and their relationship to public policy issues.

Prerequisite: FIN200

FIN250 Computer Applications in Financial Services

2

An introduction to 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: FIN204, CIS115

FIN301 Principles of Finance I

4

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

Prerequisites: ACC113, MAT212

FIN305 Principles of Financial Planning

4

Provides an in-depth analysis of the financial planning process. Topics include the CFP Board's Code of Ethics and Professional Responsibility, emergency fund planning, credit and debt management, financial institutions, educational funding, property titling, and monetary settlement planning.

Prerequisites: FIN204, MAT212

FIN310 Insurance Planning

4

Students become familiar with 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: FIN305

FIN315 Investment Planning

4

Students learn 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: FIN305

FIN400 Tax Planning

4

Students learn and analyze the principles of taxation. Topics include income tax fundamentals, trusts and estates, cost recovery, and charitable contributions.

Prerequisite: FIN305

FIN405 Retirement Planning

4

Focuses on the effective planning, implementation, and monitoring of individual and business-sponsored retirement plans. Topics include retirement needs analysis, Social Security, Medicare, and distributions.

Prerequisites: FIN310, FIN315, FIN400

FIN410 Estate Planning

4

An introduction to the world of estate planning. Topics include property transfer at death, gifting strategies, incapacity planning, trusts, and charitable giving.

Prerequisites: FIN310, FIN315, FIN400

FIN415 Principles of Finance II

4

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

Prerequisite: FIN301

FIN420 Personal Financial Planning Capstone

4

This course will give students 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: FIN405, FIN410

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.

BUS483 Internship

4

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

Prerequisites: BUS226 and departmental approval

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.

CIS201 Advanced Spreadsheets 2

Students gain experience with spreadsheet applications, such as Microsoft Excel. Topics include building complex worksheets; importing and exporting data; using mathematical, financial, and statistical functions; developing macros; consolidating spreadsheets; creating templates; and utilizing “what if” analyses to make business decisions.

Prerequisite: CIS115

CIS204 Database Management Systems 2

Hands-on experience with well-known database management software applications, such as Microsoft Access. Topics include an introduction to database programming, multiple database files, query files, reports, and the planning, development, and implementation of database systems.

Prerequisite: CIS115

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

MKT220 Principles of Marketing 4

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

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

ENG265 Business Communication

4

Explores the communication strategies and techniques needed for success in the workplace. Students write, revise, and edit business documents; learn techniques for organizing information; and practice the effective use of oral communication skills in business and professional settings.

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.

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

MAT212 Mathematics with Business Applications

4

Introduces students to the personal use of mathematics and the applications for various business disciplines including accounting, fashion marketing and management, financial services, and marketing. Explores 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: 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

SOC201 Macroeconomics

4

An introduction to the study of macroeconomics. Provides a brief history of economics, from Adam Smith to the present. Students will learn the theories of contemporary macroeconomics, as well as their application and impact in

today's world.

SOC202 Microeconomics

4

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

Prerequisite: SOC201

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.

Humanities Electives

8

Mathematics/Science Electives

8

Social Science Electives

12

Liberal Arts Electives

12

General Education Core Humanities Elective

4

General Education Core Mathematics/Science Elective

4

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. Please select 4 credits from the following list of liberal arts courses:

HUM300 The Art of Poetry

4

HUM310 Conflicts in Drama

4

HUM332 Journeys in Fiction

4

HUM451 Telling Stories in the Modern World

4

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SAMPLE PROGRAM SEQUENCE

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



Bachelor of Science Degree (B.S.) Financial Services

SAMPLE PROGRAM SEQUENCE

	Qtr. hrs. credit		Qtr. hrs. credit
FIRST QUARTER		SEVENTH QUARTER	
ACC110	Fundamentals of Accounting for Managers..... 4	FIN301	Principles of Finance I..... 4
CIS115	Computer Applications 4	MAT211	College Algebra..... 4
ENG105	Expository Writing..... 4	SOC231	Human Relations in the Workforce..... 4
GEC123	Introduction to Applied Psychology..... 4		Humanities Elective..... 4
SECOND QUARTER		EIGHTH QUARTER	
ACC113	Managerial Accounting 4	FIN305	Principles of Financial Planning 4
BUS100	Business Organization and Management 4	FIN310	Insurance Planning..... 4
ENG106	Writing Through Literature..... 4	MAT215	Statistics I..... 4
	General Education Core Mathematics/ Science Elective..... 4	SOC202	Microeconomics..... 4
THIRD QUARTER		NINTH QUARTER	
FIN200	Introduction to Financial Services..... 4	FIN315	Investment Planning..... 4
BUS226	Career Management Seminar 2	FIN405	Retirement Planning 4
ENG115	Public Speaking 4	ENG315	Writing for the Workplace..... 4
	General Education Core Humanities Elective 4		Mathematics/Science Elective..... 4
FOURTH QUARTER		TENTH QUARTER	
FIN204	Financial Markets and Institutions 4	FIN400	Tax Planning 4
CIS204	Database Management Systems 2	FIN410	Estate Planning 4
MGT220	Principles of Management 4	FIN415	Principles of Finance II..... 4
SOC201	Macroeconomics..... 4		Social Science Elective 4
FIFTH QUARTER		ELEVENTH QUARTER	
BUS231	Business Law I 4	FIN420	Personal Financial Planning Capstone..... 4
MKT220	Principles of Marketing 4		Liberal Arts Electives..... 8
CIS201	Advanced Spreadsheets..... 2		Social Science Elective 4
	Humanities Elective..... 4	TWELFTH QUARTER	
SIXTH QUARTER		BUS483	Internship 4
FIN250	Computer Applications in Financial Services..... 2		Mathematics/Science Elective..... 4
ENG265	Business Communication 4		Social Science Elective 4
MAT212	Mathematics with Business Applications 4		
	Liberal Arts Elective..... 4		

180 QUARTER CREDIT HOURS
REQUIRED FOR GRADUATION

*24 Liberal Arts credits must be at the 300/400 level. Please select 4 credits from the following list of liberal arts courses:

HUM300	The Art of Poetry 4
HUM310	Conflicts in Drama..... 4
HUM332	Journeys in Fiction 4
HUM341	Telling Stories in the Modern World 4

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**Berkeley College
Overview**

Academic Programs

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General Business

Gain a broad base of powerful business knowledge.

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

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

Benefit from:

- A well-rounded business curriculum that's ideal for students with transfer or prior learning credits
- Understanding the workings of a competitive business marketplace
- 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**
- **Berkeley College Academic Program Statistics**



Berkeley College
Overview

Academic Programs

Admissions and
Finances

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

Course Requirements

MAJOR COURSES

BUS250 Computer Applications in Business Qtr. hrs. credit
2

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

Prerequisites: BUS100, CIS115

BUS451 Business Strategy and Policy 4

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

Prerequisites: FIN301, IBS201, MGT220, MKT220

CIS212 Multimedia and Business Presentations 2

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

Prerequisite: CIS115

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

Specialization 20

BUSINESS COURSES

ACC110 Fundamentals of Accounting for Managers 4

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

ACC113 Managerial Accounting 4

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

decisions based on financial statement analyses.

Prerequisite: ACC110 or ACC112

BUS100 Business Organization and Management 4

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

BUS226 Career Management Seminar 2

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

BUS231 Business Law I 4

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

BUS483 Internship 4

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

Prerequisites: BUS226 and departmental approval

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.

FIN301 Principles of Finance I 4

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

Prerequisites: ACC113, MAT212

IBS201 International Business 4

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

Prerequisite: BUS100

MKT220 Principles of Marketing 4

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

Business Electives

16

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

ENG265 Business Communication

4

Explores the communication strategies and techniques needed for success in the workplace. Students write, revise, and edit business documents; learn techniques for organizing information; and practice the effective use of oral communication skills in business and professional settings.

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.

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

MAT212 Mathematics with Business Applications 4

Introduces students to the personal use of mathematics and the applications for various business disciplines including accounting, fashion marketing and management, financial services, and marketing. Explores 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: 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

SOC201 Macroeconomics 4

An introduction to the study of macroeconomics. Provides a brief history of economics, from Adam Smith to the present. Students will learn the theories of contemporary macroeconomics, as well as their application and impact in today's world.

SOC202 Microeconomics 4

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

Prerequisite: SOC201

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.

Humanities Elective 4

Mathematics/Science Elective 4

Social Science Electives 8

General Education Core Humanities Elective 4

General Education Core Mathematics/Science Elective 4

FREE ELECTIVES 22

180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

SAMPLE PROGRAM SEQUENCE

- 1 **B.B.A., General Business New Jersey Program Statistics**
- 1 **B.B.A., General Business New York Program Statistics**

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

SAMPLE PROGRAM SEQUENCE

	Qtr. hrs. credit		Qtr. hrs. credit
FIRST QUARTER		SEVENTH QUARTER	
ACC110	Fundamentals of Accounting for Managers 4	MAT211	College Algebra 4
CIS115	Computer Applications 4	SOC210	Introduction to Sociology 4
ENG105	Expository Writing 4		Specialization 4
GEC123	Introduction to Applied Psychology 4		Business Elective 4
SECOND QUARTER		EIGHTH QUARTER	
ACC113	Managerial Accounting 4	FIN301	Principles of Finance I 4
BUS100	Business Organization and Management 4	MAT215	Statistics I 4
ENG106	Writing Through Literature 4		Specialization 4
	General Education Core Mathematics/ Science Elective 4		Humanities Elective 4
THIRD QUARTER		NINTH QUARTER	
BUS226	Career Management Seminar 2		Specialization 8
CIS212	Multimedia and Business Presentations 2	ENG315	Writing for the Workplace 4
ENG115	Public Speaking 4		Free Elective 4
MAT212	Mathematics with Business Applications 4	TENTH QUARTER	
	General Education Core Humanities Elective 4	BUS451	Business Strategy and Policy 4
FOURTH QUARTER			Specialization 4
BUS231	Business Law I 4		Social Science Elective 4
BUS250	Computer Applications in Business 2	ELEVENTH QUARTER	
IBS201	International Business 4		Mathematics/Science Elective 4
	Business Elective 4		Social Science Elective 4
FIFTH QUARTER			Free Electives 6
MGT220	Principles of Management 4	TWELFTH QUARTER	
MKT220	Principles of Marketing 4	BUS483	Internship 4
SOC201	Macroeconomics 4		Free Electives 8
	Business Elective 4	180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION	
SIXTH QUARTER		*16 Liberal Arts credits must be at the 300/400 level.	
ENG265	Business Communication 4		
SOC202	Microeconomics 4		
	Business Elective 4		
	Free Elective 4		

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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 to gain competitive advantage
- Working with the latest 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](#)



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

Course Requirements



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MAJOR COURSES

Qtr. hrs. credit

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.

ITM220 Introduction to Web Design and Graphics

4

Introduces students to concepts of website structure, basic web page layout using text and multimedia, content management, and user experience. Essentials of conceptual design of web pages and basic Internet topics are explored.

ITM230 Fundamentals of Object Oriented Programming

4

Provides an introduction to the principles of computer programming using a current programming language, such as Visual Basic, .NET, C++, or Java. Intended to be a beginning programming course, focusing on basic principles of object-oriented design.

ITM240 Information Systems Analysis and Design

4

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

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.

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.

BUS267 Management Information Systems 4

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

Prerequisite: BUS100

BUS281 Project Management 4

Provides an overview of various project management knowledge areas. Topics include project integration, scope, quality, human resources, communications, risk, and procurement management. Students will use Microsoft Project software.

Prerequisite: BUS100

BUS293 Internship 4

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

Prerequisites: BUS226 and departmental approval

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.

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

MKT220 Principles of Marketing

4

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

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

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

MAT212 Mathematics with Business Applications

4

Introduces students to the personal use of mathematics and the applications for various business disciplines including accounting, fashion marketing and management, financial services, and marketing. Explores 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: CSK099 or placement

General Education Core 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.

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

	Qtr. hrs. credit		Qtr. hrs. credit
FIRST QUARTER		FOURTH QUARTER	
ITM100	Introduction to Information Technology 4	ITM230	Fundamentals of Object Oriented Programming 4
CIS115	Computer Applications 4	BUS267	Management Information Systems 4
ENG105	Expository Writing 4	BUS281	Project Management..... 4
GEC123	Introduction to Applied Psychology 4	MGT220	Principles of Management 4
SECOND QUARTER		FIFTH QUARTER	
ITM200	Introduction to Networking 4	ITM240	Information Systems Analysis and Design..... 4
BUS100	Business Organization and Management 4	ITM250	Information Technology and Law 4
ENG106	Writing Through Literature..... 4	MAT211	College Algebra..... 4
	General Education Core Humanities Elective 4	ENG115	Public Speaking 4
THIRD QUARTER		SIXTH QUARTER	
ITM210	Introduction to Database Management 4	BUS293	Internship 4
ITM220	Introduction to Web Design and Graphics 4	HUM225	Introduction to Ethics 4
BUS226	Career Management Seminar 2	MKT220	Principles of Marketing 4
MAT212	Mathematics with Business Applications 4		
		90 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION	

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

Course Requirements

MAJOR COURSES

Qtr. hrs. credit

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.

ITM220 Introduction to Web Design and Graphics

4

Introduces students to concepts of website structure, basic web page layout using text and multimedia, content management, and user experience. Essentials of conceptual design of web pages and basic Internet topics are explored.

ITM230 Fundamentals of Object Oriented Programming

4

Provides an introduction to the principles of computer programming using a current programming language, such as Visual Basic, .NET, C++, or Java. Intended to be a beginning programming course, focusing on basic principles of object-oriented design.

ITM240 Information Systems Analysis and Design

4

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

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.

ITM498 Capstone: Senior Project

6

Integrates the course work in the student's major to assist in learning the process and challenges of implementing a professional information technology project. Students will follow a structured project design process to plan, complete, document, and present their senior project. Students from different tracks meet in groups to implement a business plan. Upon completion of this course, the entire project will serve as part of each student's professional portfolio.

Prerequisite: Departmental approval

Information Technology Electives*

20

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.

BUS267 Management Information Systems

4

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

Prerequisite: BUS100

BUS281 Project Management

4

Provides an overview of various project management knowledge areas. Topics include project integration, scope, quality, human resources, communications, risk, and procurement management. Students will use Microsoft Project software.

Prerequisite: BUS100

BUS483 Internship

4

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

Prerequisites: BUS226 and departmental approval

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.

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

MGT420 Managing for Change

4

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

Prerequisite: MGT220

MKT220 Principles of Marketing

4

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

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.

HUM238 Humanities in the Media

4

An introduction to the various methods and technologies afforded by diverse media (print, film, video, sound, digital, and cybernetics) to access and evaluate a range of cultural phenomena (literature, film, visual arts, performance arts, nonfiction) more traditionally studied in print.

Prerequisite: ENG106

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

MAT212 Mathematics with Business Applications

4

Introduces students to the personal use of mathematics and the applications for various business disciplines including accounting, fashion marketing and management, financial services, and marketing. Explores 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: 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

MAT301 Discrete Mathematics

4

Explores mathematical concepts most directly related to information technology management and/or computer science related fields. Topics covered include logic, relations, functions, basic set theory, graph theory, combinatorics,

recursive functions, and Boolean algebra and its applications.

Prerequisite: MAT211

SCI410 Sustainable Solutions

4

Incorporates the interconnected concepts of ecology, economy, and ethics to real, practical, workable, sustainable solutions. A portfolio and presentation on designing a sustainable community, life plan, or business plan with sustainable alternatives are completed.

SCI451 Science, Technology, and Modern Life

4

In this course students study some of the ways that our social lives, our health, and our professional lives have been affected by recent advances in science and technology.

SOC310 Intercultural Communication

4

An introduction to 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 lives.

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.

Humanities Elective

4

Social Science Electives

8

Liberal Arts Electives

16

General Education Core Humanities Elective

4

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.

*20 Information Technology elective credits must be at the 300/400 level.

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

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

	Qtr. hrs. credit		Qtr. hrs. credit
FIRST QUARTER		SEVENTH QUARTER	
BUS100	Business Organization and Management 4	MAT215	Statistics I..... 4
CIS115	Computer Applications 4	SOC310	Intercultural Communication..... 4
ENG105	Expository Writing 4		Information Technology Elective** 4
GEC123	Introduction to Applied Psychology 4		Social Science Elective 4
SECOND QUARTER		EIGHTH QUARTER	
ITM100	Introduction to Information Technology 4	ITM250	Information Technology and Law 4
BUS226	Career Management Seminar 2	MAT301	Discrete Mathematics 4
ENG106	Writing Through Literature..... 4		Information Technology Elective** 4
	General Education Core Humanities Elective 4		Social Science Elective 4
THIRD QUARTER		NINTH QUARTER	
ITM200	Introduction to Networking 4	MGT420	Managing for Change..... 4
ITM210	Introduction to Database Management 4	SCI410	Sustainable Solutions..... 4
ENG115	Public Speaking 4		Information Technology Elective** 4
MGT220	Principles of Management 4		Liberal Arts Elective..... 4
FOURTH QUARTER		TENTH QUARTER	
ITM220	Introduction to Web Design and Graphics 4	ENG315	Writing for the Workplace..... 4
BUS267	Management Information Systems 4	SOC415	Global Social Change..... 4
BUS281	Project Management 4		Information Technology Elective** 4
HUM225	Introduction to Ethics..... 4		Liberal Arts Elective..... 4
FIFTH QUARTER		ELEVENTH QUARTER	
ITM230	Fundamentals of Object Oriented Programming 4	SCI451	Science, Technology, and Modern Life 4
MAT212	Mathematics with Business Applications 4		Information Technology Elective** 4
	Liberal Arts Elective..... 4		Humanities Elective..... 4
SIXTH QUARTER		TWELFTH QUARTER	
ITM240	Information Systems Analysis and Design 4	ITM498	Capstone: Senior Project 6
HUM238	Humanities in the Media..... 4	BUS483	Internship 4
MAT211	College Algebra..... 4		Liberal Arts Elective..... 4
MKT220	Principles of Marketing 4		

180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

*24 Liberal Arts credits must be at the 300/400 level.
**20 Information Technology elective credits must be at the 300/400 level.

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International Business

Degrees designed to take you farther.

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
- An ePortfolio of research papers

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
- EPortfolio collection of research papers for presentation to potential employers
- Qualified faculty, many with doctorate degrees, with 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**
- **B.S., International Business**

- **Berkeley College Academic Program Statistics**



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International Business

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

Course Requirements

MAJOR COURSES

Qtr. hrs. credit

BUS250 Computer Applications in Business

2

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

Prerequisites: BUS100, CIS115

IBS201 International Business

4

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

Prerequisite: BUS100

IBS225 International Trade Policies and Practices

4

Examines the various international trade theories, policies, practices, and current controversies regarding national trade policies. Also explores the influences of the World Trade Organization and international trade agreements on government and corporate trade practices. Focuses on the operational aspects of conducting international trade.

Prerequisite: IBS201

IBS230 International Marketing

4

An introduction to the various concepts of marketing in an international setting. 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: IBS201, MKT220

IBS240 International Management

4

An introduction to 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: IBS201, MGT220

BUSINESS COURSES

ACC110 Fundamentals of Accounting for Managers

4

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

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.

BUS293 Internship 4

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

Prerequisites: BUS226 and departmental approval

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.

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

MKT220 Principles of Marketing 4

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

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

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.

MAT212 Mathematics with Business Applications

4

Introduces students to the personal use of mathematics and the applications for various business disciplines including accounting, fashion marketing and management, financial services, and marketing. Explores 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: CSK099 or placement

SOC201 Macroeconomics

4

An introduction to the study of macroeconomics. Provides a

brief history of economics, from Adam Smith to the present. Students will learn the theories of contemporary macroeconomics, as well as their application and impact in today's world.

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.

General Education Core Humanities Elective

4

FREE ELECTIVES

14

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.

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

	Qtr. hrs. credit		Qtr. hrs. credit
FIRST QUARTER		FOURTH QUARTER	
BUS100 Business Organization and Management	4	IBS230 International Marketing	4
CIS115 Computer Applications	4	BUS226 Career Management Seminar	2
ENG105 Expository Writing	4	ENG115 Public Speaking	4
GEC123 Introduction to Applied Psychology	4	SOC210 Introduction to Sociology	4
SECOND QUARTER		FIFTH QUARTER	
IBS201 International Business	4	IBS240 International Management	4
ACC110 Fundamentals of Accounting for Managers	4	BUS250 Computer Applications in Business	2
ENG106 Writing Through Literature.....	4	SOC201 Macroeconomics.....	4
General Education Core Humanities Elective	4	Free Elective	4
THIRD QUARTER		SIXTH QUARTER	
IBS225 International Trade Policies and Practices	4	BUS293 Internship	4
MAT212 Mathematics with Business Applications	4	Free Electives	10
MGT220 Principles of Management	4		
MKT220 Principles of Marketing	4		
		90 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION	

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

Course Requirements

MAJOR COURSES

Qtr. hrs. credit

IBS201 International Business

4

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

Prerequisite: BUS100

IBS225 International Trade Policies and Practices

4

Examines the various international trade theories, policies, practices, and current controversies regarding national trade policies. Also explores the influences of the World Trade Organization and international trade agreements on government and corporate trade practices. Focuses on the operational aspects of conducting international trade.

Prerequisite: IBS201

IBS240 International Management

4

An introduction to 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: IBS201, MGT220

BUS250 Computer Applications in Business

2

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

Prerequisites: BUS100, CIS115

SOC205 World Cultures

4

Explores the current diversity of human culture across the globe, focusing on geographic and spatial literacy for how the world is changing under immense social, political, economic, and technological pressures.

International Business Electives*

12

BUSINESS COURSES

ACC110 Fundamentals of Accounting for Managers

4

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

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.

BUS293 Internship

4

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

Prerequisites: BUS226 and departmental approval

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

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

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.

MAT212 Mathematics with Business Applications

4

Introduces students to the personal use of mathematics and the applications for various business disciplines including accounting, fashion marketing and management, financial services, and marketing. Explores 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: CSK099 or placement

SOC201 Macroeconomics

4

An introduction to the study of macroeconomics. Provides a brief history of economics, from Adam Smith to the present. Students will learn the theories of contemporary macroeconomics, as well as their application and impact in today's world.

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.

General Education Core Humanities Elective 4

FREE ELECTIVES 6

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.

*12 credits selected from the following:

HUM215 World Literature 4

HUM225 Introduction to Ethics 4

HUM231 The Birth of Culture 4

HUM232 The Rise of the Modern Age 4

Foreign Language courses

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

	Qtr. hrs. credit		Qtr. hrs. credit
FIRST QUARTER		FOURTH QUARTER	
BUS100	4	IBS240	4
CIS115	4	ENG115	4
ENG105	4	SOC201	4
GEC123	4	International Business Elective*	4
SECOND QUARTER		FIFTH QUARTER	
IBS201	4	BUS250	2
ACC110	4	MAT212	4
ENG106	4	SOC210	4
General Education Core Humanities Elective	4	International Business Elective*	4
THIRD QUARTER		SIXTH QUARTER	
IBS225	4	BUS293	4
BUS226	2	International Business Elective*	4
MGT220	4	Free Electives	6
SOC205	4		

90 QUARTER CREDIT HOURS
REQUIRED FOR GRADUATION

*12 credits selected from the following:

HUM215	4
HUM225	4
HUM231	4
HUM232	4
Foreign Language Courses	

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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International Business

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

Course Requirements

MAJOR COURSES

Qtr. hrs. credit

BUS250 Computer Applications in Business

2

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

Prerequisites: BUS100, CIS115

CIS212 Multimedia and Business Presentations

2

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

Prerequisite: CIS115

IBS201 International Business

4

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

Prerequisite: BUS100

IBS225 International Trade Policies and Practices

4

Examines the various international trade theories, policies, practices, and current controversies regarding national trade policies. Also explores the influences of the World Trade Organization and international trade agreements on government and corporate trade practices. Focuses on the operational aspects of conducting international trade.

Prerequisite: IBS201

IBS230 International Marketing

4

An introduction to the various concepts of marketing in an international setting. 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: IBS201, MKT220

IBS240 International Management

4

An introduction to 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: IBS201, MGT220

IBS341 International Banking and Finance

4

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

Prerequisites: FIN301, IBS201

IBS344 Global Supply Chain Management and Logistics

4

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

Prerequisites: IBS201, MGT220

IBS440 International Strategic Management 4

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. Examines the framework needed for the successful formulation of a corporate mission and global corporate strategies. Analyzes strategic problems unique to global business.

Prerequisites: IBS225, IBS240, IBS341

IBS450 International Business Simulation 4

Students move beyond theory to the application of business principles when placed in a variety of challenging workplace scenarios. By analyzing financials, internal and external environments, strategies, and operations of global companies, students make decisions on which international markets to enter, strategies to grow the business, and how to combat global competitive pressure.

Prerequisites: IBS225, IBS240, IBS341

International Business Electives 8

BUSINESS COURSES**ACC110 Fundamentals of Accounting for Managers** 4

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

ACC113 Managerial Accounting 4

An introduction to the use of accounting information for management planning, control in budget preparation, and the evaluation of cost behavior. Students learn how to prepare and interpret cash flow statements and make managerial decisions based on financial statement analyses.

Prerequisite: ACC110 or ACC112

BUS100 Business Organization and Management 4

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

BUS226 Career Management Seminar

2

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

BUS231 Business Law I

4

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

BUS483 Internship

4

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

Prerequisites: BUS226 and departmental approval

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.

FIN301 Principles of Finance I

4

Provides an overview of the fundamental principles of

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

Prerequisites: ACC113, MAT212

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

MKT220 Principles of Marketing

4

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

Business Elective

4

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

ENG265 Business Communication

4

Explores the communication strategies and techniques needed for success in the workplace. Students write, revise, and edit business documents; learn techniques for organizing information; and practice the effective use of oral communication skills in business and professional settings.

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.

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

MAT212 Mathematics with Business Applications

4

Introduces students to the personal use of mathematics and the applications for various business disciplines including accounting, fashion marketing and management, financial services, and marketing. Explores 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: 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

SOC201 Macroeconomics

4

An introduction to the study of macroeconomics. Provides a brief history of economics, from Adam Smith to the present. Students will learn the theories of contemporary macroeconomics, as well as their application and impact in today's world.

SOC202 Microeconomics

4

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

Prerequisite: SOC201

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.

Humanities Elective

4

Mathematics/Science Elective

4

Social Science Electives

8

General Education Core Humanities Elective

4

General Education Core Mathematics/Science Elective

4

FREE ELECTIVES

22

180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

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

	Qtr. hrs. credit		Qtr. hrs. credit
FIRST QUARTER		SEVENTH QUARTER	
BUS100 Business Organization and Management	4	FIN301 Principles of Finance I	4
CIS115 Computer Applications	4	MAT211 College Algebra.....	4
ENG105 Expository Writing	4	SOC202 Microeconomics.....	4
GEC123 Introduction to Applied Psychology.....	4	International Business Elective	4
SECOND QUARTER		EIGHTH QUARTER	
IBS201 International Business.....	4	IBS341 International Banking and Finance.....	4
ACC110 Fundamentals of Accounting for Managers.....	4	MAT215 Statistics I.....	4
ENG106 Writing Through Literature.....	4	SOC210 Introduction to Sociology.....	4
General Education Core Mathematics/ Science Elective	4	Social Science Elective	4
THIRD QUARTER		NINTH QUARTER	
IBS225 International Trade Policies and Practices	4	IBS344 Global Supply Chain Management and Logistics....	4
ACC113 Managerial Accounting	4	Humanities Elective.....	4
MGT220 Principles of Management	4	Social Science Elective	4
General Education Core Humanities Elective	4	International Business Elective	4
FOURTH QUARTER		TENTH QUARTER	
BUS226 Career Management Seminar	2	IBS450 International Business Simulation.....	4
ENG115 Public Speaking	4	ENG315 Writing for the Workplace.....	4
MAT212 Mathematics with Business Applications	4	Free Electives	8
MKT220 Principles of Marketing	4	ELEVENTH QUARTER	
FIFTH QUARTER		IBS440 International Strategic Management.....	4
IBS240 International Management	4	Mathematics/Science Elective.....	4
BUS231 Business Law I	4	Free Elective	4
BUS250 Computer Applications in Business	2	TWELFTH QUARTER	
SOC201 Macroeconomics.....	4	BUS483 Internship	4
SIXTH QUARTER		Free Electives	10
IBS230 International Marketing	4	180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION	
CIS212 Multimedia and Business Presentations	2		
ENG265 Business Communication	4		
Business Elective	4		

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

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

Course Requirements

MAJOR COURSES

Qtr. hrs. credit

BUS250 Computer Applications in Business

2

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

Prerequisites: BUS100, CIS115

IBS201 International Business

4

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

Prerequisite: BUS100

IBS225 International Trade Policies and Practices

4

Examines the various international trade theories, policies, practices, and current controversies regarding national trade policies. Also explores the influences of the World Trade Organization and international trade agreements on government and corporate trade practices. Focuses on the operational aspects of conducting international trade.

Prerequisite: IBS201

IBS230 International Marketing

4

An introduction to the various concepts of marketing in an

international setting. 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: IBS201, MKT220

IBS240 International Management

4

An introduction to 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: IBS201, MGT220

IBS341 International Banking and Finance

4

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

Prerequisites: FIN301, IBS201

IBS344 Global Supply Chain Management and Logistics

4

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

Prerequisites: IBS201, MGT220

IBS440 International Strategic Management

4

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. Examines the framework needed for the successful formulation of a corporate mission and global corporate strategies. Analyzes strategic problems unique to global business.

Prerequisites: IBS225, IBS240, IBS341

IBS450 International Business Simulation 4

Students move beyond theory to the application of business principles when placed in a variety of challenging workplace scenarios. By analyzing financials, internal and external environments, strategies, and operations of global companies, students make decisions on which international markets to enter, strategies to grow the business, and how to combat global competitive pressure.

Prerequisites: IBS225, IBS240, IBS341

International Business Electives* 8

BUSINESS COURSES**ACC110 Fundamentals of Accounting for Managers** 4

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

ACC113 Managerial Accounting 4

An introduction to the use of accounting information for management planning, control in budget preparation, and the evaluation of cost behavior. Students learn how to prepare and interpret cash flow statements and make managerial decisions based on financial statement analyses.

Prerequisite: ACC110 or ACC112

BUS100 Business Organization and Management 4

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

BUS226 Career Management Seminar 2

Explores career development opportunities and strategies. Stresses entry-level job requirements and upward career paths. Covers resume writing skills, interviewing techniques,

and the importance of professionalism. Continues the student's orientation to Berkeley College's computer framework, which includes content collection and compiling a professional ePortfolio.

BUS231 Business Law I

4

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

BUS483 Internship

4

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

Prerequisites: BUS226 and departmental approval

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.

FIN301 Principles of Finance I

4

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

Prerequisites: ACC113, MAT212

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

MKT220 Principles of Marketing 4

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

Business Elective 4

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

ENG265 Business Communication

4

Explores the communication strategies and techniques needed for success in the workplace. Students write, revise, and edit business documents; learn techniques for organizing information; and practice the effective use of oral communication skills in business and professional settings.

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.

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

MAT212 Mathematics with Business Applications

4

Introduces students to the personal use of mathematics and the applications for various business disciplines including accounting, fashion marketing and management, financial

services, and marketing. Explores 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: 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

SOC201 Macroeconomics

4

An introduction to the study of macroeconomics. Provides a brief history of economics, from Adam Smith to the present. Students will learn the theories of contemporary macroeconomics, as well as their application and impact in today's world.

SOC202 Microeconomics

4

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

Prerequisite: SOC201

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.

Humanities Electives

8

Mathematics/Science Electives	8
Social Science Electives	12
Liberal Arts Electives for Major***	12
General Education Core Humanities Elective	4
General Education Core Mathematics/Science Elective	4

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.

*All International Business elective credits must be at the 300/400 level.

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

***12 credits selected from the following:

HUM215 World Literature	4
HUM225 Introduction to Ethics	4
HUM231 The Birth of Culture	4
HUM232 The Rise of the Modern Age	4
SOC205 World Cultures	4
SOC310 Intercultural Communication	4
SOC415 Global Social Change	4
Foreign Language courses	

SAMPLE PROGRAM SEQUENCE

- **B.S., International Business Program Statistics**



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

SAMPLE PROGRAM SEQUENCE

	Qtr. hrs. credit		Qtr. hrs. credit
FIRST QUARTER		SEVENTH QUARTER	
BUS100	Business Organization and Management 4	FIN301	Principles of Finance I 4
CIS115	Computer Applications 4	MAT211	College Algebra..... 4
ENG105	Expository Writing..... 4	SOC210	Introduction to Sociology..... 4
GEC123	Introduction to Applied Psychology..... 4		Humanities Elective..... 4
SECOND QUARTER		EIGHTH QUARTER	
IBS201	International Business..... 4	IBS341	International Banking and Finance..... 4
ACC110	Fundamentals of Accounting for Managers..... 4	MAT215	Statistics I..... 4
ENG106	Writing Through Literature..... 4		Liberal Arts Electives for Major***..... 4
	General Education Core Mathematics/ Science Elective 4		Social Science Elective 4
THIRD QUARTER		NINTH QUARTER	
IBS225	International Trade Policies and Practices 4	IBS344	Global Supply Chain Management and Logistics.... 4
ACC113	Managerial Accounting 4		International Business Elective** 4
MGT220	Principles of Management 4		Social Science Elective 4
	General Education Core Humanities Elective 4	TENTH QUARTER	
FOURTH QUARTER		IBS440	International Strategic Management..... 4
BUS226	Career Management Seminar 2	ENG315	Writing for the Workplace..... 4
ENG115	Public Speaking 4		Liberal Arts Electives for Major***..... 4
MAT212	Mathematics with Business Applications 4		Mathematics/Science Elective..... 4
MKT220	Principles of Marketing 4	ELEVENTH QUARTER	
FIFTH QUARTER		IBS450	International Business Simulation..... 4
IBS240	International Management 4		International Business Elective** 4
BUS231	Business Law I 4		Liberal Arts Electives for Major***..... 4
BUS250	Computer Applications in Business 2		Mathematics/Science Elective 4
SOC201	Macroeconomics..... 4	TWELFTH QUARTER	
SIXTH QUARTER		BUS483	Internship 4
IBS230	International Marketing 4		Humanities Elective..... 4
ENG265	Business Communication 4		Social Science Elective 4
SOC202	Microeconomics..... 4		
	Business Elective 4	180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION	

***12 credits must be from the following:

HUM215	World Literature..... 4
HUM225	Introduction to Ethics..... 4
HUM231	The Birth of Culture 4
HUM232	The Rise of the Modern Age 4
SOC205	World Cultures..... 4
SOC310	Intercultural Communication 4
SOC415	Global Social Change..... 4
	Foreign Language Courses

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

**All International Business elective credits must be at the 300/400 level.

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/disclosures/bs_international_business_statistics.htm.

**Berkeley College
Overview**

Academic Programs

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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 know-how 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
- 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

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 which 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**
- **B.S., Management**

- **Berkeley College Academic Program Statistics**



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

Course Requirements

MAJOR COURSES

Qtr. hrs. credit

BUS250 Computer Applications in Business

2

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

Prerequisites: BUS100, CIS115

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

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

BUSINESS COURSES

ACC110 Fundamentals of Accounting for Managers

4

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

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.

BUS293 Internship

4

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

Prerequisites: BUS226 and departmental approval

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.

IBS201 International Business

4

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

Prerequisite: BUS100

MKT220 Principles of Marketing

4

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

Business Elective

4

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

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.

MAT212 Mathematics with Business Applications

4

Introduces students to the personal use of mathematics and the applications for various business disciplines including accounting, fashion marketing and management, financial services, and marketing. Explores 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: CSK099 or placement

SOC201 Macroeconomics

4

An introduction to the study of macroeconomics. Provides a brief history of economics, from Adam Smith to the present. Students will learn the theories of contemporary macroeconomics, as well as their application and impact in today's world.

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.

General Education Core Humanities Elective	4
FREE ELECTIVES	14

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.

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

	Qtr. hrs. credit		Qtr. hrs. credit
FIRST QUARTER		FOURTH QUARTER	
BUS100 Business Organization and Management	4	MGT249 Human Resources Management.....	4
CIS115 Computer Applications	4	ENG115 Public Speaking	4
ENG105 Expository Writing	4	MKT220 Principles of Marketing	4
GEC123 Introduction to Applied Psychology	4	SOC201 Macroeconomics.....	4
SECOND QUARTER		FIFTH QUARTER	
MGT220 Principles of Management	4	BUS250 Computer Applications in Business	2
ACC110 Fundamentals of Accounting for Managers.....	4	SOC210 Introduction to Sociology.....	4
ENG106 Writing Through Literature.....	4	Free Electives	8
General Education Core Humanities Elective	4	SIXTH QUARTER	
THIRD QUARTER		BUS293 Internship	4
MGT225 Customer Service Management.....	4	Business Elective	4
BUS226 Career Management Seminar	2	Free Elective	6
IBS201 International Business.....	4		
MAT212 Mathematics with Business Applications	4		
		90 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION	

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

Berkeley College
Overview

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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 Entrepreneurship or Human Resources.

Course Requirements



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MAJOR COURSES Qtr. hrs. credit

BUS250 Computer Applications in Business 2

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

Prerequisites: BUS100, CIS115

BUS451 Business Strategy and Policy 4

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

Prerequisites: FIN301, IBS201, MGT220, MKT220

CIS212 Multimedia and Business Presentations 2

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

Prerequisite: CIS115

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

MGT420 Managing for Change 4

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

Prerequisite: MGT220

MGT425 Management Simulation 4

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

Prerequisites: FIN301, MGT220, MKT220

MGT430 Leadership 4

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. This is a theory-based, practice-driven course.

Prerequisite: MGT220

BUSINESS COURSES

ACC110 Fundamentals of Accounting for Managers 4

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

ACC113 Managerial Accounting 4

An introduction to the use of accounting information for management planning, control in budget preparation, and the evaluation of cost behavior. Students learn how to prepare and interpret cash flow statements and make managerial decisions based on financial statement analyses.

Prerequisite: ACC110 or ACC112

BUS100 Business Organization and Management 4

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

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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.

BUS483 Internship 4

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

Prerequisites: BUS226 and departmental approval

FIN301 Principles of Finance I 4

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

Prerequisites: ACC113, MAT212

IBS201 International Business 4

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

Prerequisite: BUS100

MKT220 Principles of Marketing 4

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

CIS115 Computer Applications 4

An introduction to computer technology with an emphasis on

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

Business Electives 8

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

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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

ENG265 Business Communication 4

Explores the communication strategies and techniques needed for success in the workplace. Students write, revise, and edit business documents; learn techniques for organizing information; and practice the effective use of oral communication skills in business and professional settings.

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

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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

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Introduces students to the personal use of mathematics and the applications for various business disciplines including accounting, fashion marketing and management, financial services, and marketing. Explores 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: 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

SOC201 Macroeconomics 4

An introduction to the study of macroeconomics. Provides a brief history of economics, from Adam Smith to the present. Students will learn the theories of contemporary macroeconomics, as well as their application and impact in today's world.

SOC202 Microeconomics 4

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

Prerequisite: SOC201

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.

Humanities Elective 4

Mathematics/Science Elective 4

Social Science Electives 8

General Education Core Humanities Elective 4

General Education Core Mathematics/Science Elective 4

FREE ELECTIVES 22

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

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

MANAGEMENT SPECIALIZATIONS**

Specialization in Human Resources Management

Students interested in a specialization in Human Resources must select three of the following four courses to fulfill 12 credits of their free credit elective requirement:

MGT347 Staffing	4
MGT348 Employee and Labor Relations	4
MGT349 Compensation and Benefits	4
MGT355 Training and Development	4

Specialization in Entrepreneurship

Students interested in a specialization in Entrepreneurship must take the following two courses to fulfill 8 credits of their free credit elective requirement:

BUS255 Entrepreneurship	4
MGT350 Small Business Management	4

In addition, students must select two of the following three courses to fulfill an additional 8 credits of their free credit elective requirement:

MGT351 Small Business Start-Up	4
MGT352 Managing the Family Enterprise	4
MGT353 Financing the Entrepreneurial Venture	4

**Management Specializations are not available at all locations.

SAMPLE PROGRAM SEQUENCE

- 1 **B.B.A., Business Administration - Management New Jersey Program Statistics**
- 1 **B.B.A., Business Administration - Management New York Program Statistics**

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

Business Administration - Management

SAMPLE PROGRAM SEQUENCE

	Qtr. hrs. credit
FIRST QUARTER	
BUS100 Business Organization and Management	4
CIS115 Computer Applications	4
ENG105 Expository Writing	4
GEC123 Introduction to Applied Psychology	4
SECOND QUARTER	
MGT220 Principles of Management	4
ACC110 Fundamentals of Accounting for Managers.....	4
ENG106 Writing Through Literature.....	4
General Education Core Mathematics/ Science Elective	4
THIRD QUARTER	
MGT225 Customer Services Management.....	4
ACC113 Managerial Accounting	4
MAT212 Mathematics with Business Applications	4
General Education Core Humanities Elective	4
FOURTH QUARTER	
MGT231 Organizational Behavior	4
BUS226 Career Management Seminar	2
ENG115 Public Speaking	4
MKT220 Principles of Marketing	4
FIFTH QUARTER	
MGT249 Human Resources Management.....	4
BUS231 Business Law I	4
BUS250 Computer Applications in Business	2
SOC201 Macroeconomics.....	4
SIXTH QUARTER	
IBS201 International Business	4
CIS212 Multimedia and Business Presentations	2
ENG265 Business Communication	4
Business Elective	4
SEVENTH QUARTER	
MGT332 Operations Management.....	4
FIN301 Principles of Finance I	4
MAT211 College Algebra.....	4
SOC202 Microeconomics.....	4
EIGHTH QUARTER	
MGT420 Managing for Change.....	4
MAT215 Statistics I.....	4
SOC210 Introduction to Sociology.....	4
Business Elective	4

	Qtr. hrs. credit
NINTH QUARTER	
MGT425 Management Simulation	4
Humanities Elective.....	4
Mathematics/Science Elective	4
Free Elective	4
TENTH QUARTER	
BUS451 Business Strategy and Policy	4
ENG315 Writing for the Workforce	4
Free Electives	8
ELEVENTH QUARTER	
MGT430 Leadership	4
Social Science Elective	4
Free Electives	6
TWELFTH QUARTER	
BUS483 Internship	4
Social Science Elective	4
Free Elective	4
180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION	
*16 Liberal Arts credits must be at the 200/400 level.	
MANAGEMENT SPECIALIZATIONS**	
Specialization in Human Resources Management	
Students interested in a specialization in Human Resources must select three of the following four courses to fulfill 12 credits of their free credit elective requirement:	
MGT347 Staffing	
MGT348 Employee and Labor Relations	
MGT349 Compensation and Benefits	
MGT355 Training and Development	
Specialization in Entrepreneurship	
Students interested in a specialization in Entrepreneurship must take the following two courses to fulfill 8 credits of their free credit elective requirement:	
BUS255 Entrepreneurship	
MGT350 Small Business Management	
In addition, students must select two of the three following three courses to fulfill the remaining 8 credits of their free credit elective requirement:	
MGT351 Small Business Start-Up	
MGT352 Managing the Family Enterprise	
MGT353 Financing the Entrepreneurial Venture	

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/disclosures/bba_business_administration_management_nj_statistics.htm and BerkeleyCollege.edu/disclosures/bba_business_administration_management_ny_statistics.htm.

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Management Bachelor of Science Degree (B.S.)

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

Course Requirements

MAJOR COURSES

Qtr. hrs. credit

BUS250 Computer Applications in Business

2

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

Prerequisites: BUS100, CIS115

BUS451 Business Strategy and Policy

4

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

Prerequisites: FIN301, IBS201, MGT220, MKT220

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

MGT346 Developing Managerial Competence

4

An introduction to the theoretical and practical aspects of managing. Stresses a hands-on approach to improving a student's ability to manage people.

Prerequisite: MGT220

MGT425 Management Simulation

4

These simulation exercises place students, often working in teams, in the position of managing a company. By analyzing a company's history, financial reports, and other information

provided, students make decisions on hiring, forecasting, suppliers to use, costs, and marketing.

Prerequisites: FIN301, MGT220, MKT220

Management Electives* 12

BUSINESS COURSES

ACC110 Fundamentals of Accounting for Managers 4

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

ACC113 Managerial Accounting 4

An introduction to the use of accounting information for management planning, control in budget preparation, and the evaluation of cost behavior. Students learn how to prepare and interpret cash flow statements and make managerial decisions based on financial statement analyses.

Prerequisite: ACC110 or ACC112

BUS100 Business Organization and Management 4

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

BUS226 Career Management Seminar 2

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

BUS231 Business Law I

4

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

BUS483 Internship

4

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

Prerequisites: BUS226 and departmental approval

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.

FIN301 Principles of Finance I

4

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

Prerequisites: ACC113, MAT212

IBS201 International Business

4

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

Prerequisite: BUS100

MKT220 Principles of Marketing

4

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

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

ENG265 Business Communication

4

Explores the communication strategies and techniques needed for success in the workplace. Students write, revise, and edit business documents; learn techniques for organizing information; and practice the effective use of oral communication skills in business and professional settings.

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.

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

MAT212 Mathematics with Business Applications

4

Introduces students to the personal use of mathematics and the applications for various business disciplines including accounting, fashion marketing and management, financial services, and marketing. Explores 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: 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

SOC201 Macroeconomics

4

An introduction to the study of macroeconomics. Provides a brief history of economics, from Adam Smith to the present. Students will learn the theories of contemporary macroeconomics, as well as their application and impact in today's world.

SOC202 Microeconomics

4

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

Prerequisite: SOC201

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.

Humanities Electives

8

Mathematics/Science Electives

8

Social Science Electives

12

Liberal Arts Electives

12

General Education Core Humanities Elective

4

General Education Core Mathematics/Science Elective	4
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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.

*8 Management elective credits must be at the 300/400 level.

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

MANAGEMENT SPECIALIZATIONS***

Specialization in Human Resources Management

Students interested in a specialization in Human Resources will drop:

MGT425 Management Simulation	4
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and add:

MGT345 Managing with Information Systems	4
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In addition, students must select three of the following four courses to fulfill the 12 credit Management Elective requirement:

MGT347 Staffing	4
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MGT348 Employee and Labor Relations	4
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MGT349 Compensation and Benefits	4
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MGT355 Training and Development	4
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Specialization in Entrepreneurship

Students interested in a specialization in Entrepreneurship will drop:

MGT346 Developing Managerial Competence	4
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MGT425 Management Simulation	4
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and add:

BUS255 Entrepreneurship	4
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MGT345 Managing with Information Systems	4
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MGT350 Small Business Management (This course will fulfill 4 of the 12 required management elective credits.)	4
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In addition, students must select two of the following three courses to fulfill the remaining 8 credits of their Management Elective requirement:

MGT351 Small Business Start-Up	4
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MGT352 Managing the Family Enterprise	4
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MGT353 Financing the Entrepreneurial Venture	4
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***Management Specializations are not available at all locations.

SAMPLE PROGRAM SEQUENCE

- **B.S., Management Program Statistics**



Bachelor of Science Degree (B.S.) Management

SAMPLE PROGRAM SEQUENCE

	Qtr. hrs. credit
FIRST QUARTER	
BUS100 Business Organization and Management	4
CIS115 Computer Applications	4
ENG105 Expository Writing	4
GEC123 Introduction to Applied Psychology	4
SECOND QUARTER	
MGT220 Principles of Management	4
ACC110 Fundamentals of Accounting for Managers	4
ENG106 Writing Through Literature.....	4
General Education Core Mathematics/ Science Elective	4
THIRD QUARTER	
MGT225 Customer Services Management.....	4
ACC113 Managerial Accounting	4
MAT212 Mathematics with Business Applications	4
General Education Core Humanities Elective	4
FOURTH QUARTER	
MGT231 Organizational Behavior	4
BUS226 Career Management Seminar	2
ENG115 Public Speaking	4
MKT220 Principles of Marketing	4
FIFTH QUARTER	
MGT249 Human Resources Management.....	4
BUS231 Business Law I	4
BUS250 Computer Applications in Business	2
SOC201 Macroeconomics.....	4
SIXTH QUARTER	
IBS201 International Business.....	4
ENG265 Business Communication	4
SOC202 Microeconomics.....	4
Humanities Elective.....	4

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

**8 Management elective credits must be at the 300/400 level.

MANAGEMENT SPECIALIZATIONS***

Specialization in Human Resources Management—Students interested in a specialization in Human Resources Management will drop: MGT425 Management Simulation and add: MGT345 Managing with Information Systems.

In addition, students must select three of the following four courses to fulfill the 12 credits of the Management:

- MGT347 Staffing
- MGT348 Employee and Labor Relations
- MGT349 Compensation and Benefits
- MGT355 Training and Development

	Qtr. hrs. credit
SEVENTH QUARTER	
FIN301 Principles of Finance I	4
MAT211 College Algebra.....	4
SOC210 Introduction to Sociology.....	4
Liberal Arts Elective.....	4
EIGHTH QUARTER	
MGT332 Operations Management.....	4
MAT215 Statistics I.....	4
Humanities Elective.....	4
Social Science Elective	4
NINTH QUARTER	
MGT346 Developing Managerial Competence.....	4
ENG315 Writing for the Workplace.....	4
Management Elective**	4
Mathematics/Science Elective	4
TENTH QUARTER	
MGT425 Management Simulation	4
BUS451 Business Strategy and Policy	4
Management Elective**	4
ELEVENTH QUARTER	
Management Elective**	4
Liberal Arts Elective.....	4
Mathematics/Science Elective	4
Social Science Elective	4
TWELFTH QUARTER	
BUS483 Internship	4
Liberal Arts Elective.....	4
Social Science Elective	4

180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

Specialization in Entrepreneurship—Students interested in a specialization in Human Resources Management will drop: MGT346 Developing Managerial Competence and MGT425 Management Simulation and add: BUS255 Entrepreneurship, MGT345 Management with Information Systems, and MGT350 Small Business Management. (This course will fulfill 4 of the 12 required management elective credits.)

In addition, students must select two of the following three courses to fulfill the remaining 8 credits of the Management Elective Requirement:

- MGT351 Small Business Start-Up
- MGT352 Managing the Family Enterprise
- MGT353 Financing the Entrepreneurial Venture

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Marketing Communications

Learn to think strategically and execute 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 the latest traditional, digital, mobile, and social marketing vehicles

Benefit from:

- A program that provides a strong foundation in the 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) or 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**
- **B.S., Marketing Communications**

- **Berkeley College Academic Program Statistics**



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

Course Requirements

MAJOR COURSES

Qtr. hrs. credit

MKT220 Principles of Marketing

4

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

MKT222 Foundations of Market Research

4

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: MKT220, MAT215

MKT223 Digital and Social Media Strategy

4

Explores current and emerging forms of digital media, and how to leverage them to build brands and engage customers. Students will evaluate digital media against communication and marketing objectives, and develop effective media plans.

Prerequisite: MKT220

MKT241 Consumer Behavior

4

Introduction to 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: MKT220

MKT242 Brand Management

4

Provides students with a comprehensive treatment of brands, brand equity, and brand management. Includes the design and implementation of marketing programs and activities to build, measure, and manage brand equity.

Prerequisite: MKT220

MKT247 Advertising Management

4

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: MKT220

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.

BUS293 Internship

4

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

Prerequisites: BUS226 and departmental approval

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.

CIS212 Multimedia and Business Presentations

2

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

Prerequisite: CIS115

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

ENG265 Business Communication

4

Explores the communication strategies and techniques needed for success in the workplace. Students write, revise, and edit business documents; learn techniques for organizing information; and practice the effective use of oral communication skills in business and professional settings.

Prerequisite: ENG106

GEC111 The Art of Argument

4

Students gain knowledge of the various techniques of argumentation. The flaws in arguments, such as frauds, deceptions, and logical errors, are presented.

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.

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

MAT212 Mathematics with Business Applications

4

Introduces students to the personal use of mathematics and the applications for various business disciplines including accounting, fashion marketing and management, financial services, and marketing. Explores 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: 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

SOC201 Macroeconomics

4

An introduction to the study of macroeconomics. Provides a brief history of economics, from Adam Smith to the present. Students will learn the theories of contemporary macroeconomics, as well as their application and impact in today's world.

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.

FREE ELECTIVES

6

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.

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

	Qtr. hrs. credit		Qtr. hrs. credit
FIRST QUARTER		FOURTH QUARTER	
BUS100 Business Organization and Management	4	MKT241 Consumer Behavior.....	4
CIS115 Computer Applications	4	MKT242 Brand Management.....	4
ENG105 Expository Writing	4	ENG265 Business Communication	4
GEC123 Introduction to Applied Psychology	4	MAT215 Statistics I.....	4
SECOND QUARTER		FIFTH QUARTER	
MKT220 Principles of Marketing	4	MKT222 Foundations of Market Research.....	4
ENG106 Writing Through Literature.....	4	MKT247 Advertising Management	4
MAT212 Mathematics with Business Applications	4	CIS212 Multimedia and Business Presentations	2
GEC111 The Art of Argument	4	SOC231 Human Relations in the Workforce.....	4
THIRD QUARTER		SIXTH QUARTER	
MKT223 Digital and Social Media Strategy	4	BUS293 Internship	4
BUS226 Career Management Seminar	2	SOC201 Macroeconomics.....	4
ENG115 Public Speaking	4	Free Electives	6
MAT211 College Algebra.....	4		

90 QUARTER CREDIT HOURS
REQUIRED FOR GRADUATION

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

Course Requirements

MAJOR COURSES Qtr. hrs. credit

MKT220 Principles of Marketing 4

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

MKT222 Foundations of Market Research 4

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: MKT220, MAT215

MKT223 Digital and Social Media Strategy 4

Explores current and emerging forms of digital media, and how to leverage them to build brands and engage customers. Students will evaluate digital media against communication and marketing objectives, and develop effective media plans.

Prerequisite: MKT220

MKT241 Consumer Behavior 4

Introduction to 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: MKT220

MKT242 Brand Management 4

Provides students with a comprehensive treatment of brands, brand equity, and brand management. Includes the design and implementation of marketing programs and activities to build, measure, and manage brand equity.

Prerequisite: MKT220

MKT247 Advertising Management 4

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: MKT220

MKT351 Public Relations

4

Stresses the philosophical underpinning of public relations practices, including the importance of management and planning, ethics and research, communication, and public opinion. Explores practical applications, such as the emergence of video and the integration of public relations, marketing, and advertising into broader marketing communications campaigns.

Prerequisite: MKT220

MKT446 Media Strategy and Metrics

4

Focuses on linking target markets with advertising media through the development of media objectives, strategies, and tactics. Students use secondary research to create media plans that balance effectiveness and efficiency.

Prerequisites: MKT220, MKT247

MKT455 The IMC Campaign

4

Provides students with a hands-on application of program content via creation of a fully functional Integrated Marketing Communications (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: MKT222, MKT446

Marketing Communications 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.

BUS245 Business Ethics

4

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: BUS100 or Principles course within major

BUS281 Project Management

4

Provides an overview of various project management knowledge areas. Topics include project integration, scope, quality, human resources, communications, risk, and procurement management. Students will use Microsoft Project software.

Prerequisite: BUS100

BUS483 Internship 4

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

Prerequisites: BUS226 and departmental approval

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.

CIS212 Multimedia and Business Presentations 2

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

Prerequisite: CIS115

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

MGT420 Managing for Change 4

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

Prerequisite: MGT220

Business Electives 12

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

ENG265 Business Communication 4

Explores the communication strategies and techniques needed for success in the workplace. Students write, revise, and edit business documents; learn techniques for organizing information; and practice the effective use of oral communication skills in business and professional settings.

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

GEC111 The Art of Argument 4

Students gain knowledge of the various techniques of argumentation. The flaws in arguments, such as frauds, deceptions, and logical errors, are presented.

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.

HUM311 Persuasive Communication 4

Emphasizes the role of persuasion in society, theories of persuasion, and the development of analytical and speaking techniques necessary for success in formal and informal presentations.

Prerequisite: ENG115

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

MAT212 Mathematics with Business Applications 4

Introduces students to the personal use of mathematics and the applications for various business disciplines including accounting, fashion marketing and management, financial

services, and marketing. Explores 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: 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

MAT216 Statistics II 4

A continuation of the Statistics I course. Topics include sample hypothesis tests, sample inferences, F-tests, chi-square tests, linear correlation, and linear regression.

Prerequisite: MAT215

SOC201 Macroeconomics 4

An introduction to the study of macroeconomics. Provides a brief history of economics, from Adam Smith to the present. Students will learn the theories of contemporary macroeconomics, as well as their application and impact in today's world.

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.

SOC310 Intercultural Communication 4

An introduction to 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 lives.

Humanities Elective 4

Social Science Electives 8

General Education Core Mathematics/Science Elective 4

FREE ELECTIVES 12

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.

*8 Marketing Communications credits must be at the 300/400 level.

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

SAMPLE PROGRAM SEQUENCE

- 1 **B.B.A., Marketing Communications New Jersey Program Statistics**
- 1 **B.B.A., Marketing Communications New York Program Statistics**

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

SAMPLE PROGRAM SEQUENCE

	Qtr. hrs.	credit		Qtr. hrs.	credit
FIRST QUARTER			SEVENTH QUARTER		
BUS100	4		HUM311	4	
CIS115	4		MAT211	4	
ENG105	4		SOC231	4	
GEC123	4		Free Elective	4	
SECOND QUARTER			EIGHTH QUARTER		
MKT220	4		MKT351	4	
ENG106	4		MAT215	4	
MAT212	4		SOC310	4	
GEC111	4		Business Elective	4	
THIRD QUARTER			NINTH QUARTER		
MKT223	4		MKT222	4	
BUS226	2		MAT216	4	
MGT220	4		ENG315	4	
General Education Core Mathematics/ Science Elective	4		Marketing Communications Elective**	4	
FOURTH QUARTER			TENTH QUARTER		
MKT241	4		MKT446	4	
ENG115	4		MGT420	4	
BUS245	4		Marketing Communications Elective**	4	
BUS281	4		Social Science Elective	4	
FIFTH QUARTER			ELEVENTH QUARTER		
MKT242	4		MKT455	4	
CIS212	2		Marketing Communications Elective**	4	
SOC201	4		Social Science Elective	4	
Business Elective	4		TWELFTH QUARTER		
SIXTH QUARTER			BUS483	4	
MKT247	4		Humanities Elective	4	
ENG265	4		Free Elective	4	
Business Elective	4		180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		
Free Elective	4				

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

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/disclosures/bba_marketing_communications_nj_statistics.htm and BerkeleyCollege.edu/disclosures/bba_marketing_communications_ny_statistics.htm.

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Marketing Communications Bachelor of Science Degree (B.S.)

Course Requirements

MAJOR COURSES

Qtr. hrs. credit

MKT220 Principles of Marketing

4

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

MKT222 Foundations of Market Research

4

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: MKT220, MAT215

MKT223 Digital and Social Media Strategy

4

Explores current and emerging forms of digital media, and how to leverage them to build brands and engage customers. Students will evaluate digital media against communication and marketing objectives, and develop effective media plans.

Prerequisite: MKT220

MKT241 Consumer Behavior

4

Introduction to 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: MKT220

MKT242 Brand Management

4

Provides students with a comprehensive treatment of brands, brand equity, and brand management. Includes the design and implementation of marketing programs and activities to build, measure, and manage brand equity.

Prerequisite: MKT220

MKT247 Advertising Management

4

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: MKT220

MKT351 Public Relations

4

Stresses the philosophical underpinning of public relations practices, including the importance of management and planning, ethics and research, communication, and public opinion. Explores practical applications, such as the emergence of video and the integration of public relations, marketing, and advertising into broader marketing communications campaigns.

Prerequisite: MKT220

MKT446 Media Strategy and Metrics

4

Focuses on linking target markets with advertising media through the development of media objectives, strategies, and tactics. Students use secondary research to create media plans that balance effectiveness and efficiency.

Prerequisites: MKT220, MKT247

MKT455 The IMC Campaign

4

Provides students with a hands-on application of program content via creation of a fully functional Integrated Marketing Communications (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: MKT222, MKT446

Marketing Communications 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.

BUS245 Business Ethics 4

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: BUS100 or Principles course within major

BUS281 Project Management 4

Provides an overview of various project management knowledge areas. Topics include project integration, scope, quality, human resources, communications, risk, and procurement management. Students will use Microsoft Project software.

Prerequisite: BUS100

BUS483 Internship

4

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

Prerequisites: BUS226 and departmental approval

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.

CIS212 Multimedia and Business Presentations

2

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

Prerequisite: CIS115

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

MGT420 Managing for Change

4

Integrates the concepts and techniques involved in implementing and managing a planned change process. Includes discussions and case studies on changing the way

work is done, changing communication and influence patterns, and changing managerial strategy.

Prerequisite: MGT220

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

ENG265 Business Communication

4

Explores the communication strategies and techniques needed for success in the workplace. Students write, revise, and edit business documents; learn techniques for organizing information; and practice the effective use of oral communication skills in business and professional settings.

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

GEC111 The Art of Argument

4

Students gain knowledge of the various techniques of argumentation. The flaws in arguments, such as frauds, deceptions, and logical errors, are presented.

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.

HUM311 Persuasive Communication

4

Emphasizes the role of persuasion in society, theories of persuasion, and the development of analytical and speaking techniques necessary for success in formal and informal presentations.

Prerequisite: ENG115

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

MAT212 Mathematics with Business Applications

4

Introduces students to the personal use of mathematics and the applications for various business disciplines including accounting, fashion marketing and management, financial services, and marketing. Explores 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: 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

MAT216 Statistics II

4

A continuation of the Statistics I course. Topics include sample hypothesis tests, sample inferences, F-tests, chi-square tests, linear correlation, and linear regression.

Prerequisite: MAT215

SOC201 Macroeconomics

4

An introduction to the study of macroeconomics. Provides a brief history of economics, from Adam Smith to the present. Students will learn the theories of contemporary macroeconomics, as well as their application and impact in today's world.

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.

SOC310 Intercultural Communication

4

An introduction to 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 lives.

Humanities Electives

8

Mathematics/Science Elective

4

Social Science Electives

12

Liberal Arts Electives

8

General Education Core Mathematics/Science Elective

4

FREE ELECTIVES

4

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.

*8 Marketing Communications elective credits must be at the 300/400 level.

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

SAMPLE PROGRAM SEQUENCE

- **B.S., Marketing Communications Program Statistics**



Bachelor of Science Degree (B.S.) Marketing Communications

SAMPLE PROGRAM SEQUENCE

	Qtr. hrs. credit		Qtr. hrs. credit
FIRST QUARTER		SEVENTH QUARTER	
BUS100	Business Organization and Management 4	HUM311	Persuasive Communication 4
CIS115	Computer Applications 4	MAT215	Statistics I..... 4
ENG105	Expository Writing..... 4	SOC231	Human Relations in the Workforce..... 4
GEC123	Introduction to Applied Psychology 4		Social Science Elective 4
SECOND QUARTER		EIGHTH QUARTER	
MKT220	Principles of Marketing 4	MKT222	Foundations of Market Research..... 4
ENG106	Writing Through Literature..... 4	MAT216	Statistics II..... 4
MAT212	Mathematics with Business Applications 4	SOC310	Intercultural Communications 4
GEC111	The Art of Argument..... 4		Humanities Elective..... 4
THIRD QUARTER		NINTH QUARTER	
MKT223	Digital and Social Media Strategy..... 4	MKT351	Public Relations 4
BUS226	Career Management Seminar 2	ENG315	Writing for the Workplace..... 4
MGT220	Principles of Management 4		Marketing Communications Elective** 4
	General Education Core Mathematics/ Science Elective 4		Social Science Elective 4
FOURTH QUARTER		TENTH QUARTER	
MKT241	Consumer Behavior..... 4	MKT446	Media Strategy and Metrics 4
ENG115	Public Speaking 4	MGT420	Managing for Change..... 4
BUS245	Business Ethics..... 4		Marketing Communications Elective** 4
BUS281	Project Management..... 4		Social Science Elective 4
FIFTH QUARTER		ELEVENTH QUARTER	
MKT242	Brand Management..... 4	MKT455	The IMC Campaign 4
CIS212	Multimedia and Business Presentations..... 2		Marketing Communications Elective** 4
SOC201	Macroeconomics..... 4		Liberal Arts Elective..... 4
	Free Elective 4	TWELFTH QUARTER	
SIXTH QUARTER		BUS483	Internship 4
MKT247	Advertising Management 4		Liberal Arts Elective..... 4
ENG265	Business Communication 4		Mathematics/Science Elective 4
MAT211	College Algebra..... 4	180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION	
	Humanities Elective..... 4	*24 Liberal Arts credits must be at the 300/400 level.	
		**12 Marketing Communications elective credits must be at the 300/400 level.	

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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Business Administration - Information Systems Management

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

This program is only available to continuing students currently enrolled.

Course Requirements

MAJOR COURSES

Qtr. hrs. credit

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

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

BUS250 Computer Applications in Business

2

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

Prerequisites: BUS100, CIS115

BUS267 Management Information Systems

4

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

Prerequisite: BUS100

BUS281 Project Management

4

Provides an overview of various project management knowledge areas. Topics include project integration, scope, quality, human resources, communications, risk, and procurement management. Students will use Microsoft Project software.

Prerequisite: BUS100

CIS201 Advanced Spreadsheets

2

Students gain experience with spreadsheet applications, such as Microsoft Excel. Topics include building complex worksheets; importing and exporting data; using mathematical, financial, and statistical functions; developing macros; consolidating spreadsheets; creating templates; and utilizing "what if" analyses to make business decisions.

Prerequisite: CIS115

CIS204 Database Management Systems

2

Hands-on experience with well-known database management software applications, such as Microsoft Access. Topics include an introduction to database programming, multiple database files, query files, reports, and the planning, development, and implementation of database systems.

Prerequisite: CIS115

CIS212 Multimedia and Business Presentations

2

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

Prerequisite: CIS115

CIS233 Web Design I

3

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

BUSINESS COURSES

ACC110 Fundamentals of Accounting for Managers

4

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

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.

BUS293 Internship

4

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

Prerequisites: BUS226 and departmental approval

CIS115 Computer Applications

4

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

LIBERAL ARTS COURSES

ENG105 Expository Writing

4

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

ENG106 Writing Through Literature

4

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

Prerequisite: ENG105

ENG115 Public Speaking

4

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

Prerequisite: ENG105

SOC225 Psychology

4

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

Macroeconomics/Microeconomics Elective

4

General Education Core Humanities Elective

4

General Education Core Mathematics/Science Elective

4

General Education Core Social Science Elective

4

FREE ELECTIVES

9

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.

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.

- **A.A.S., Business Administration - Information Systems Management New Jersey Program Statistics**
- **A.A.S., Business Administration - Information Systems Management New York Program Statistics**



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

This program is only available to continuing students currently enrolled.

Course Requirements

MAJOR COURSES

Qtr. hrs. credit

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

MGT231 Organizational Behavior

4

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

Prerequisite: MGT220

MGT420 Managing for Change

4

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

Prerequisite: MGT220

MGT425 Management Simulation

4

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

Prerequisites: FIN300, MGT220, MKT220

BUS250 Computer Applications in Business

2

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

Prerequisites: BUS100, CIS115

BUS267 Management Information Systems

4

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

Prerequisite: BUS100

BUS281 Project Management

4

Provides an overview of various project management knowledge areas. Topics include project integration, scope, quality, human resources, communications, risk, and procurement management. Students will use Microsoft Project software.

Prerequisite: BUS100

CIS201 Advanced Spreadsheets

2

Students gain experience with spreadsheet applications, such as Microsoft Excel. Topics include building complex worksheets; importing and exporting data; using mathematical, financial, and statistical functions; developing macros; consolidating spreadsheets; creating templates; and utilizing "what if" analyses to make business decisions.

Prerequisite: CIS115

CIS204 Database Management Systems 2

Hands-on experience with well-known database management software applications, such as Microsoft Access. Topics include an introduction to database programming, multiple database files, query files, reports, and the planning, development, and implementation of database systems.

Prerequisite: CIS115

CIS212 Multimedia and Business Presentations 2

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

Prerequisite: CIS115

CIS233 Web Design I 3

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

Computer Information Systems Electives 12

BUSINESS COURSES

ACC110 Fundamentals of Accounting for Managers 4

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

ACC113 Managerial Accounting 4

An introduction to the use of accounting information for management planning, control in budget preparation, and the

evaluation of cost behavior. Students learn how to prepare and interpret cash flow statements and make managerial decisions based on financial statement analyses.

Prerequisite: ACC110 or ACC112

BUS100 Business Organization and Management

4

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

BUS226 Career Management Seminar

2

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

BUS231 Business Law I

4

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

BUS451 Business Strategy and Policy

4

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

Prerequisites: FIN301, IBS201, MGT220, MKT220

BUS483 Internship

4

Allows students to work in a position related to their course of

study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisites: BUS226 and departmental approval

FIN301 Principles of Finance I

4

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

Prerequisite: ACC113

IBS201 International Business

4

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

Prerequisite: BUS100

MKT220 Principles of Marketing

4

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

CIS115 Computer Applications

4

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

LIBERAL ARTS COURSES*

ENG105 Expository Writing

4

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

ENG106 Writing Through Literature

4

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

Prerequisite: ENG105

ENG115 Public Speaking

4

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

Prerequisite: ENG105

MAT210 Finite Mathematics

4

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

MAT215 Statistics I

4

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

SOC201 Macroeconomics

4

An introduction to the study of macroeconomics. Provides a brief history of economics, from Adam Smith to the present. Students will learn the theories of contemporary macroeconomics, as well as their application and impact in today's world.

Prerequisite: MAT210 or MAT211

SOC202 Microeconomics

4

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

Prerequisite: MAT210 or MAT211

SOC225 Psychology

4

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

Humanities Electives

8

Mathematics/Science Electives

8

Social Science Electives

8

General Education Core Humanities Elective

4

General Education Core Mathematics/Science Elective

4

General Education Core Social Science Elective

4

FREE ELECTIVES

23

180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

- **B.B.A., Business Administration - Information Systems Management
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School of Health Studies

The Berkeley College School of Health Studies was created to provide outstanding career-focused education in some of today's most in-demand healthcare professions—in clinical specializations, as well as healthcare administration and management. 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 prepare students with the knowledge and skills to enter a rewarding, fulfilling career in a range of roles in various healthcare-related 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 and management 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. Students benefit from the firsthand insight and expertise of instructors. Internships or clinical practicums are also an important part of the well-rounded healthcare education at Berkeley College. Students gain valuable experience working in leading area facilities under the supervision of healthcare professionals. Career Services specialists assist students and graduates in identifying and pursuing job opportunities.

- **Health Sciences**
- **Health Services**
- **Medical Assistant**
- **Patient Care Technician**
- **Practical Nurse**
- **Surgical Processing Technician**
- **Surgical Technology**

The following program is not offered to new students and is only available to continuing students currently enrolled in it:

Health Sciences

- **Multi-Level Patient Care Technician Certificate**

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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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 Sciences courses, including a Humanities elective, that provides students with the foundation of skills and knowledge necessary to reason clearly and communicate effectively

Programs

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

- **Berkeley College Academic Program Statistics**



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Health Sciences

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

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

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

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

Health Sciences Specialization 25

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

To qualify for graduation, Patient Care Technician students must participate in the Patient Care Technician certification examination.

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**



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

SAMPLE PROGRAM SEQUENCE

	Qtr. hrs. credit		Qtr. hrs. credit
FIRST QUARTER		FOURTH QUARTER	
HEA101 Introduction to Health Services.....	4	PCT132 Advanced Patient Care Techniques	4
HEA200 Medical Terminology I	4	PCT256 Home Health Care Techniques and Clinical.....	4
CIS115 Computer Applications	4	ENG115 Public Speaking	4
SCI223 Anatomy and Physiology I	4	SCI228 Microbiology.....	4
SECOND QUARTER		FIFTH QUARTER	
HEA201 Medical Terminology II	4	PCT232 Patient Care Practicum	3
PCT101 Fundamentals of Patient Care.....	4	PCT270 Patient Care Capstone.....	4
SCI224 Anatomy and Physiology II	4	Humanities Elective.....	4
ENG105 Expository Writing	4	Free Elective	3
THIRD QUARTER		SIXTH QUARTER	
PCT111 Patient Care Procedures	4	HEA293 Internship	4
PCT122 Introduction to Clinical	2	SOC225 Introduction to Psychology	4
BUS226 Career Management Seminar	2	Free Elective	4
ENG106 Writing Through Literature.....	4		
SCI242 Bioethics and Medical Law	4		

**90 QUARTER CREDIT HOURS
REQUIRED FOR GRADUATION**

To qualify for graduation, students must participate in the Patient Care Technician certification examination.

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/disclosures/aas_health_sciences_statistics.htm.

Associate in Applied Science Degree (A.A.S.) Health Sciences - Surgical Processing Technician Specialization

SAMPLE PROGRAM SEQUENCE

	Qtr. hrs. credit
FIRST QUARTER	
HEA101 Introduction to Health Services	4
HEA200 Medical Terminology I	4
CIS115 Computer Applications	4
SCI223 Anatomy and Physiology I	4
SECOND QUARTER	
HEA201 Medical Terminology II	4
SPT100 Introduction to Surgical Processing	3
SCI224 Anatomy and Physiology II	4
ENG105 Expository Writing	4
THIRD QUARTER	
SPT110 Surgical Instrumentation I: Inspection, Identification, Handling	4
SCI228 Microbiology.....	4
SCI242 Bioethics and Medical Law	4
ENG106 Writing Through Literature.....	4

FOURTH QUARTER

SPT120 Surgical Instrumentation II: Sterile Packaging and Processing	4
SPT130 Sterilization, Cleaning, and Decontamination Techniques	4
ENG115 Public Speaking	4
BUS226 Career Management Seminar	2

FIFTH QUARTER

SPT150 Surgical Processing Clinical Practicum.....	8
SPT151 Clinical Seminar	2
Humanities Elective.....	4

SIXTH QUARTER

HEA293 Internship	4
SOC225 Introduction to Psychology	4
Free Electives	7

**90 QUARTER CREDIT HOURS
REQUIRED FOR GRADUATION**

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.

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/disclosures/aas_health_sciences_statistics.htm.

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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 of proper body mechanics. The laboratory portion allows 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 changes, caring for patients with an IV, caring for patients on 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, PCT132, departmental approval, CPR Certification

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.

To qualify for graduation, students must participate in the Patient Care Technician certification examination.

SAMPLE PROGRAM SEQUENCE

- **Patient Care Technician Certificate Program Statistics**



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Patient Care Technician Certificate

SAMPLE PROGRAM SEQUENCE

		Qtr. hrs. credit			Qtr. hrs. credit
FIRST QUARTER			THIRD QUARTER		
PCT101	Fundamentals of Patient Care.....	4	PCT132	Advanced Patient Care Techniques	4
PCT122	Introduction to Clinical	2	PCT256	Home Health Care Techniques and Clinical	4
HEA200	Medical Terminology I	4	PCT232	Patient Care Practicum	3
SCI223	Anatomy and Physiology I	4	PCT270	Patient Care Capstone.....	4
BUS226	Career Management Seminar	2			
SECOND QUARTER			47 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		
PCT111	Patient Care Procedures	4	To qualify for graduation, students must participate in the Patient Care Technician certification examination.		
HEA201	Medical Terminology II	4			
MED230	Electrocardiography	2			
MED232	Phlebotomy/Hematology	2			
SCI224	Anatomy and Physiology II	4			

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/disclosures/patient_care_technician_certificate_statistics.htm.

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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 care. Government regulations and standards, infection 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.

Prerequisites: BUS226 and 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**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**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.

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.

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.

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.

SAMPLE PROGRAM SEQUENCE

- **Surgical Processing Technician Certificate Program Statistics**



Surgical Processing Technician Certificate

SAMPLE PROGRAM SEQUENCE

		Qtr. hrs. credit			Qtr. hrs. credit
FIRST QUARTER			THIRD QUARTER		
SPT100	Introduction to Surgical Processing	4	SPT150	Surgical Processing Clinical Practicum.....	8
SPT110	Surgical Instrumentation I: Inspection, Identification, Handling	4	SPT151	Clinical Seminar	2
HEA200	Medical Terminology I	4	CIS115	Computer Applications	4
SCI228	Microbiology.....	4	47 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		
SECOND QUARTER			To qualify for graduation, students are required to achieve a C+ in all ` (SPT) courses and SCI228 Microbiology.		
SPT120	Surgical Instrumentation II: Sterile Packaging And Processing	4	Students are also required to participate in the Certified Registered Central Service Technician (CRCST) certification examination.		
SPT130	Sterilization, Cleaning, and Decontamination Techniques	4			
HEA201	Medical Terminology II	4			
BUS226	Career Management Seminar	2			
SCI242	Bioethics and Medical Law	4			

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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Health Services

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, insurance, billing, 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
- Valuable, practical experience through program-related, faculty-monitored internships or job-related assignments
- A seamless transition between Associate's and Bachelor's degrees

Academic Programs

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

- **Berkeley College Academic Program Statistics**

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

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.

HEA203 Ethical and Legal Aspects of Health Services

4

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

HEA205 Managed Care and Health Insurance

4

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

HEA215 Health Communications

4

Provides the effective health communication skills that are necessary for employment and success in health services, including writing accurate and concise health reports, familiarization with vocabulary of terms commonly used, and verbal communication.

HEA220 Health Services Management I

4

Course provides an introduction to various managerial 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.

Prerequisite: HEA101

HEA255 Computer Applications in Health Services

2

Explores current and emerging uses of technology in the health services industry. Students learn how to use industry software for medical office management, billing, and coding.

Prerequisites: CIS115, HEA101

HEA270 Special Topics in Health Services

4

Involves readings and discussions organized around selected topics in health. Topics will vary each quarter and may include health policy, health services risk management, the politics of health, and professional ethics.

Prerequisite: HEA101

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

ACC110 Fundamentals of Accounting for Managers

4

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

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.

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

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

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.

SOC201 Macroeconomics

4

An introduction to the study of macroeconomics. Provides a brief history of economics, from Adam Smith to the present. Students will learn the theories of contemporary macroeconomics, as well as their application and impact in today's world.

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.

General Education Core Humanities Elective	4
General Education Core Mathematics/Science Elective	4
FREE ELECTIVES	10

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.

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

	Qtr. hrs. credit
FIRST QUARTER	
HEA101 Introduction to Health Services.....	4
CIS115 Computer Applications	4
ENG105 Expository Writing	4
GEC123 Introduction to Applied Psychology	4
SECOND QUARTER	
HEA203 Ethical and Legal Aspects of Health Services	4
ACC110 Fundamentals of Accounting for Managers.....	4
ENG106 Writing Through Literature.....	4
General Education Core Humanities Elective	4
THIRD QUARTER	
BUS100 Business Organization and Management	4
HEA205 Managed Care and Health Insurance	4
BUS226 Career Management Seminar	2
General Education Core Mathematics/ Science Elective	4

SAMPLE PROGRAM SEQUENCE

	Qtr. hrs. credit
FOURTH QUARTER	
HEA215 Health Communications.....	4
HEA220 Health Services Management I	4
ENG115 Public Speaking	4
MGT220 Principles of Management	4
FIFTH QUARTER	
HEA255 Computer Applications in Health Services	2
HEA270 Special Topics in Health Services	4
SOC201 Macroeconomics.....	4
SOC231 Human Relations in the Workforce.....	4
SIXTH QUARTER	
HEA293 Internship	4
Free Electives	10
90 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION	

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/disclosures/aas_health_services_administration_nj_statistics.htm and BerkeleyCollege.edu/disclosures/aas_health_services_administration_ny_statistics.htm.

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

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.

Prerequisites: HEA200, SCI223

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

HEA212 Medical Coding III

3

Covers advanced guidelines and coding conventions with procedural and diagnostic coding. This course will focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers and the use of cross coding diagnoses with procedures.

Prerequisite: HEA211

HEA215 Health Communications

4

Provides the effective health communication skills that are necessary for employment and success in health services, including writing accurate and concise health reports, familiarization with vocabulary of terms commonly used, and verbal communication.

HEA220 Health Services Management I

4

Course provides an introduction to various managerial 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.

Prerequisite: HEA101

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 performed by medical billing and coding professionals. This 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

HEA262 Medical Insurance, Billing, and Coding Capstone

4

Students focus on integrating the knowledge, skills, and techniques learned throughout the Medical Insurance, Billing, and Coding program. This course reinforces the knowledge and skills needed to sit for the national certification exam.

Prerequisites: BUS226 and departmental approval

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

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

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.

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.

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.

SAMPLE PROGRAM SEQUENCE

- **A.A.S., Health Services Administration - Medical Insurance, Billing, and Coding New Jersey Program Statistics**
- **A.A.S., Health Services Administration - Medical Insurance, Billing, and Coding New York Program Statistics**



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

SAMPLE PROGRAM SEQUENCE

	Qtr. hrs. credit		Qtr. hrs. credit
FIRST QUARTER		FOURTH QUARTER	
HEA200 Medical Terminology I	4	HEA211 Medical Coding II	3
CIS115 Computer Applications	4	HEA252 Medical Insurance Procedures.....	4
ENG105 Expository Writing	4	HEA253 Electronic Medical Billing	4
SCI223 Anatomy and Physiology I	4	SCI242 Bioethics and Medical Law	4
SECOND QUARTER		FIFTH QUARTER	
HEA101 Introduction to Health Services.....	4	HEA212 Medical Coding III	3
HEA201 Medical Terminology II	4	HEA261 Medical Reimbursement and Appeals.....	3
ENG106 Writing Through Literature.....	4	ENG115 Public Speaking	4
SCI224 Anatomy and Physiology II	4	BUS226 Career Management Seminar	2
THIRD QUARTER		Humanities Elective.....	
HEA210 Medical Coding I	3	SIXTH QUARTER	
HEA215 Health Communications.....	4	HEA262 Medical Insurance, Billing, and Coding Capstone	4
HEA220 Health Services Management I	4	HEA293 Internship	4
HEA251 Medical Records	4	SOC231 Human Relations in the Workforce.....	4

**90 QUARTER CREDIT HOURS
REQUIRED FOR GRADUATION**

To qualify for graduation, students must participate in the Certified Billing and Coding Specialist (CBCS) examination.

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/disclosures/aas_health_services_administration_medical_insurance_billing_coding_nj_statistics.htm and BerkeleyCollege.edu/disclosures/aas_health_services_administration_medical_insurance_billing_coding_ny_statistics.htm.

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

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

HEA203 Ethical and Legal Aspects of Health Services

4

An introduction to the principles of law as applied to the

healthcare field. Students learn ethical standards and issues as related to healthcare.

HEA215 Health Communications

4

Provides the effective health communication skills that are necessary for employment and success in health services, including writing accurate and concise health reports, familiarization with vocabulary of terms commonly used, and verbal communication.

HEA220 Health Services Management I

4

Course provides an introduction to various managerial 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.

Prerequisite: HEA101

HEA255 Computer Applications in Health Services

2

Explores current and emerging uses of technology in the health services industry. Students learn how to use industry software for medical office management, billing, and coding.

Prerequisites: CIS115, HEA101

HEA310 Health Services Management II

4

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

Prerequisite: HEA220

HEA409 Health Services Finance

4

An introduction to 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: FIN301, HEA101

HEA410 Research Methods for Health Services 4

Students gain an awareness of the various frameworks for technical writing and research in the health services field. Emphasizes effective written communication and analytical skills in health services.

Prerequisites: ENG105, HEA101

HEA470 Special Topics in Health Services Management 4

Involves reading and discussions organized around selected topics in health. Topics will vary each quarter and may include health policy, health services risk management, the politics of health, and professional ethics.

Prerequisite: HEA101

HEA483 Internship 4

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

Prerequisites: BUS226 and departmental prior approval

Health Services Electives 12

BUSINESS COURSES

ACC110 Fundamentals of Accounting for Managers 4

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

ACC113 Managerial Accounting 4

An introduction to the use of accounting information for management planning, control in budget preparation, and the evaluation of cost behavior. Students learn how to prepare and interpret cash flow statements and make managerial decisions based on financial statement analyses.

Prerequisite: ACC110 or ACC112

BUS100 Business Organization and Management

4

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

BUS226 Career Management Seminar

2

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

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.

FIN301 Principles of Finance I

4

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

Prerequisites: ACC113, MAT212

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

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

MKT220 Principles of Marketing

4

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

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.

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

MAT212 Mathematics with Business Applications

4

Introduces students to the personal use of mathematics and the applications for various business disciplines including accounting, fashion marketing and management, financial services, and marketing. Explores 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: 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

SOC201 Macroeconomics

4

An introduction to the study of macroeconomics. Provides a brief history of economics, from Adam Smith to the present. Students will learn the theories of contemporary macroeconomics, as well as their application and impact in today's world.

SOC202 Microeconomics

4

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

Prerequisite: SOC201

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.

Humanities Electives

8

Mathematics/Science Elective

4

Social Science Electives

8

General Education Core Humanities Elective

4

General Education Core Mathematics/Science Elective

4

FREE ELECTIVES

12

180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

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

	Qtr. hrs. credit			Qtr. hrs. credit	
FIRST QUARTER					
BUS100	Business Organization and Management	4	HEA 310	Health Services Management II	4
CIS115	Computer Applications	4	MAT211	College Algebra.....	4
ENG105	Expository Writing	4	MGT249	Human Resources Management.....	4
GEC123	Introduction to Applied Psychology	4	SOC202	Microeconomics.....	4
SECOND QUARTER					
HEA101	Introduction to Health Services.....	4	FIN301	Principles of Finance I	4
ACC110	Fundamentals of Accounting for Managers.....	4	MAT215	Statistics I.....	4
ENG106	Writing Through Literature.....	4		Health Services Elective.....	4
	General Education Core Mathematics/ Science Elective	4		Free Elective	4
THIRD QUARTER					
HEA200	Medical Terminology I	4	HEA409	Health Services Finance.....	4
ACC113	Managerial Accounting	4	ENG315	Writing for the Workplace.....	4
BUS226	Career Management Seminar	2		Health Services Elective.....	4
	General Education Core Humanities Elective	4		Mathematics/Science Elective	4
FOURTH QUARTER					
HEA201	Medical Terminology II	4	HEA410	Research Methods for Health Services.....	4
HEA203	Ethical and Legal Aspects of Health Services	4		Health Services Elective.....	4
ENG115	Public Speaking	4		Humanities Elective.....	4
MGT220	Principles of Management	4		Free Elective	4
FIFTH QUARTER					
HEA215	Health Communications.....	4	HEA470	Special Topics in Health Services Management	4
HEA220	Health Services Management I	4		Humanities Elective.....	4
MAT212	Mathematics with Business Applications	4		Social Science Elective	4
SOC201	Macroeconomics.....	4	TWELFTH QUARTER		
SIXTH QUARTER					
HEA255	Computer Applications in Health Services	2	HEA483	Internship	4
MGT231	Organizational Behavior	4		Social Science Elective	4
MKT220	Principles of Marketing	4		Free Elective	4
SOC231	Human Relations in the Workforce.....	4	180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		

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

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/disclosures/bba_health_services_management_nj_statistics.htm and BerkeleyCollege.edu/disclosures/bba_health_services_management_ny_statistics.htm.

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Health Services Management Bachelor of Science Degree (B.S.)

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

HEA203 Ethical and Legal Aspects of Health Services

4

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

HEA215 Health Communications 4

Provides the effective health communication skills that are necessary for employment and success in health services, including writing accurate and concise health reports, familiarization with vocabulary of terms commonly used, and verbal communication.

HEA220 Health Services Management I 4

Course provides an introduction to various managerial 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.

Prerequisite: HEA101

HEA255 Computer Applications in Health Services 2

Explores current and emerging uses of technology in the health services industry. Students learn how to use industry software for medical office management, billing, and coding.

Prerequisites: CIS115, HEA101

HEA310 Health Services Management II 4

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

Prerequisite: HEA220

HEA409 Health Services Finance 4

An introduction to 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: FIN301, HEA101

HEA410 Research Methods for Health Services

4

Students gain an awareness of the various frameworks for technical writing and research in the health services field. Emphasizes effective written communication and analytical skills in health services.

Prerequisites: ENG105, HEA101

HEA470 Special Topics in Health Services Management

4

Involves reading and discussions organized around selected topics in health. Topics will vary each quarter and may include health policy, health services risk management, the politics of health, and professional ethics.

Prerequisite: HEA101

HEA483 Internship

4

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

Prerequisites: BUS226 and departmental prior approval

Health Services Electives

8

BUSINESS COURSES

ACC110 Fundamentals of Accounting for Managers

4

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

ACC113 Managerial Accounting

4

An introduction to the use of accounting information for management planning, control in budget preparation, and the

evaluation of cost behavior. Students learn how to prepare and interpret cash flow statements and make managerial decisions based on financial statement analyses.

Prerequisite: ACC110 or ACC112

BUS100 Business Organization and Management

4

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

BUS226 Career Management Seminar

2

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

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.

FIN301 Principles of Finance I

4

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

Prerequisites: ACC113, MAT212

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

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

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.

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

MAT212 Mathematics with Business Applications

4

Introduces students to the personal use of mathematics and the applications for various business disciplines including accounting, fashion marketing and management, financial services, and marketing. Explores 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: 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

SOC201 Macroeconomics

4

An introduction to the study of macroeconomics. Provides a brief history of economics, from Adam Smith to the present. Students will learn the theories of contemporary macroeconomics, as well as their application and impact in today's world.

SOC202 Microeconomics

4

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

Prerequisite: SOC201

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.

Humanities Electives

8

Mathematics/Science Electives

8

Social Science Electives

12

Liberal Arts Electives

12

General Education Core Humanities Elective

4

General Education Core Mathematics/Science Elective

4

FREE ELECTIVES

4

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.

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.S., Health Services Management Program Statistics**



Bachelor of Science Degree (B.S.) Health Services Management

SAMPLE PROGRAM SEQUENCE

		Qtr. hrs. credit			Qtr. hrs. credit
FIRST QUARTER			SEVENTH QUARTER		
BUS100	Business Organization and Management	4	HEA310	Health Services Management II	4
CIS115	Computer Applications	4	MAT211	College Algebra.....	4
ENG105	Expository Writing.....	4	SOC202	Microeconomics.....	4
GEC123	Introduction to Applied Psychology.....	4		Social Science Elective	4
SECOND QUARTER			EIGHTH QUARTER		
HEA101	Introduction to Health Services.....	4	FIN301	Principles of Finance I	4
ACC110	Fundamentals of Accounting for Managers.....	4	MAT215	Statistics I.....	4
ENG106	Writing Through Literature.....	4	SOC231	Human Relations in the Workforce.....	4
	General Education Core Mathematics/ Science Elective	4		Humanities Elective.....	4
THIRD QUARTER			NINTH QUARTER		
HEA200	Medical Terminology I	4	HEA409	Health Services Finance.....	4
ACC113	Managerial Accounting	4		Health Services Elective.....	4
BUS226	Career Management Seminar	2		Liberal Arts Elective.....	4
	General Education Core Humanities Elective	4		Mathematics/Science Elective	4
FOURTH QUARTER			TENTH QUARTER		
HEA201	Medical Terminology II	4	HEA410	Research Methods for Health Services.....	4
HEA203	Ethical and Legal Aspects of Health Services	4		Health Services Elective.....	4
ENG115	Public Speaking	4	ENG315	Writing for the Workplace.....	4
MGT220	Principles of Management	4		Liberal Arts Elective.....	4
FIFTH QUARTER			ELEVENTH QUARTER		
HEA215	Health Communications.....	4	HEA470	Special Topics in Health Services Management	4
MAT212	Mathematics with Business Applications	4		Mathematics/Science Elective	4
MGT249	Human Resources Management.....	4		Social Science Elective	4
	Humanities Elective.....	4	TWELFTH QUARTER		
SIXTH QUARTER			HEA483	Internship	4
HEA220	Health Services Management I	4		Liberal Arts Elective.....	4
HEA255	Computer Applications in Health Services	2		Social Science Elective	4
SOC201	Macroeconomics.....	4	180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		
	Free Elective	4			

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

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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/disclosures/bs_health_services_management_statistics.htm.

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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.

Prerequisites: HEA200, SCI223

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 performed by medical billing and coding professionals. This 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.

SAMPLE PROGRAM SEQUENCE

- **Medical Insurance, Billing, and Coding Certificate in New Jersey Program Statistics**

Medical Insurance, Billing, and Coding Certificate

SAMPLE PROGRAM SEQUENCE

		Qtr. hrs. credit			Qtr. hrs. credit
FIRST QUARTER			THIRD QUARTER		
HEA101	Introduction to Health Services.....	4	HEA211	Medical Coding II	3
HEA200	Medical Terminology I	4	HEA251	Medical Records	4
SCI223	Anatomy and Physiology I	4	HEA253	Electronic Medical Billing	4
CIS115	Computer Applications	4	HEA261	Medical Reimbursement and Appeals	3
SECOND QUARTER			BUS226	Career Management Seminar	2
HEA201	Medical Terminology II	4	FOURTH QUARTER		
HEA210	Medical Coding I	3	HEA293	Internship	4
HEA252	Medical Insurance Procedures.....	4	SCI242	Bioethics and Medical Law	4
SCI224	Anatomy and Physiology II	4	SOC231	Human Relations in the Workplace	4

59 QUARTER CREDIT HOURS
REQUIRED FOR GRADUATION

To qualify for graduation, students must participate in the Certified Coding and Billing Administration (CBCS) Certification Examination.

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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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 objectives of the Medical Assistant program are:

- To prepare students as multi-skilled healthcare practitioners who perform a wide range of roles in physicians' offices and other healthcare settings.
- To prepare students who are professional and proficient in such administrative and clinical tasks as patient communication and clinical skills (electrocardiography (EKG), venipuncture, vital signs, physical exam, cardiopulmonary resuscitation (CPR), etc.).
- To prepare students in infection control procedures and Occupational Safety and Health Administration (OSHA) training.
- To prepare students for administrative routines such as medical record keeping and documentation.
- To prepare students to become nationally credentialed healthcare practitioners who will be viewed by doctors as vital partners in providing medical care.

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 and coding
- Medical law and ethics

Students benefit from:

- A strong foundation in both the theory and practice of clinical care
- Hands-on learning using modern equipment in simulated healthcare environments
- Instruction in the use of relevant medical devices and software
- Valuable, practical experience through a program-related, faculty-monitored internship
- Eligibility to sit for the Certified Medical Assistant - CMA (AAMA), Registered Medical Assistant - RMA (AMT), or Certified Clinical Medical Assistant -CCMA (NHA) examinations

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. In the State of New Jersey, Medical Assistants who hold the CMA (AAMA) credential are permitted to administer injections.

Academic Programs

- **A.A.S., Medical Assistant**
 - **Medical Assistant Certificate**
-
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Medical Assistant Associate in Applied Science Degree (A.A.S.)

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.

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. 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

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.

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

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

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.

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**



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

SAMPLE PROGRAM SEQUENCE

	Qtr. hrs. credit
FIRST QUARTER	
HEA200 Medical Terminology I	4
SCI223 Anatomy and Physiology I	4
SCI242 Bioethics and Medical Law	4
CIS115 Computer Applications	4
SECOND QUARTER	
HEA201 Medical Terminology II	4
MED121 Medical Office Administration I	3
MED230 Electrocardiography	2
MED240 Clinical Procedures I	3
SCI224 Anatomy and Physiology II	4
THIRD QUARTER	
MED107 Medical Emergencies	1
MED232 Phlebotomy/Hematology	2
MED236 Clinical Laboratory	2
MED246 Assisting with Minor Surgeries	1
MED251 Pharmacology	3
HEA210 Medical Coding I	3
BUS226 Career Management Seminar	2

FOURTH QUARTER

MED282 Medical Assistant Capstone	4
MED293 Medical Assistant Internship	6
SOC225 Introduction to Psychology	4

FIFTH QUARTER

MED242 Clinical Procedures II	3
ENG105 Expository Writing	4
HEA101 Introduction to Health Services	4
SCI228 Microbiology	4

SIXTH QUARTER

MED221 Medical Office Administration II	3
ENG106 Writing Through Literature	4
ENG115 Public Speaking	4
Humanities Elective	4

90 QUARTER CREDIT HOURS

REQUIRED FOR GRADUATION

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).

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/disclosures/aas_medical_assistant_statistics.htm.

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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. 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

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

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.

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

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.

60 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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SAMPLE PROGRAM SEQUENCE

- **Medical Assistant Certificate Program Statistics**



Medical Assistant Certificate

SAMPLE PROGRAM SEQUENCE

		Qtr. hrs. credit			Qtr. hrs. credit
FIRST QUARTER			THIRD QUARTER		
HEA200	Medical Terminology I	4	MED107	Medical Emergencies	1
SCI223	Anatomy and Physiology I	4	MED232	Phlebotomy/Hematology	2
SCI242	Bioethics and Medical Law	4	MED236	Clinical Laboratory	2
CIS115	Computer Applications	4	MED246	Assisting Minor Surgeries	1
SECOND QUARTER			MED251	Pharmacology	3
HEA201	Medical Terminology II	4	HEA210	Medical Coding I	3
MED121	Medical Office Administration I	3	BUS226	Career Management Seminar	2
MED230	Electrocardiography	2	FOURTH QUARTER		
MED240	Clinical Procedures I	3	MED282	Medical Assistant Capstone	4
SCI224	Anatomy and Physiology II	4	MED293	Medical Assistant Internship	6
			SOC225	Introduction to Psychology	4

60 QUARTER CREDIT HOURS
REQUIRED FOR GRADUATION

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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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 of proper body mechanics. The laboratory portion allows 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 changes, caring for patients with an IV, caring for patients on 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, PCT132, departmental approval, CPR Certification

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.

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.

To qualify for graduation, students must participate in the Patient Care Technician certification examination.

SAMPLE PROGRAM SEQUENCE

- **Patient Care Technician Certificate Program Statistics**

Patient Care Technician Certificate

SAMPLE PROGRAM SEQUENCE

		Qtr. hrs. credit			Qtr. hrs. credit
FIRST QUARTER			THIRD QUARTER		
PCT101	Fundamentals of Patient Care.....	4	PCT132	Advanced Patient Care Techniques	4
PCT122	Introduction to Clinical	2	PCT256	Home Health Care Techniques and Clinical	4
HEA200	Medical Terminology I	4	PCT232	Patient Care Practicum	3
SCI223	Anatomy and Physiology I	4	PCT270	Patient Care Capstone.....	4
BUS226	Career Management Seminar	2			
SECOND QUARTER			47 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		
PCT111	Patient Care Procedures	4	To qualify for graduation, students must participate in the Patient Care Technician certification examination.		
HEA201	Medical Terminology II	4			
MED230	Electrocardiography	2			
MED232	Phlebotomy/Hematology	2			
SCI224	Anatomy and Physiology II	4			

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Practical Nurse

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 Registered Nurse instructors and professional practitioners
- Eligibility to sit for the NCLEX-PN licensure examination to become a Licensed Practical Nurse (LPN)

Program

- **Practical Nurse Certificate**
- **Berkeley College Academic Program Statistics**



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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

NUR125 Pharmacology	2	46
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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
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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
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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
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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 Nursing/Urinary System 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 and disorders, diet therapy, pharmacology, special 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

LIBERAL ARTS COURSES

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.

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 physician, advanced practice registered nurse, or physician assistant 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 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**

Practical Nurse Certificate

SAMPLE PROGRAM SEQUENCE

	Qtr. hrs. credit	Clock Hours
FIRST QUARTER		
NUR100	Fundamentals of Nursing 5	132
NUR101	Introduction to Clinical Nursing..... 1	24
SCI215	Life Sciences..... 8	96
SOC225	Introduction to Psychology 4	48
SECOND QUARTER		
NUR123	Practical Nursing Process: Integumentary System 1	12
NUR125	Pharmacology 2	46
NUR128	Practical Nursing Process: Sensory System..... 1	12
NUR131	Practical Nursing Process: Geriatric Nursing/ Urinary System 5	118
NUR132	Practical Nursing Process: Acute Care Nursing/ Gastrointestinal System 5	108
THIRD QUARTER		
NUR127	Practical Nursing Process: Musculoskeletal System/Nervous System..... 6	132
NUR223	Practical Nursing Process: Reproductive System..... 3	36
NUR232	Practical Nursing Process: Endocrine System/ Psychiatric Nursing..... 5	108
FOURTH QUARTER		
NUR126	Practical Nursing Process: Musculoskeletal System/Nervous System..... 6	132
NUR221	Practical Nursing Process: Maternity/Newborn Nursing/Child Health Nursing 6	132
BUS226	Career Management Seminar 2	24
FIFTH QUARTER		
NUR234	Practical Nursing Process: Hematological/ Immunological System/ Oncology Nursing..... 4	96
NUR235	Practical Nursing Capstone 8	204

72 CLOCK HOURS REQUIRED FOR GRADUATION
(1460 TOTAL CLOCK HOURS)

To qualify for graduation, students must pass all Nursing (NUR) courses, Life Sciences, and Psychology with a minimum grade of C+. Students are required to purchase their own malpractice insurance.

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/disclosures/practical_nurse_certificate_statistics.htm

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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 care. Government regulations and standards, infection 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.

Prerequisites: BUS226 and 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

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

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.

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.

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**

Surgical Processing Technician Certificate

SAMPLE PROGRAM SEQUENCE

		Qtr. hrs. credit			Qtr. hrs. credit
FIRST QUARTER			THIRD QUARTER		
SPT100	Introduction to Surgical Processing	4	SPT150	Surgical Processing Clinical Practicum.....	8
SPT110	Surgical Instrumentation I: Inspection, Identification, Handling	4	SPT151	Clinical Seminar	2
HEA200	Medical Terminology I	4	CIS115	Computer Applications	4
SCI228	Microbiology.....	4	47 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		
SECOND QUARTER			To qualify for graduation, students are required to achieve a C+ in all ` (SPT) courses and SCI228 Microbiology.		
SPT120	Surgical Instrumentation II: Sterile Packaging And Processing	4	Students are also required to participate in the Certified Registered Central Service Technician (CRCST) certification examination.		
SPT130	Sterilization, Cleaning, and Decontamination Techniques	4			
HEA201	Medical Terminology II	4			
BUS226	Career Management Seminar	2			
SCI242	Bioethics and Medical Law	4			

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/disclosures/surgical_processing_technician_certificate_statistics.htm.

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Surgical Technology

Specialized training for a specialized career.

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

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

Benefit from:

- A strong foundation in both the theory and techniques of surgical technology
- Hands-on learning in on-site surgical laboratories that simulate the surgical environment
- Valuable, practical experience gained through the completion of clinical practicums at an off-campus healthcare facility, 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
- Eligibility to sit for the Certified Surgical Technologist (CST) examination

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).

Degree Program

- **[A.A.S., Surgical Technology](#)**
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Surgical Technology Associate in Applied Science Degree (A.A.S.)

Course Requirements

MAJOR COURSES

Qtr. hrs. credit

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

SUR100 Fundamentals of Surgical Technology

3

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.

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 surgical specialties: ophthalmology, plastic, neurology, 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.

Corequisite: SUR290

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 microscopy, dissections, and elementary physiological 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.

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.

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. 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**

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Multi-Level Patient Care Technician Certificate Program

This program is only available to continuing students currently enrolled.

Course Requirements

MAJOR COURSES

Qtr. hrs. credit

PCT100 Fundamentals of Patient Care

2

Students learn the components of patient care and the application of techniques and procedures to provide care to patients. Topics include introduction to patient care skills, principles of basic nutrition, basic therapeutic techniques, data collection, and communication skills. Hands-on demonstration, practice, and validation of skills are conducted in the lab.

PCT110 Patient Care Procedures

2

Students build on their patient care knowledge and skills in such areas as patient vital signs, specimen collection, and dressing changes. Hands-on demonstration, practice, and validation of skills are conducted in the lab.

Prerequisite: PCT100

PCT121 Introduction to Clinical

1

Students are introduced to the world of healthcare, providing them with an understanding of the roles and responsibilities of the patient-care technician and other healthcare providers. Topics include concepts of health, healthcare delivery systems, legal/ethical issues, interpersonal relationships, and health instruction.

PCT131 Advanced Patient Care Techniques

3

Students study such advanced patient care techniques as oxygen therapy. Hands-on demonstration, practice, and

validation of skills are conducted in the lab.

Prerequisite: PCT110

PCT150 Long-Term Care Techniques

4

Students continue to build on their patient care knowledge and skills, as they focus on elderly and adult clients in long-term care settings. Topics include but are not limited to cognitive changes, concepts of long-term care, safety in long-term care, and legal and ethical considerations for long-term care. This course is taught in the classroom and laboratory.

Prerequisites: PCT110, CPR certification

PCT231 Patient Care Practicum

2

Students apply the knowledge and skills learned in PCT100 – 131 to the acute care environment with the supervision of a New Jersey licensed Registered Nurse.

Prerequisites: PCT131, CPR certification

PCT255 Home Healthcare Techniques and Clinical

3

Students continue to build on their patient care knowledge and skills as they focus on the elderly, adults, infants, and children in the home-care setting. Topics include, but are not limited to, concepts of home care/hospice, safety in home care, and legal and ethical considerations for home care/hospice. This course is taught in the classroom and laboratory and practiced in a home-care environment with the supervision of a New Jersey licensed Registered Nurse.

Prerequisites: PCT110, CPR certification

PCT258 Medication Procedures Techniques

4

Students learn to assist the nurse in various tasks related to safe medication administration in home-care settings and assisted living facilities. Topics include but are not limited to medication forms and measurements, prevention of medication errors, legal/ethical considerations, and safety and rights of medication related to safe administration of medications. This course is taught in the classroom and skills laboratory.

Prerequisite or Corequisite: PCT150

Prerequisite: CPR certification

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, departmental approval, CPR certification

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

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.

55 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 Multi-Level 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.

- **Multi-Level Patient Care Technician Certificate Program Statistics**



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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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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**

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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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. The Design Management program at Berkeley College prepares students to manage creative projects and teams by bridging the disciplines of design, management, and production. Students develop the analytical skills necessary to identify opportunities for innovation. By blending strategy, communication, marketing, and technology, students learn the fundamentals of business and management while also building 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

Degree Program

- [B.B.A., Design Management](#)
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Design Management Bachelor of Business Administration Degree (B.B.A.)

Course Requirements



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MAJOR COURSES

Qtr. hrs. credit

DES100 Introduction to Design Management

4

This course introduces the field of design management. There is emphasis on the incorporation of business principles into the fields of graphic design and interior design.

DES201 Design Management II: Managing Creative Organizations

4

This course provides an introduction to managing the creative process within corporate and entrepreneurial organizations.

DES302 Design Management III: Project Management

4

This course introduces the project management process in graphic design and interior design.

DES461 Design Management IV: Capstone

4

Students will develop and present an innovative project as their capstone project.

DES483 Internship

4

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

projects.

Prerequisites: BUS226 and departmental approval

Select either the Interior Design Specialization or the Graphic Design Specialization below* 48

BUSINESS COURSES

ACC110 Fundamentals of Accounting for Managers 4

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

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.

CIS212 Multimedia and Business Presentations

2

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

Prerequisite: CIS115

LAW450 Intellectual Property

4

Includes the study of each field of law that typically falls under the umbrella of intellectual property, including trademarks, copyrights, patents, trade secrets, and unfair competition. The methods by which each is created, procedures to register or protect each, duration of rights, protection from infringement, and new and international developments will be discussed for each of the intellectual property fields.

Prerequisites: LAW100 or BUS231

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

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

MKT220 Principles of Marketing

4

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

MKT223 Digital and Social Media Strategy

4

Explores current and emerging forms of digital media, and how to leverage them to build brands and engage customers. Students will evaluate digital media against communication and marketing objectives, and develop effective media plans.

Prerequisite: MKT220

MKT241 Consumer Behavior

4

Introduction to 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: MKT220

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

ENG265 Business Communication

4

Explores the communication strategies and techniques needed for success in the workplace. Students write, revise, and edit business documents; learn techniques for organizing information; and practice the effective use of oral communication skills in business and professional settings.

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.

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

MAT212 Mathematics with Business Applications

4

Introduces students to the personal use of mathematics and the applications for various business disciplines including accounting, fashion marketing and management, financial services, and marketing. Explores 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: CSK099 or placement

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.

Mathematics/Science Electives

8

Social Science Electives

8

Humanities Electives

8

General Education Core Humanities Elective

4

General Education Core Mathematics/Science Elective

4

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.

DESIGN SPECIALIZATION: INTERIOR DESIGN*

INT100 Studio I: Architectural Visualization	4
INT150 CAD I	4
INT160 Studio III: Space Planning	4
INT200 CAD II	4
INT230 Materials, Textiles, and Finishes	4
INT240 Studio V: Residential I	4
INT250 Studio VI: Commercial I	4
INT260 Architectural Construction and Methods I	4
INT310 Building Codes and Regulations	4
INT335 Contract Administration	4
INT350 Architectural Construction and Methods II	4
INT370 CAD IV: Working Drawings	4

OR

DESIGN SPECIALIZATION: GRAPHIC DESIGN*

GRD100 Graphic Design Principles I	4
GRD110 Raster and Vector Graphics	4
GRD120 3D Design	4
GRD190 Typography I	4
GRD200 Graphic Design Principles II	4
GRD210 Graphic Design in Visual Culture	4
GRD220 Communications Design Seminar Series	4
GRD230 Digital Photography I	4
GRD233 Web Design I	4
GRD395 Branding	4
Electives (Choice of 2):	8
GRD400 Animation Foundations	
GRD415 Advertising Design	
GRD420 Introduction to Game Design	
GRD470 Special Topics	

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

SAMPLE PROGRAM SEQUENCE - GRAPHIC DESIGN SPECIALIZATION

SAMPLE PROGRAM SEQUENCE - INTERIOR DESIGN SPECIALIZATION

- **B.B.A., Design Management New Jersey Program Statistics**

Bachelor of Business Administration Degree (B.B.A.) Design Management: Graphic Design Specialization (Pending Regulatory Approval)

SAMPLE PROGRAM SEQUENCE

	Qtr. hrs.	credit		Qtr. hrs.	credit
FIRST QUARTER			SEVENTH QUARTER		
DES100	4		DES302	4	
Introduction to Design Management.....			Design Management III: Project Management.....		
GRD100	4		GRD220	4	
Graphic Design Principles I.....			Communications Design Seminar Series.....		
CIS115	4		MAT211	4	
Computer Applications			College Algebra.....		
GEC123	4		MKT241	4	
Introduction to Applied Psychology.....			Consumer Behavior.....		
SECOND QUARTER			EIGHTH QUARTER		
DES201	4		GRD230	4	
Design Management II: Managing Creative Organizations			Photography I.....		
BUS100	4		MKT223	4	
Business Organization and Management			Digital and Social Media Strategy		
ENG105	4		SOC231	4	
Expository Writing			Human Relations in the Workforce.....		
General Education Core Mathematics/ Science Elective			Social Science Elective		
THIRD QUARTER			NINTH QUARTER		
GRD110	4		GRD233	4	
Raster and Vector Graphics			Web Design I.....		
BUS226	2		ENG315	4	
Career Management Seminar			Writing for the Workplace.....		
CIS212	2		Mathematics/Science Elective		
Multimedia and Business Presentations			GRD Elective**.....		
ENG106	4		TENTH QUARTER		
Writing Through Literature.....			GRD395	4	
General Education Core Humanities Elective			Branding.....		
FOURTH QUARTER			Mathematics/Science Elective		
GRD120	4		GRD Elective**.....		
3D Design.....			ELEVENTH QUARTER		
GRD190	4		DES461	4	
Typography I.....			Design Track IV: Capstone		
ACC110	4		LAW450	4	
Fundamentals of Accounting for Managers.....			Intellectual Property		
MGT220	4		Humanities Elective.....		
Principles of Management			TWELFTH QUARTER		
FIFTH QUARTER			GRD483	4	
GRD200	4		Internship		
Graphic Design Principles II			Humanities Elective.....		
BUS231	4		Social Science Elective		
Business Law I			180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		
ENG265	4		*16 Liberal Arts credits must be at the 300/400 level.		
Business Communication			**GRD Electives (Choice of 2):		
MAT212	4		GRD400	4	
Mathematics with Business Applications			Animation Foundation		
SIXTH QUARTER			GRD415	4	
GRD210	4		Advertising Design		
Graphic Design in Visual Culture.....			GRD420	4	
ENG115	4		Introduction to Game Design		
Public Speaking			GRD470	4	
MKT220	4		Special Topics		
Principles of Marketing					
MGT231	4				
Organizational Behavior					

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/disclosures/bba_design_management_nj_statistics.htm.

Bachelor of Business Administration Degree (B.B.A.) Design Management: Interior Design Specialization (Pending Regulatory Approval)

SAMPLE PROGRAM SEQUENCE

	Qtr. hrs. credit				Qtr. hrs. credit
FIRST QUARTER			SEVENTH QUARTER		
DES100	Introduction to Design Management.....	4	DES302	Design Management III: Project Management.....	4
INT100	Studio I: Architectural Visualization.....	4	INT310	Building Codes and Regulations.....	4
CIS115	Computer Applications	4	MAT212	Mathematics with Business Applications	4
GEC123	Introduction to Applied Psychology.....	4	MGT231	Organizational Behavior	4
SECOND QUARTER			EIGHTH QUARTER		
DES201	Design Management II: Managing Creative Organizations	4	INT335	Contract Administration	4
BUS100	Business Organization and Management	4	MKT223	Digital and Social Media Strategy	4
ENG105	Expository Writing	4	MAT211	College Algebra.....	4
	General Education Core Mathematics/ Science Elective	4		Social Science Elective	4
THIRD QUARTER			NINTH QUARTER		
INT150	CAD I.....	4	INT370	CAD IV: Working Drawings.....	4
BUS226	Career Management Seminar	2	ENG315	Writing for the Workplace.....	4
CIS212	Multimedia and Business Presentations.....	2	MKT241	Consumer Behavior.....	4
ENG106	Writing Through Literature.....	4		Mathematics/Science Elective	4
	General Education Core Humanities Elective	4	TENTH QUARTER		
FOURTH QUARTER			INT350	Architectural Construction and Methods II	4
INT160	Studio III: Space Planning.....	4	SOC231	Human Relations in the Workforce.....	4
INT200	CAD II.....	4		Mathematics/Science Elective	4
ACC110	Fundamentals of Accounting for Managers.....	4	ELEVENTH QUARTER		
MGT220	Principles of Management	4	DES461	Design Management IV: Capstone	4
FIFTH QUARTER			LAW450	Intellectual Property	4
INT230	Materials, Textiles, and Finishes.....	4		Humanities Elective.....	4
INT240	Studio V: Residential I	4	TWELFTH QUARTER		
BUS231	Business Law I	4	DES483	Internship	4
ENG265	Business Communication	4		Humanities Elective.....	4
SIXTH QUARTER				Social Science Elective	4
INT250	Studio VI: Commercial I.....	4	180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		
INT260	Architectural Construction and Methods I	4	*16 Liberal Arts credits must be at the 300/400 level.		
ENG115	Public Speaking	4			
MKT220	Principles of Marketing	4			

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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Graphic Design

Learn the art of graphic design for effective visual communications.

In today's competitive business world, visual communications are essential to successfully connect with target markets. Through websites, blogs, periodicals, newspapers, annual reports, catalogs, direct marketing, advertising, packaging, and other vehicles, virtually all organizations use visual communications. These organizations depend on skilled graphic designers to create the type and images that capture the hearts and minds of audiences around the world.

The Graphic Design program at Berkeley College offers an exciting curriculum that provides students with the expertise needed to deliver creative results in the art and business of visual communications. In addition to courses that explore the theory, language, and tools of graphic design, students learn to effectively apply their knowledge and skills by leveraging current industry software for web design, typography, raster and vector manipulation, and other applications.

Graphic Design 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 the theory and language of art and design
- Hands-on learning that allows students to develop the skills and abilities that are critical in today's visual communications
- The application and refinement of graphic design skills through various industry formats such as print publication and web design
- Introduction to, and proficiency in, prevalent industry software
- Valuable, practical experience through program-related, faculty-monitored internships or job-related assignments

Degree Program

- [B.F.A., Graphic Design](#)
- [Berkeley College Academic Program Statistics](#)



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Graphic Design

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

Course Requirements

MAJOR COURSES

Qtr. hrs. credit

GRD100 Graphic Design Principles I

4

Introduction to two-dimensional design and color theory and their relational aspects, including an analysis of perception and presentation. The course explores the elements and principles of design, color, and light in the creative process, including idea development from concept to completion. The historical aspect is incorporated.

GRD105 Introduction to Painting

4

The approach to two-dimensional theory through the freeform and experiential painterly process. Students recreate and build upon elements of design in a painterly manner through their own work. Subject matters range from the traditional painting genre of still life, interiors, and figure, to the abstract. Students will be introduced to and apply the language of design and art in critique dialogs.

GRD110 Raster and Vector Graphics

4

Introduction to concepts and applied theories of digital image manipulation in a raster environment and of drawing in a vector environment. Includes introduction to terminology, techniques, file specifications, and formats.

GRD120 3D Design

4

Introduction to 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 traditional art forms and man-made

geometric forms to architecture and nature.

GRD130 Digital Page Layout

4

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

Prerequisite: GRD110

GRD170 Advanced Drawing

4

Designed to further develop the skills acquired in Introduction to Drawing. Includes observation of the human figure in itself and in composition. Compositions will include three-dimensional objects, elevated and isometric views, still life, and interiors. Depth will be created through the use of perspective.

Prerequisite: HUM180

GRD190 Typography I

4

Introduction to the history of type, its physical attributes, type family classification, typographic terminology, and structural aspects. Emphasis is on the appreciation of typography as an expressive medium that conveys aesthetic, emotional, and intellectual meaning.

Prerequisite: GRD110

GRD200 Graphic Design Principles II

4

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: GRD100, GRD190

GRD210 Graphic Design in Visual Culture

4

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

typography are examined.

GRD220 Communications Design Seminar Series

4

Combined lecture/studio course with guest lecturers. Emphasis is on creating conceptual approaches for communicating ideas visually, project development and management, and preparing graphics for multiple digital platforms.

GRD226 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 how to compile a professional design portfolio.

GRD230 Digital Photography I

4

Introduction to the basic concepts, terminology, and applications of digital photography. Creative approaches emphasize successful transformation of images for effective visual communication. Students develop the critical thinking and technical skills needed in order to use photography in their work as designers.

Prerequisite: GRD110

GRD233 Web Design I

4

Exploration of 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.

GRD234 Web Design II

4

Designed to further develop 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: GRD233

GRD235 Web Design III

4

Designed to further develop 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: GRD234

GRD290 Typography II

4

Designed to further develop the skills acquired in Typography I. Choosing fonts for print or web and the use of styles are addressed along with utilizing a grid system. Projects incorporate type as an integrated and active element to produce creative and effective marketing materials.

Prerequisite: GRD190

GRD310 Advanced Vector Graphics

4

Focuses on further developing vector skills for effective design in visual communications. Projects include advertising, editorial, technical, and 3D illustration.

Prerequisite: GRD110

GRD320 Graphic Design Principles III

4

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, including defining problems, getting ideas, and creating form. Includes analysis of content and graphics in project development for effective visual communication in design.

Prerequisite: GRD200

GRD330 Digital Photography II

4

Designed to further develop the skills acquired in Digital Photography I. Course includes advanced digital imaging techniques, and introduces students to a wide range of styles in contemporary photography as well as video.

Prerequisite: GRD230

GRD360 Packaging Design I

4

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

Prerequisite: GRD200

GRD390 Typography III

4

Designed to further explore the skills developed in Typography II. Students will test the limits of typography through experimentation and personal expression, including legibility and readability. Alternative and unconventional methods of typography are explored through a variety of mediums, including type in motion. Students develop the skills to create an original typeface.

Prerequisite: GRD290

GRD395 Branding

4

Students explore the comprehensive branding process by creating functional design solutions for identity systems across multiple points of contact. Emphasis is on developing an understanding of how design and communication can help define an organization's message or product, as well as create engagement.

Prerequisite: GRD200

GRD396 Information Design

4

Exploration of the various avenues of the processing and translation of information in a visual format for data visualization in current media, including print and digital markets. Marketing trends and strategies are explored in the development of creative solutions to design problems.

Prerequisite: GRD200

GRD410 Publication Design

4

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

Prerequisite: GRD130

GRD480 Capstone Project

4

Students 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. Course is taken in senior year.

Prerequisite: GRD320

GRD481 Portfolio

2

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. Course is taken in senior year.

Prerequisite: GRD320

GRD483 Internship

4

Provides a field-based internship experience, where students acquire career/professional skills within the graphic design industry. Course is taken in last quarter of study.

Prerequisites: GRD226 and prior approval

Graphic Design Electives*

8

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.

MKT220 Principles of Marketing

4

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

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.

HUM180 Introduction to Drawing

4

Offers students the opportunity to use drawing as a means of exploring creativity. Students will learn techniques to portray objects, landscapes, and figures, as well as personal interests. Course performance is assessed on growth not talent.

HUM200 Arts in Contemporary Society

4

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.

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

Social Science Elective	4
Math/Science Elective	4
Foreign Language - 2 sequential courses in the same language	8
General Education Core Humanities Elective	4
General Education Core Mathematics/Science Elective	4

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.

*Please select 8 credits from the following list of Graphic Design courses:

GRD400 Animation Foundations	4
GRD415 Advertising Design	4
GRD420 Introduction to Game Design	4
GRD470 Special Topics	4

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

SAMPLE PROGRAM SEQUENCE

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



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

SAMPLE PROGRAM SEQUENCE

	Qtr. hrs. credit		Qtr. hrs. credit
FIRST QUARTER		SEVENTH QUARTER	
GRD100	Graphic Design Principles I..... 4	GRD235	Web Design III 4
GRD110	Raster and Vector Graphics 4	GRD320	Graphic Design Principles III 4
HUM180	Introduction to Drawing..... 4	MAT211	College Algebra..... 4
GEC123	Introduction to Applied Psychology..... 4		Foreign Language*** 4
SECOND QUARTER		EIGHTH QUARTER	
GRD120	3D Design..... 4	GRD330	Digital Photography II..... 4
GRD190	Typography I..... 4	GRD360	Packaging Design I 4
CIS115	Computer Applications 4	MAT215	Statistics I..... 4
	General Education Core Mathematics/ Science Elective 4		Foreign Language*** 4
THIRD QUARTER		NINTH QUARTER	
GRD105	Introduction to Painting..... 4	GRD390	Typography III..... 4
GRD130	Digital Page Layout 4	GRD395	Branding..... 4
ENG105	Expository Writing 4	GRD396	Information Design 4
	General Education Core Humanities Elective 4		Graphic Design Elective** 4
FOURTH QUARTER		TENTH QUARTER	
GRD170	Advanced Drawing..... 4	GRD310	Advanced Vector Graphics 4
GRD200	Graphic Design Principles II..... 4	GRD410	Publication Design 4
ENG106	Writing Through Literature..... 4	HUM200	Arts in Contemporary Society 4
MKT220	Principles of Marketing 4	ELEVENTH QUARTER	
FIFTH QUARTER		GRD480	Capstone Project 4
GRD220	Communications Design Seminar Series..... 4	ENG315	Writing for the Workplace..... 4
GRD226	Career Management Seminar 2		Graphic Design Elective** 4
GRD230	Digital Photography I..... 4	TWELFTH QUARTER	
GRD233	Web Design I..... 4	GRD481	Portfolio..... 2
SIXTH QUARTER		GRD483	Internship 4
GRD210	Graphic Design in Visual Culture..... 4		Mathematics/Science Elective 4
GRD234	Web Design II 4		Social Science Elective 4
GRD290	Typography II..... 4	180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION	
ENG115	Public Speaking 4	*12 Liberal Arts credits must be at the 300/400 level.	

**Please select 8 credits from the following list of Graphic Design courses:

GRD400	Animation Foundations 4
GRD415	Advertising Design 4
GRD420	Introduction to Game Design 4
GRD470	Special Topics 4

***Foreign Language - 2 sequential courses in the same language

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/disclosures/bfa_graphic_design_statistics.htm.

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Interior Design

The art and business of creating functional and aesthetic environments for living and working.

An interest in design and an attention to detail can develop into a professional career. The Interior Design degree programs at Berkeley College focus on the creative and business aspects of this exciting industry. Graduates are prepared with the technical 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, design managers, merchandising/retail display directors, and more.

The Bachelor of Science in Interior Design Management is a more business-oriented program, which includes business and management courses as part of a comprehensive education.

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.

Benefit from:

- A curriculum that focuses on exploring design fundamentals, theory, visual communication, history, and color
- Hands-on experience with computer-aided design and other technology used in the design industry
- Degree programs that incorporate business fundamentals, including accounting, marketing, and management
- 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., Interior Design**
- **B.F.A., Interior Design**
- **B.S., Interior Design Management**

- **Berkeley College Academic Program Statistics**



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Interior Design

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

Course Requirements

MAJOR COURSES

Qtr. hrs. credit

INT100 Studio I: Architectural Visualization

4

Students gain 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.

INT110 Sketching and Rendering

3

An introduction to the development of basic freehand sketches. Course emphasizes quick sketch techniques and rapid visualization. Students learn a variety of drawing media and rendering techniques for visually communicating design concepts.

INT120 Studio II: Conceptual Design

4

Introduces the principles and elements of design. Emphasis upon 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.

Prerequisite: INT100

INT130 Color and Composition

3

Introduces principles of two-dimensional composition with emphasis on color use and color theory to create effective graphic presentations/visual design communication. Students are introduced to traditional and digital media.

INT150 CAD I

4

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: INT100

INT160 Studio III: Space Planning

4

Introduces space planning basics with an emphasis upon conceptual analysis. Students learn space planning and furniture arrangement from a functional and aesthetic viewpoint. Introduces major parameters of interior design, including human factors, ADA, and universal design. Provides continued development of design theory.

Prerequisites: INT120, INT150

INT170 History of Furniture and Interiors I

4

Study of the history of architecture focusing on interiors, furniture, and decorative arts from ancient times through the 18th century. Emphasis on how the classical world influenced the major periods following it, including Gothic, Renaissance, Baroque, and Rococo.

INT200 CAD II

4

Provides students with more advanced commands used to create, modify, annotate, and print drawings to be used for presentation and production. Emphasizes skills and methods used in professional practice to create drawings that follow industry standards, and encourages teamwork.

Prerequisite: INT150

INT210 Perspective Drawing

3

Students refine the techniques of constructing one- and two-point perspective drawings. Emphasizes visualization techniques and rendering to enhance images.

Prerequisites: INT100, INT110

INT220 Studio IV: Lighting I

4

Explores architectural lighting, including basic calculations and color-rendering theory. Covers fundamentals of electricity and the importance of psychology and lighting. Detailed reflected ceiling plans and lighting schedules, as well as design and model making of a lighting fixture, are included in the studio projects.

Prerequisite: INT160

INT230 Materials, Textiles, and Finishes

4

Students learn the appropriate selection, application, and installation of materials and finishes used in the interior environment. Course emphasizes the basic materials, manufacturing, and specification processes and characteristics of goods specified by the interior designer.

Prerequisite: INT100

INT240 Studio V: Residential I

4

Introduces the study of residential environments and the planning of interior spaces. Emphasizes the design process from initial client contact/programming through schematic and final design. Topics include space planning/presentation skills; review of human factors; and the physiologic, psychological, and social needs of clients and the public.

Prerequisites: INT200, INT220

INT260 Architectural Construction and Methods I

4

Examines interior design and architectural systems. Topics include construction methods and materials, with focus on the mixed masonry-wood structures. Explores foundation, floor, wall, and roof systems, and covers site analysis, regulatory factors, and zoning ordinances.

Prerequisite: INT230

INT281 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 how to compile a professional design portfolio.

INT293 Internship

4

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

Prerequisite: INT281

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

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

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.

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

General Education Core Humanities Elective

4

General Education Core Mathematics/Science Elective

4

FREE ELECTIVE

3

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.

SAMPLE PROGRAM SEQUENCE

- **A.A.S., Interior Design Program Statistics**



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

SAMPLE PROGRAM SEQUENCE

		Qtr. hrs. credit			Qtr. hrs. credit
FIRST QUARTER			FOURTH QUARTER		
INT100	Studio I: Architectural Visualization.....	4	INT200	CAD II.....	4
INT110	Sketching and Rendering.....	3	INT210	Perspective Drawing	3
ENG105	Expository Writing.....	4	INT220	Studio IV: Lighting I.....	4
GEC123	Introduction to Applied Psychology	4	INT230	Materials, Textiles, and Finishes.....	4
SECOND QUARTER			FIFTH QUARTER		
INT120	Studio II: Conceptual Design	4	INT240	Studio V: Residential I.....	4
INT130	Color and Composition	3	INT260	Architectural Construction and Methods I.....	4
INT150	CAD I.....	4	INT281	Career Management Seminar	2
	General Education Core Humanities Elective	4	MAT211	College Algebra.....	4
THIRD QUARTER			SIXTH QUARTER		
INT160	Studio III: Space Planning.....	4	INT293	Internship	4
INT170	History of Furniture and Interiors I	4	CIS115	Computer Applications	4
ENG106	Writing Through Literature.....	4	ENG115	Public Speaking	4
	General Education Core Mathematics/ Science Elective.....	4		Free Elective	3

90 QUARTER CREDIT HOURS
REQUIRED FOR GRADUATION

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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Interior Design

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

Course Requirements

MAJOR COURSES

Qtr. hrs. credit

INT100 Studio I: Architectural Visualization

4

Students gain 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.

INT110 Sketching and Rendering

3

An introduction to the development of basic freehand sketches. Course emphasizes quick sketch techniques and rapid visualization. Students learn a variety of drawing media and rendering techniques for visually communicating design concepts.

INT120 Studio II: Conceptual Design

4

Introduces the principles and elements of design. Emphasis upon 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.

Prerequisite: INT100

INT130 Color and Composition

3

Introduces principles of two-dimensional composition with emphasis on color use and color theory to create effective graphic presentations/visual design communication. Students are introduced to traditional and digital media.

INT150 CAD I

4

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: INT100

INT160 Studio III: Space Planning

4

Introduces space planning basics with an emphasis upon conceptual analysis. Students learn space planning and furniture arrangement from a functional and aesthetic viewpoint. Introduces major parameters of interior design, including human factors, ADA, and universal design. Provides continued development of design theory.

Prerequisites: INT120, INT150

INT170 History of Furniture and Interiors I

4

Study of the history of architecture focusing on interiors, furniture, and decorative arts from ancient times through the 18th century. Emphasis on how the classical world influenced the major periods following it, including Gothic, Renaissance, Baroque, and Rococo.

INT171 History of Furniture and Interiors II

4

Study of the history of architecture focusing on interiors, furniture, and decorative arts from the mid-18th century through the present. Covers the evolution of modernism throughout Europe and the United States.

Prerequisite: INT170

INT200 CAD II

4

Provides students with more advanced commands used to create, modify, annotate, and print drawings to be used for presentation and production. Emphasizes skills and methods used in professional practice to create drawings that follow industry standards, and encourages teamwork.

Prerequisite: INT150

INT210 Perspective Drawing

3

Students refine the techniques of constructing one- and two-point perspective drawings. Emphasizes visualization techniques and rendering to enhance images.

Prerequisites: INT100, INT110

INT220 Studio IV: Lighting I

4

Explores architectural lighting, including basic calculations and color-rendering theory. Covers fundamentals of electricity and the importance of psychology and lighting. Detailed reflected ceiling plans and lighting schedules, as well as design and model making of a lighting fixture, are included in the studio projects.

Prerequisite: INT160

INT230 Materials, Textiles, and Finishes

4

Students learn the appropriate selection, application, and installation of materials and finishes used in the interior environment. Course emphasizes the basic materials, manufacturing, and specification processes and characteristics of goods specified by the interior designer.

Prerequisite: INT100

INT240 Studio V: Residential I

4

Introduces the study of residential environments and the planning of interior spaces. Emphasizes the design process from initial client contact/programming through schematic and final design. Topics include space planning/presentation skills; review of human factors; and the physiologic, psychological, and social needs of clients and the public.

Prerequisites: INT200, INT220

INT250 Studio VI: Commercial I

4

An introduction to commercial design and its specialized requirements for interior planning. Emphasizes space planning, codes and regulations, conceptual analysis, and problem solution.

Prerequisite: INT240

INT260 Architectural Construction and Methods I

4

Examines interior design and architectural systems. Topics include construction methods and materials, with focus on the mixed masonry-wood structures. Explores foundation, floor, wall, and roof systems, and covers site analysis, regulatory factors, and zoning ordinances.

Prerequisite: INT230

INT281 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 how to compile a professional design portfolio.

INT300 Studio VII: Residential II

4

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: INT250

INT310 Building Codes and Regulations

4

Provides students with an overall understanding of codes, standards, and federal regulations with an emphasis on interior projects. Utilizes real-life design examples to explain how specific codes and standards apply to a variety of building and project types.

Prerequisites: INT240, INT260

INT320 CAD III: 3-Dimensional Visualization

4

Students use AutoCAD and other software packages in the creation, manipulation, and rendering of three-dimensional views of interior spaces. Students will learn to represent materials and lights, and to manipulate views to develop striking renderings of their design solutions.

Prerequisite: INT200

INT330 Studio VIII: Commercial II

4

Provides further study and analysis of retail/store planning design and hospitality spaces. Focuses on problem identification, research, programming, preliminary design, and design development. Examines relevant codes and regulations and sustainable impact.

Prerequisite: INT300

INT340 Sustainable Design

4

Introduces principles and concepts of sustainability in the design process. Provides an understanding of LEED certification and rating system with emphasis upon interiors. Examines methods to determine the appropriateness of construction and finish materials for sustainable interiors.

Prerequisite: INT260

INT350 Architectural Construction and Methods II

4

Advanced study of construction systems and methods with more detailed analysis of such topics as mechanical and electrical systems, moisture and thermal protection, and vertical circulation as it relates to interior design.

Prerequisite: INT260

Corequisite: INT340

INT360 Studio IX: Lighting II

4

Expands on the knowledge and skills obtained in Lighting I. Focuses on advanced illumination and photometrics. Studio projects will continue to expand on complex commercial lighting designs, including fixture creations and model making.

Prerequisite: INT330

INT370 CAD IV: Working Drawings

4

Students learn 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.

Prerequisites: INT200, INT310

INT400 Studio X: Commercial III

4

Studies design of large scale institutional public spaces (cultural centers, government, transportation) and other complex building types. Explores solutions to environmental, interior, and architectural problems based upon research, space analysis, and planning. Comprehensive program analysis with emphasis upon cultural, behavioral, and quality-of-life issues.

Prerequisite: INT360

INT410 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: INT300, INT320

INT420 Studio XI: Capstone Project I-Program

2

Preparatory course for INT460, Capstone Project II-Design. Provides instruction in individual capstone design program development including project and site selection.

Prerequisite: INT400

INT430 Professional Practice

4

Provides students with an introduction to the practices of the interior design profession, with special emphasis on professional ethics, contracts, design fees, budgets, project management, marketing, and client/contractor/designer/trade relationships.

Prerequisite: INT250

INT450 Special Topics in the History of Architecture

4

Focuses in depth on a particular period in history with a detailed study of the social, economical, political, and religious aspects that influenced the designer in that period. Periods studied include Classical, Florentine Renaissance, Baroque, Rococo, Victorian, and 20th century.

Prerequisite: INT171

INT460 Studio XII: Capstone Project II-Design

4

Students research and design an in-depth interiors project featuring residential and/or commercial design. Students apply all the skills and knowledge developed through their course of study in interior design.

Prerequisite: INT420

INT483 Internship

4

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

Prerequisite: INT281

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*

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.

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

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.

Humanities Arts Requirement**

4

Mathematics/Science Elective

4

Social Science Elective

4

Foreign Language - 2 sequential courses in the same language

8

General Education Core Humanities Elective

4

General Education Core Mathematics/Science Elective

4

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.

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

**Please select 4 credits from the following list of humanities arts courses:

HUM180 Introduction to Drawing	4
HUM200 Arts in Contemporary Society	4

SAMPLE PROGRAM SEQUENCE

- **B.F.A., Interior Design Program Statistics**



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

SAMPLE PROGRAM SEQUENCE

		Qtr. hrs. credit			Qtr. hrs. credit
FIRST QUARTER			SEVENTH QUARTER		
INT100	Studio I: Architectural Visualization.....	4	INT300	Studio VII: Residential II	4
INT110	Sketching and Rendering.....	3	INT310	Building Codes and Regulations.....	4
CIS115	Computer Applications	4	INT320	CAD III: 3-Dimensional Visualization	4
GEC123	Introduction to Applied Psychology	4		Foreign Language***	4
SECOND QUARTER			EIGHTH QUARTER		
INT120	Studio II: Conceptual Design	4	INT330	Studio VIII: Commercial II.....	4
INT130	Color and Composition	3	INT340	Sustainable Design	4
ENG105	Expository Writing	4	INT350	Architectural Construction and Methods II	4
	General Education Core Mathematics/ Science Elective	4		Foreign Language***	4
THIRD QUARTER			NINTH QUARTER		
INT150	CAD I.....	4	INT360	Studio IX: Lighting II	4
INT281	Career Management Seminar	2	INT370	CAD IV: Working Drawings.....	4
ENG106	Writing Through Literature.....	4	MAT215	Statistics I.....	4
	General Education Core Humanities Elective	4	SOC231	Human Relations in the Workforce.....	4
FOURTH QUARTER			TENTH QUARTER		
INT160	Studio III: Space Planning.....	4	INT400	Studio X: Commercial III.....	4
INT170	History of Furniture and Interiors I	4	INT410	Furniture Design	3
INT200	CAD II	4	ENG315	Writing in the Workplace	4
INT210	Perspective Drawing	3		Mathematics/Science Elective	4
FIFTH QUARTER			ELEVENTH QUARTER		
INT171	History of Furniture and Interiors II.....	4	INT420	Studio XI: Capstone Project I-Program.....	2
INT220	Studio IV: Lighting I	4	INT430	Professional Practice	4
INT230	Materials, Textiles, and Finishes.....	4		Humanities Arts Requirement**	4
MAT211	College Algebra.....	4		Social Science Elective	4
SIXTH QUARTER			TWELFTH QUARTER		
INT240	Studio V: Residential I	4	INT450	Special Topics in the History of Architecture	4
INT250	Studio VI: Commercial I.....	4	INT460	Studio XII: Capstone Project II-Design.....	4
INT260	Architectural Construction and Methods I	4	INT483	Internship	4
ENG115	Public Speaking	4			

180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

**Please select 4 credits from the following list of Humanities Arts courses:

HUM180	Introduction to Drawing.....	4
HUM200	Arts in Contemporary Society	4

***Foreign Language - 2 sequential courses in the same language

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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Interior Design Management Bachelor of Science Degree (B.S.)

Course Requirements

MAJOR COURSES

Qtr. hrs. credit

INT100 Studio I: Architectural Visualization

4

Students gain 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.

INT110 Sketching and Rendering

3

An introduction to the development of basic freehand sketches. Course emphasizes quick sketch techniques and rapid visualization. Students learn a variety of drawing media and rendering techniques for visually communicating design concepts.

INT120 Studio II: Conceptual Design

4

Introduces the principles and elements of design. Emphasis upon 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.

Prerequisite: INT100

INT130 Color and Composition

3

Introduces principles of two-dimensional composition with emphasis on color use and color theory to create effective graphic presentations/visual design communication. Students are introduced to traditional and digital media.

INT150 CAD I

4

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: INT100

INT160 Studio III: Space Planning

4

Introduces space planning basics with an emphasis upon conceptual analysis. Students learn space planning and furniture arrangement from a functional and aesthetic viewpoint. Introduces major parameters of interior design, including human factors, ADA, and universal design. Provides continued development of design theory.

Prerequisites: INT120, INT150

INT170 History of Furniture and Interiors I

4

Study of the history of architecture focusing on interiors, furniture, and decorative arts from ancient times through the 18th century. Emphasis on how the classical world influenced the major periods following it, including Gothic, Renaissance, Baroque, and Rococo.

INT171 History of Furniture and Interiors II

4

Study of the history of architecture focusing on interiors, furniture, and decorative arts from the mid-18th century through the present. Covers the evolution of modernism throughout Europe and the United States.

Prerequisite: INT170

INT200 CAD II

4

Provides students with more advanced commands used to create, modify, annotate, and print drawings to be used for presentation and production. Emphasizes skills and methods used in professional practice to create drawings that follow industry standards, and encourages teamwork.

Prerequisite: INT150

INT210 Perspective Drawing 3

Students refine the techniques of constructing one- and two-point perspective drawings. Emphasizes visualization techniques and rendering to enhance images.

Prerequisites: INT100, INT110

INT220 Studio IV: Lighting I 4

Explores architectural lighting, including basic calculations and color-rendering theory. Covers fundamentals of electricity and the importance of psychology and lighting. Detailed reflected ceiling plans and lighting schedules, as well as design and model making of a lighting fixture, are included in the studio projects.

Prerequisite: INT160

INT230 Materials, Textiles, and Finishes 4

Students learn the appropriate selection, application, and installation of materials and finishes used in the interior environment. Course emphasizes the basic materials, manufacturing, and specification processes and characteristics of goods specified by the interior designer.

Prerequisite: INT100

INT240 Studio V: Residential I 4

Introduces the study of residential environments and the planning of interior spaces. Emphasizes the design process from initial client contact/programming through schematic and final design. Topics include space planning/presentation skills; review of human factors; and the physiologic, psychological, and social needs of clients and the public.

Prerequisites: INT200, INT220

INT260 Architectural Construction and Methods I 4

Examines interior design and architectural systems. Topics include construction methods and materials, with focus on the mixed masonry-wood structures. Explores foundation, floor, wall, and roof systems, and covers site analysis, regulatory factors, and zoning ordinances.

Prerequisite: INT230

INT281 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 how to compile a professional design portfolio.

INT483 Internship

4

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

Prerequisite: INT281

BUSINESS COURSES

ACC110 Fundamentals of Accounting for Managers

4

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

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.

BUS255 Entrepreneurship

4

Examines the conversion of ideas into successful business ventures. Topics include developing ideas for entrepreneurial ventures, testing the feasibility of ideas, evaluating the impact of business ownership on a person's lifestyle,

preparing business plans, seeking expert advice, securing financing, and avoiding common pitfalls.

Prerequisite: BUS100

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.

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

MKT220 Principles of Marketing

4

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

MKT351 Public Relations

4

Stresses the philosophical underpinning of public relations practices, including the importance of management and planning, ethics and research, communication, and public opinion. Explores practical applications, such as the emergence of video and the integration of public relations, marketing, and advertising into broader marketing communications campaigns.

Prerequisite: MKT220

Business Elective*

4

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.

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

SOC201 Macroeconomics

4

An introduction to the study of macroeconomics. Provides a brief history of economics, from Adam Smith to the present. Students will learn the theories of contemporary macroeconomics, as well as their application and impact in today's world.

SOC202 Microeconomics

4

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

Prerequisite: SOC201

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.

Humanities Elective	2
Mathematics/Science Electives	12
Social Science Electives	12
Liberal Arts Electives	12
General Education Core Humanities Elective	4
General Education Core Mathematics/Science Elective	4
FREE ELECTIVE	3

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.

*4 upper-level business credits selected from the following:

MGT305 Managerial Decision Making	4
MGT345 Managing with Information Systems	4
MGT346 Developing Managerial Competence	4
MGT420 Managing for Change	4

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

SAMPLE PROGRAM SEQUENCE

- **B.S., Interior Design Management Program Statistics**



Bachelor of Science Degree (B.S.) Interior Design Management

SAMPLE PROGRAM SEQUENCE

	Qtr. hrs. credit		Qtr. hrs. credit
FIRST QUARTER		SEVENTH QUARTER	
INT100	Studio I: Architectural Visualization..... 4	INT230	Materials, Textiles, and Finishes..... 4
INT110	Sketching and Rendering..... 3	MAT211	College Algebra..... 4
CIS115	Computer Applications 4	SOC202	Microeconomics..... 4
GEC123	Introduction to Applied Psychology 4		Business Elective** 4
SECOND QUARTER		EIGHTH QUARTER	
INT120	Studio II: Conceptual Design 4	INT220	Studio IV: Lighting I 4
ACC110	Fundamentals of Accounting for Managers..... 4	INT260	Architectural Construction and Methods I 4
ENG105	Expository Writing 4	MAT215	Statistics I..... 4
	General Education Core Mathematics/ Science Elective 4		Social Science Elective 4
THIRD QUARTER		NINTH QUARTER	
INT130	Color and Composition 3	INT240	Studio V: Residential I 4
BUS100	Business Organization and Management 4	MKT351	Public Relations 4
ENG106	Writing Through Literature..... 4	SOC231	Human Relations in the Workforce..... 4
	General Education Core Humanities Elective 4		Mathematics/Science Elective 4
FOURTH QUARTER		TENTH QUARTER	
INT150	CAD I 4	ENG315	Writing in the Workplace 4
INT281	Career Management Seminar 2		Mathematics/Science Elective 4
INT210	Perspective Drawing 3		Social Science Elective 4
BUS255	Entrepreneurship..... 4		Free Elective 3
FIFTH QUARTER		ELEVENTH QUARTER	
INT160	Studio III: Space Planning..... 4		Humanities Elective..... 2
INT170	History of Furniture and Interiors I 4		Liberal Arts Elective..... 4
MGT220	Principles of Management 4		Mathematics/Science Elective 4
SOC201	Macroeconomics..... 4		Social Science Elective 4
SIXTH QUARTER		TWELFTH QUARTER	
INT200	CAD II 4	INT483	Internship 4
INT171	History of Furniture and Interiors II..... 4		Liberal Arts Electives..... 8
ENG115	Public Speaking 4		
MKT220	Principles of Marketing 4		

180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

**Business Elective—Choose one course from the following upper division courses:

MGT305	Managerial Decision Making 4
MGT345	Managing with Information Systems..... 4
MGT346	Developing Managerial Competencies 4
MGT420	Managing for Change..... 4

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/disclosures/bs_interior_design_management_statistics.htm

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Justice Studies - Criminal Justice

Learn the skills to help make the world more secure.

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

Benefit from:

- A curriculum that examines:
 - The causes of crime
 - Criminal law and procedure
 - The role of law enforcement
 - Forensic science
 - Research methods
- Practical job preparation
- Exciting courses in specialized areas, such as:
 - Terrorism
 - Cyber Crime
 - Global Security
 - Intelligence
 - Case Management
- The opportunity to analyze emerging issues and focus studies in a single area such as policing or security
- Valuable, practical experience through program-related, faculty-monitored internships or job-related assignments
- A seamless transition between Associate's and Bachelor's degrees

Degree Programs

- **A.A.S., Justice Studies - Criminal Justice**
- **B.S., Justice Studies - Criminal Justice**
- **B.S., Justice Studies - Criminal Justice with a Minor in Information Technology Management**
- **B.S., Justice Studies - Criminal Justice with a Minor in Legal Studies**
- **B.S., Justice Studies - Criminal Justice with a Minor in Management**

- **Berkeley College Academic Program Statistics**



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

JUS293 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 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.

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

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.

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.

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.

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.

General Education Core Humanities Elective

4

FREE ELECTIVES

8

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.

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.

*LAW240 can be used as a Justice Studies elective.

SAMPLE PROGRAM SEQUENCE

- **A.A.S., Justice Studies - Criminal Justice New Jersey Program Statistics**

- **A.A.S., Justice Studies - Criminal Justice New York Program Statistics**



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

SAMPLE PROGRAM SEQUENCE

	Qtr. hrs. credit		Qtr. hrs. credit
FIRST QUARTER		FOURTH QUARTER	
JUS100 Introduction to Justice Studies	4	JUS205 Criminal Law.....	4
CIS115 Computer Applications	4	JUS255 Computer Applications in Criminal Justice	2
ENG105 Expository Writing	4	CIS204 Database Management Systems	2
GEC123 Introduction to Applied Psychology	4	SOC210 Introduction to Sociology	4
		SOC218 Police and Society	4
SECOND QUARTER		FIFTH QUARTER	
JUS110 Communication Skills for Justice Professionals	4	SOC220 Criminology	4
BUS100 Business Organization and Management	4	ENG115 Public Speaking	4
ENG106 Writing Through Literature.....	4	HUM225 Introduction to Ethics	4
General Education Core Humanities Elective	4	Justice Studies Elective	4
THIRD QUARTER		SIXTH QUARTER	
JUS201 Criminal Procedure.....	4	JUS293 Internship	4
BUS226 Career Management Seminar	2	Free Electives	8
SCI230 Forensic Science.....	4		
SOC225 Introduction to Psychology	4		

90 QUARTER CREDIT HOURS
REQUIRED FOR GRADUATION

*LAW240 can be used as a Justice Studies elective.

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

Course Requirements

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*

16

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

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

22

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 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

	Qtr. hrs. credit
FIRST QUARTER	
JUS100 Introduction to Justice Studies	4
CIS115 Computer Applications	4
ENG105 Expository Writing	4
GEC123 Introduction to Applied Psychology	4
SECOND QUARTER	
JUS110 Communication Skills for Justice Professionals	4
BUS100 Business Organization and Management	4
ENG106 Writing Through Literature.....	4
General Education Core Mathematics/Science Elective	4
THIRD QUARTER	
JUS201 Criminal Procedure.....	4
BUS226 Career Management Seminar	2
ENG115 Public Speaking	4
General Education Core Humanities Elective	4
FOURTH QUARTER	
JUS205 Criminal Law.....	4
CIS204 Database Management Systems	2
HUM225 Introduction to Ethics.....	4
SOC218 Police and Society	4
FIFTH QUARTER	
JUS255 Computer Applications in Criminal Justice	2
SOC220 Criminology	4
SOC225 Introduction to Psychology	4
Free Elective	4
SIXTH QUARTER	
SCI230 Forensic Science.....	4
SOC210 Introduction to Sociology.....	4
Humanities Elective.....	4
Free Elective	4

	Qtr. hrs. credit
SEVENTH QUARTER	
JUS305 Justice and the Judiciary	4
MAT211 College Algebra.....	4
SOC215 Introduction to Political Science	4
SOC318 Drugs and Drug Policy	4
EIGHTH QUARTER	
JUS307 Corrections, Probation, and Parole.....	4
MAT215 Statistics I.....	4
SOC320 Gender, Race, and Class.....	4
Justice Studies Elective**	4
NINTH QUARTER	
JUS406 Research Methods in Criminal Justice.....	4
SOC415 Global Social Change.....	4
Justice Studies Elective**	4
Free Elective	4
TENTH QUARTER	
ENG315 Writing for the Workplace.....	4
Justice Studies Elective**	4
Mathematics/Science Elective	4
Free Elective	4
ELEVENTH QUARTER	
SOC425 Abnormal Psychology	4
Justice Studies Elective**	4
Liberal Arts Elective.....	4
TWELFTH QUARTER	
JUS483 Internship	4
Liberal Arts Elective.....	4
Free Electives	6
180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION	

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

**LAW240 and LAW310 can be used as Justice Studies Electives.

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Justice Studies - Criminal Justice with a Minor in Information Technology Management

Bachelor of Science Degree (B.S.)

Course Requirements

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**



Bachelor of Science Degree (B.S.) Justice Studies - Criminal Justice with a Minor in Information Technology Management

SAMPLE PROGRAM SEQUENCE

	Qtr. hrs. credit		Qtr. hrs. credit
FIRST QUARTER		SEVENTH QUARTER	
JUS100 Introduction to Justice Studies	4	JUS305 Justice and the Judiciary	4
CIS115 Computer Applications	4	ITM250 Information Technology and Law	4
ENG105 Expository Writing	4	MAT211 College Algebra	4
GEC123 Introduction to Applied Psychology	4	SOC215 Introduction to Political Science	4
SECOND QUARTER		EIGHTH QUARTER	
JUS110 Communication Skills for Justice Professionals	4	JUS307 Corrections, Probation, and Parole	4
BUS100 Business Organization and Management	4	ITM310 Principles of Database Management	4
ENG106 Writing Through Literature	4	MAT215 Statistics I	4
General Education Core Mathematics/ Science Elective	4	Justice Studies Elective**	4
THIRD QUARTER		NINTH QUARTER	
JUS201 Criminal Procedure	4	JUS406 Research Methods in Criminal Justice	4
BUS226 Career Management Seminar	2	SOC318 Drugs and Drug Policy	4
ENG115 Public Speaking	4	Justice Studies Elective**	4
General Education Core Humanities Elective	4	Humanities Elective	4
FOURTH QUARTER		TENTH QUARTER	
JUS205 Criminal Law	4	SOC320 Gender, Race, and Class	4
CIS204 Database Management Systems	2	SOC415 Global Social Change	4
ITM100 Introduction to Information Technology	4	ENG315 Writing for the Workplace	4
SOC218 Police and Society	4	Justice Studies Elective**	4
FIFTH QUARTER		ELEVENTH QUARTER	
JUS255 Computer Applications in Criminal Justice	2	SOC425 Abnormal Psychology	4
ITM200 Introduction to Networking	4	Liberal Arts Elective	4
SOC220 Criminology	4	Mathematics/Science Elective	4
SOC225 Introduction to Psychology	4	TWELFTH QUARTER	
SIXTH QUARTER		JUS483 Internship	4
HUM225 Introduction to Ethics	4	Liberal Arts Elective	4
ITM210 Introduction to Database Management	4	Free Electives	6
SCI230 Forensic Science	4	180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION	
SOC210 Introduction to Sociology	4		

*24 Liberal Arts credits must be at the 300/400 level.
**LAW240 and LAW310 can be used as Justice Studies Electives.

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/disclosures/bs_justice_studies_criminal_justice_minor_information_technology_management_nj_statistics.htm and BerkeleyCollege.edu/disclosures/bs_justice_studies_criminal_justice_minor_information_technology_management_ny_statistics.htm.

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Justice Studies - Criminal Justice with a Minor in Legal Studies

Bachelor of Science Degree (B.S.)

Course Requirements

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 and Legal Electives

16

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

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MAT211 College Algebra 4

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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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SOC210 Introduction to Sociology

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SOC215 Introduction to Political Science

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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

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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 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.

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 Legal Studies New Jersey Program Statistics**
- **B.S., Justice Studies - Criminal Justice with a Minor in Legal Studies New York Program Statistics**



Bachelor of Science Degree (B.S.) Justice Studies - Criminal Justice with a Minor in Legal Studies

SAMPLE PROGRAM SEQUENCE

	Qtr. hrs. credit		Qtr. hrs. credit
FIRST QUARTER		SEVENTH QUARTER	
JUS100 Introduction to Justice Studies	4	JUS305 Justice and the Judiciary	4
CIS115 Computer Applications	4	MAT211 College Algebra.....	4
ENG105 Expository Writing.....	4	SOC215 Introduction to Political Science	4
GEC123 Introduction to Applied Psychology.....	4	SOC318 Drugs and Drug Policy	4
SECOND QUARTER		EIGHTH QUARTER	
JUS110 Communication Skills for Justice Professionals	4	JUS307 Corrections, Probation, and Parole.....	4
BUS100 Business Organization and Management	4	MAT215 Statistics I.....	4
ENG106 Writing Through Literature.....	4	SOC320 Gender, Race, and Class.....	4
General Education Core Mathematics/ Science Elective	4	Justice Studies and Legal Elective	4
THIRD QUARTER		NINTH QUARTER	
JUS201 Criminal Procedure.....	4	JUS406 Research Methods in Criminal Justice.....	4
BUS226 Career Management Seminar	2	LAW230 Civil Litigation.....	4
ENG115 Public Speaking	4	SOC415 Global Social Change.....	4
General Education Core Humanities Elective	4	Justice Studies and Legal Elective	4
FOURTH QUARTER		TENTH QUARTER	
JUS205 Criminal Law.....	4	LAW310 Alternative Dispute Resolution.....	4
CIS204 Database Management Systems	2	ENG315 Writing for the Workplace.....	4
HUM225 Introduction to Ethics.....	4	Mathematics/Science Elective	4
SOC218 Police and Society	4	Justice Studies and Legal Elective	4
FIFTH QUARTER		ELEVENTH QUARTER	
JUS255 Computer Applications in Criminal Justice.....	2	SOC425 Abnormal Psychology	4
BUS231 Business Law I	4	Justice Studies and Legal Elective	4
SOC220 Criminology	4	Liberal Arts Elective.....	4
SOC225 Introduction to Psychology	4	TWELFTH QUARTER	
SIXTH QUARTER		JUS483 Internship	4
LAW210 Legal Research.....	4	Humanities Elective	4
SCI230 Forensic Science.....	4	Liberal Arts Elective.....	4
SOC210 Introduction to Sociology.....	4	Free Elective	2
Humanities Elective.....	4	180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION	

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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/disclosures/bs_justice_studies_criminal_justice_minor_legal_studies_nj_statistics.htm and BerkeleyCollege.edu/disclosures/bs_justice_studies_criminal_justice_minor_legal_studies_ny_statistics.htm.

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Bachelor of Science Degree (B.S.)

Course Requirements

MAJOR COURSES

Qtr. hrs. credit

JUS100 Introduction to Justice Studies

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JUS205 Criminal Law

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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

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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

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

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 Management New Jersey Program Statistics**
- **B.S., Justice Studies - Criminal Justice with a Minor in Management New York Program Statistics**



Bachelor of Science Degree (B.S.) Justice Studies - Criminal Justice with a Minor in Management

SAMPLE PROGRAM SEQUENCE

	Qtr. hrs. credit				Qtr. hrs. credit
FIRST QUARTER			SEVENTH QUARTER		
JUS100	Introduction to Justice Studies	4	JUS305	Justice and the Judiciary	4
CIS115	Computer Applications	4	MAT211	College Algebra.....	4
ENG105	Expository Writing.....	4	MGT249	Human Resource Management	4
GEC123	Introduction to Applied Psychology.....	4	SOC215	Introduction to Political Science	4
SECOND QUARTER			EIGHTH QUARTER		
JUS110	Communication Skills for Justice Professionals	4	JUS307	Corrections, Probation, and Parole.....	4
BUS100	Business Organization and Management	4	MAT215	Statistics I.....	4
ENG106	Writing Through Literature.....	4		Justice Studies Elective**	4
	General Education Core Mathematics/ Science Elective	4		Liberal Arts Elective.....	4
THIRD QUARTER			NINTH QUARTER		
JUS201	Criminal Procedure.....	4	JUS406	Research Methods in Criminal Justice.....	4
BUS226	Career Management Seminar	2	MGT332	Operations Management.....	4
ENG115	Public Speaking	4	SOC318	Drugs and Drug Policy	4
	General Education Core Humanities Elective	4		Justice Studies Elective**	4
FOURTH QUARTER			TENTH QUARTER		
JUS205	Criminal Law.....	4	ENG315	Writing for the Workplace.....	4
CIS204	Database Management Systems	2	SOC320	Gender, Race, and Class.....	4
MGT220	Principles of Management	4	SOC415	Global Social Change.....	4
SOC218	Police and Society	4		Justice Studies Elective**	4
FIFTH QUARTER			ELEVENTH QUARTER		
JUS255	Computer Applications in Criminal Justice.....	2	SOC425	Abnormal Psychology	4
MGT225	Customer Service Management.....	4		Liberal Arts Elective.....	4
SOC220	Criminology	4		Humanities Elective.....	4
SOC225	Introduction to Psychology	4	TWELFTH QUARTER		
SIXTH QUARTER			JUS483	Internship	4
HUM225	Introduction to Ethics.....	4		Free Electives	6
MGT231	Organizational Behavior	4		Mathematics/Science Elective	4
SCI230	Forensic Science.....	4	180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		
SOC210	Introduction to Sociology.....	4	*24 Liberal Arts credits must be at the 300/400 level.		
			**LAW240 and LAW310 can be used as Justice Studies Electives.		

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/disclosures/bs_justice_studies_criminal_justice_minor_management_nj_statistics.htm and BerkeleyCollege.edu/disclosures/bs_justice_studies_criminal_justice_minor_management_ny_statistics.htm.

**Berkeley College
Overview**

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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. In addition, various tracks within the Bachelor's degree program allow students to concentrate on:

- Legal administration
- Business
- Elder care law

Benefit from:

- Performing law-related work in a wide range of disciplines
- Courses that focus on legal theory and practical application with attorneys in both private and public practice
- Exceptional faculty, including experienced corporate, litigation, and government attorneys who bring firsthand knowledge
- Instruction in current technology used in law-related applications and electronic legal research databases
- Valuable, practical experience through program-related, faculty-monitored internships or job-related assignments
- A seamless transition between Associate's and Bachelor's degrees

Graduates will be prepared to perform law-related work under the supervision of a lawyer, such as:

- Identifying and analyzing legal issues
- Investigating and evaluating facts
- Preparing pleadings, contracts, forms, legal memoranda, and other documents
- Interviewing clients and witnesses
- Case management
- Conducting legal research
- And many other law-related duties

Degree Programs

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

- **Berkeley College Academic Program Statistics**



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Legal Studies

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

Course Requirements

MAJOR COURSES

Qtr. hrs. credit

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.

LAW100 Introduction to Law and the American Legal System

4

Students will be introduced to the United States legal system. The structure and administration of the state and federal courts are examined as well as the function of the trial and appellate courts. The sources of law will be discussed, and procedural and substantive law distinguished. Students will be introduced to the legal principles of torts, contracts, criminal, civil, and property law.

LAW200 Legal Ethics and Professional Values

4

The course will introduce students to the defining ethical issues that lawyers and the legal community face in various practice settings. Topics will include access to justice; issues in the attorney-client relationship, such as competence, confidentiality, and conflict of interest; and ethics in particular context, such as criminal practice, government, and corporate law.

Prerequisite: LAW100 or BUS231 or JUS100

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

LAW220 Writing for Legal Professionals

4

Students will structure and draft legal case briefs, opinion letters, and memoranda of law in a logical, clear, concise manner. The course will stress proper grammar, organization, legal citation, and ethical considerations in legal writing. The students will learn appropriate writing style and tone, adapting the style/tone based on purpose of document and audience. The students will learn the use of outlines and charts in preparing to write legal documents.

Prerequisites: LAW210, ENG106

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

LAW293 Legal Studies 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

Legal Studies Elective*

4

BUSINESS COURSES

ACC110 Fundamentals of Accounting for Managers

4

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

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.

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

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.

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

Humanities Elective 4

Mathematics/Science Elective 4

Social Science Elective 4

General Education Core Humanities Elective 4

General Education Core Mathematics/Science Elective	4
FREE ELECTIVES	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.

Students must achieve a grade of C or better in both ENG105 and ENG106 to remain in the program.

*JUS220 can be used as a Legal Studies Elective.

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

	Qtr. hrs. credit		Qtr. hrs. credit
FIRST QUARTER		FOURTH QUARTER	
BUS100 Business Organization and Management	4	LAW210 Legal Research.....	4
CIS115 Computer Applications	4	BUS231 Business Law I	4
ENG105 Expository Writing	4	MAT211 College Algebra.....	4
GEC123 Introduction to Applied Psychology	4	Humanities Elective.....	4
SECOND QUARTER		FIFTH QUARTER	
LAW100 Introduction to Law and the American Legal System	4	LAW220 Writing for Legal Professionals.....	4
ACC110 Fundamentals of Accounting for Managers.....	4	LAW230 Civil Litigation.....	4
ENG106 Writing Through Literature.....	4	Legal Studies Elective	4
General Education Core Humanities Elective	4	Mathematics/Science Elective	4
THIRD QUARTER		SIXTH QUARTER	
LAW200 Legal Ethics and Professional Values.....	4	LAW293 Legal Studies Internship.....	4
BUS226 Career Management Seminar	2	Social Science Elective	4
ENG115 Public Speaking	4	Free Elective	4
General Education Core Mathematics/ Science Elective	4		

**90 QUARTER CREDIT HOURS
REQUIRED FOR GRADUATION**

Students must achieve a grade of C or better in both ENG105 and ENG106 to remain in the program.

*JUS220 can be used as a Legal Studies Elective.

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/disclosures/aas_legal_studies_nj_statistics.htm and BerkeleyCollege.edu/disclosures/aas_legal_studies_ny_statistics.htm.

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

Course Requirements

MAJOR COURSES

Qtr. hrs. credit

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.

LAW100 Introduction to Law and the American Legal System

4

Students will be introduced to the United States legal system. The structure and administration of the state and federal courts are examined as well as the function of the trial and appellate courts. The sources of law will be discussed, and procedural and substantive law distinguished. Students will be introduced to the legal principles of torts, contracts, criminal, civil, and property law.

LAW200 Legal Ethics and Professional Values

4

The course will introduce students to the defining ethical issues that lawyers and the legal community face in various practice settings. Topics will include access to justice; issues in the attorney-client relationship, such as competence, confidentiality, and conflict of interest; and ethics in particular context, such as criminal practice, government, and corporate law.

Prerequisite: LAW100 or BUS231 or JUS100

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

LAW220 Writing for Legal Professionals

4

Students will structure and draft legal case briefs, opinion letters, and memoranda of law in a logical, clear, concise manner. The course will stress proper grammar, organization, legal citation, and ethical considerations in legal writing. The students will learn appropriate writing style and tone, adapting the style/tone based on purpose of document and audience. The students will learn the use of outlines and charts in preparing to write legal documents.

Prerequisites: LAW210, ENG106

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

LAW410 Constitutional Law

4

A survey of U.S. constitutional issues as primarily interpreted by the U.S. Supreme Court. Topics include issues of government structure, including the powers of the three

branches of government and checks and balances; separation of powers in the federal and state governments; and individual liberties and civil rights, including First Amendment freedom of speech, assembly, and religion, as well as the Equal Protection Clause.

Prerequisite: LAW100 or BUS231 or JUS100

LAW420 Real Property Law

4

This course will allow students to learn and explore 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. Through a simulated real estate closing exercise, students will relate theory to practice and demonstrate their knowledge of the topics studied.

Prerequisite: LAW100 or BUS231

LAW430 Advanced Legal Research, Writing, and Advocacy

4

This course further develops and refines the research, analysis, citation, and writing skills introduced in Legal Research (LAW210) and Writing for Legal Professionals (LAW220) courses. Students will prepare either a complex trial brief or appellate brief, and present oral argument.

Prerequisite: LAW220

LAW483 Legal Studies 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

Legal Studies Electives*

16

BUSINESS COURSES

ACC110 Fundamentals of Accounting for Managers

4

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

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

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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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.

HUM355 Social Justice Philosophies 4

Explores a variety of influential philosophies for justice in society from a global perspective. Students will study systems of social justice to gain an understanding of how we may live together in social systems that serve the common good.

HUM360 Law and the Humanities 4

Examines the treatment of legal themes in literature, music, film, and other visual arts as part of a broader consideration of the relationship between the humanities and the law. Students will explore the ways that the humanities utilize different perspectives and aesthetic styles in the discussion of such legal themes as morality, justice, equality, and authority.

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

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.

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.

SOC310 Intercultural Communication 4

An introduction to 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 lives.

Humanities Elective 4

Mathematics/Science Electives 8

Social Science Electives 8

Liberal Arts Electives 12

General Education Core Humanities Elective 4

General Education Core Mathematics/Science Elective 4

FREE ELECTIVES 12

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.

LEGAL STUDIES OPTIONS**Legal Administration Required Courses**

LAW260 Law Firm Communications and Technology	4
LAW330 Employment Law	4
LAW340 Law Firm Management and Administration	4
LAW460 Law Firm Financial Management	4

Business Required Courses

MGT220 Principles of Management	4
MGT346 Developing Managerial Competence	4
LAW330 Employment Law	4
LAW450 Intellectual Property Law	4

Elder Care Law Required Courses

LAW250 Wills, Trusts, and Estates	4
LAW320 Elder Care Law	4
LAW440 Contemporary Issues in Elder and Special Needs Law	4
HEA203 Ethical and Legal Aspects of Health Services	4

Students must achieve a grade of C or better in both ENG105 and ENG106 to remain in the program.

*8 Legal Studies elective credits must be at the 300/400 level. BUS331, IBS320, JUS220, JUS305, JUS403, and JUS404 can be used as Legal Studies Electives.

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

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

	Qtr. hrs. credit
FIRST QUARTER	
BUS100 Business Organization and Management	4
CIS115 Computer Applications	4
ENG105 Expository Writing	4
GEC123 Introduction to Applied Psychology	4
SECOND QUARTER	
LAW100 Introduction to Law and the American Legal System	4
ACC110 Fundamentals of Accounting for Managers	4
ENG106 Writing Through Literature.....	4
General Education Core Mathematics/ Science Elective	4
THIRD QUARTER	
LAW200 Legal Ethics and Professional Values.....	4
BUS226 Career Management Seminar	2
ENG115 Public Speaking	4
General Education Core Humanities Elective	4
FOURTH QUARTER	
LAW210 Legal Research.....	4
BUS231 Business Law I	4
CIS204 Database Management Systems	2
HUM225 Introduction to Ethics.....	4
FIFTH QUARTER	
LAW220 Writing for Legal Professionals.....	4
SOC215 Introduction to Political Science	4
SOC231 Human Relations in the Workforce.....	4
Liberal Arts Elective.....	4
SIXTH QUARTER	
LAW230 Civil Litigation.....	4
Humanities Elective.....	4
Mathematics/Science Elective	4
Liberal Arts Elective.....	4
LEGAL STUDIES OPTIONS	
Legal Administration Required Courses:	
LAW260 Law Firm Communications and Technology	4
LAW330 Employment Law.....	4
LAW340 Law Firm Management and Administration	4
LAW460 Law Firm Financial Management	4
Business Required Courses:	
MGT220 Principles of Management	4
MGT346 Developing Managerial Competence.....	4
LAW330 Employment Law.....	4
LAW450 Intellectual Property Law.....	4
Elder Care Law Required Courses:	
LAW250 Wills, Trusts, and Estates	4
LAW320 Elder Care Law	4
LAW440 Contemporary Issues in Elder and Special Needs Law	4
HEA203 Ethical and Legal Aspects of Health Services	4

	Qtr. hrs. credit
SEVENTH QUARTER	
LAW310 Alternative Dispute Resolution	4
MAT211 College Algebra.....	4
SOC310 Intercultural Communication	4
Free Elective	4
EIGHTH QUARTER	
LAW410 Constitutional Law	4
MAT215 Statistics I.....	4
HUM355 Social Justice Philosophies.....	4
Legal Studies Elective	4
NINTH QUARTER	
LAW420 Real Property Law	4
HUM360 Law and the Humanities.....	4
Legal Studies Elective	4
Social Science Elective	4
TENTH QUARTER	
LAW430 Advanced Legal Research, Writing, and Advocacy	4
ENG315 Writing for the Workplace.....	4
Legal Studies Elective	4
Mathematics/Science Elective	4
ELEVENTH QUARTER	
Legal Studies Elective	4
Liberal Arts Elective.....	4
Social Science Elective	4
TWELFTH QUARTER	
LAW483 Legal Studies Internship.....	4
Free Electives	8

180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

Students must achieve a grade of C or better in both ENG105 and ENG106 to remain in the program.

*8 Legal Studies elective credits must be at the 300/400 level. BUS331, IBS320, JUS220, JUS305, JUS403, and JUS404 can be used as Legal Studies Electives.

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

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National Security

Prepare for a career in a critical field that affects us all.

With the future of the world at stake, few career fields are as critical as national security. Berkeley College offers a career-focused degree program to prepare students for a wide range of positions in various security sectors. The program is designed to provide a broad understanding of homeland security, emergency management, technology, communications, intelligence, critical infrastructure, terrorism, and other important aspects of security.

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 rich and vibrant curriculum that combines high academic standards and real-world experiences
- The opportunity to develop essential skills in writing, ethics, critical thinking, and strategic planning, which can be advantages in a competitive job market
- An understanding of fundamental concepts of professional security and related fields, including:
 - Constitutional law and public policy
 - Research and analysis
 - Technology and critical infrastructure
 - The application of strategies in the areas of intelligence, terrorism, and counterterrorism

Degree Program

- **B.S., National Security**
- **Berkeley College Academic Program Statistics**

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

Course Requirements

MAJOR COURSES

Qtr. hrs. credit

JUS230 Terrorism

4

A study of the history and causes of terrorism, including an overview of the philosophies, objectives, strategies, technology, and response of democratic governments in combating terrorism. Concentrates on the structure and function of major terrorist groups. Includes an investigation of terrorist activities, legal viewpoints, and media responsibility.

Prerequisite: JUS100 or NTS102

JUS302 Homeland Security

4

An introduction to the emerging issues of Homeland Security and potential terrorist threats. Includes the history of terrorism, the National Security Act, the events of September 11, and overall public safety challenges.

Prerequisite: JUS100 or NTS102

JUS314 Introduction to Intelligence

4

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: JUS100 or NTS102

NTS102 Introduction to National Security

4

This course 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.

NTS110 Communication Skills for National Security

4

This course 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. Students participate in novel, team-based problem scenarios that provide the foundation for acquiring advanced cognitive analytic methods and strategies. Students will engage in interdisciplinary information science processes and will develop and present analytic products responding to National Security requirements.

Prerequisite: NTS102

NTS215 Introduction to Emergency Management

4

Students will learn 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: NTS102

NTS255 Computer Applications in National Security

2

An introduction to the fundamental concepts concentrated with computers and applications systems in National Security. This course offers a survey of security and privacy issues in Cloud Computing systems, along with an overview of current best practices and available technologies. Students will learn how to use game theory to formally study situations of potential conflict, such as situations where the eventual outcome depends not just on your decision and chance, but the actions of others as well.

Prerequisites: CIS115, NTS102

NTS256 Computers, Technology, and National Security

2

This course provides a broad conceptual overview of the role

of technology and its implications for National Security in order to baseline students' understanding of this field. The various roles and responsibilities of key technological stakeholders, how technology is developed within the National Security departmental apparatus, and the concern of technological proliferation will be addressed. Lastly, since robotics or "autonomous systems" play an ever-increasing role in National Security, the use of such technology will be discussed.

Prerequisites: CIS115, NTS102

NTS401 Emergency Planning

4

This course will provide students with the skills to develop a comprehensive plan for risk analysis, threat assessment, staffing an emergency operations center, coordinating with supporting agencies, and creating a continuing testing program. Actual case studies are used to teach students how to plan for natural disasters as well as terrorism at the federal, state, and local levels.

Prerequisite: NTS102

NTS410 Research Methods in National Security

4

This course teaches students to design their own empirical research and evaluate the research of others, in all arenas of National Security. The course begins with an introduction to research and also exposes students to research within the field of National Security. The philosophy of social science and several theoretical approaches used in National Security will be examined. The details of social science research design, data collection, and data analysis through social science qualitative, comparative, and quantitative research methods will be addressed. Students will prepare an empirical research paper in an area of their interest directly related to National Security.

Prerequisite: NTS102

NTS483 Internship

4

This course 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

Select Homeland Security Specialization or Cyber Security Specialization below* 36

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

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 Electives

8

Mathematics/Science Elective

4

Liberal Arts Electives

8

General Education Core Humanities Elective

4

General Education Core Mathematics/Science Elective

4

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.

HOMELAND SECURITY SPECIALIZATION*

JUS405 Transportation Security

4

NTS216 U.S. Policy and National Security

4

NTS217 Ethics and Homeland Security

4

NTS305 Domestic Terrorism and Violent Extremism

4

NTS306 Cryptography and Data Security

4

NTS307 Threat and Risk Assessment

4

NTS400 Weapons of Mass Destruction

4

NTS403 National Security Law

4

NTS404 Counterterrorism and Intelligence Analysis

4

OR

CYBER SECURITY SPECIALIZATION*

ITM210 Introduction to Database Management	4
ITM250 Information Technology and Law	4
JUS401 Corporate Security Management	4
JUS402 Private Security Management	4
JUS403 Cyber Crime	4
NTS307 Threat and Risk Assessment	4
NTS308 Systems and Security Auditing	4
NTS402 Digital Forensics	4
NTS404 Counterterrorism and Intelligence Analysis	4

**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 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 - CYBER SECURITY SPECIALIZATION

SAMPLE PROGRAM SEQUENCE - HOMELAND SECURITY SPECIALIZATION

- **B.S., National Security New Jersey Program Statistics**
- **B.S., National Security New York Program Statistics**

Bachelor of Science Degree (B.S.) National Security–Cyber Security Specialization

SAMPLE PROGRAM SEQUENCE

	Qtr. hrs. credit		Qtr. hrs. credit
FIRST QUARTER		SEVENTH QUARTER	
NTS102 Introduction to National Security	4	NTS307 Threat and Risk Assessment.....	4
CIS115 Computer Applications	4	JUS302 Homeland Security.....	4
ENG105 Expository Writing	4	MAT215 Statistics I.....	4
GEC123 Introduction to Applied Psychology	4	SOC225 Introduction to Psychology	4
SECOND QUARTER		EIGHTH QUARTER	
NTS110 Communication Skills for National Security.....	4	NTS308 Systems Security and Auditing	4
BUS100 Business Organization and Management	4	JUS314 Introduction to Intelligence.....	4
ENG106 Writing Through Literature.....	4	ENG315 Writing for the Workplace.....	4
General Education Core Mathematics/ Science Elective	4	SOC318 Drugs and Drug Policy	4
THIRD QUARTER		NINTH QUARTER	
NTS215 Introduction to Emergency Management.....	4	NTS401 Emergency Planning	4
ITM210 Introduction to Database Management	4	NTS402 Digital Forensics.....	4
BUS226 Career Management Seminar	2	JUS401 Corporate Security Management.....	4
General Education Core Humanities Elective	4	SOC320 Gender, Race, and Class.....	4
FOURTH QUARTER		TENTH QUARTER	
CIS204 Database Management Systems	2	NTS404 Counterterrorism and Intelligence Analysis.....	4
ENG115 Public Speaking	4	JUS402 Private Security Management	4
SCI230 Forensic Science	4	SOC415 Global Social Change.....	4
SOC210 Introduction to Sociology.....	4	Humanities Elective.....	4
FIFTH QUARTER		ELEVENTH QUARTER	
ITM250 Information Technology and Law	4	NTS410 Research Methods in National Security.....	4
NTS255 Computer Applications in National Security	2	JUS403 Cyber Crime	4
JUS230 Terrorism	4	SOC425 Abnormal Psychology	4
HUM225 Introduction to Ethics.....	4	Liberal Arts Elective.....	4
SIXTH QUARTER		TWELFTH QUARTER	
NTS256 Computers, Technology, and National Security	2	NTS483 Internship	4
MAT211 College Algebra.....	4	Liberal Arts Elective.....	4
SOC215 Introduction to Political Science	4	Humanities Elective.....	4
Mathematics/Science Elective	4		

**180 QUARTER CREDIT HOURS
REQUIRED FOR GRADUATION**

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Bachelor of Science Degree (B.S.) National Security–Homeland Security Specialization

SAMPLE PROGRAM SEQUENCE

	Qtr. hrs. credit				Qtr. hrs. credit
FIRST QUARTER			SEVENTH QUARTER		
NTS102	4		NTS305	4	
CIS115	4		NTS306	4	
ENG105	4		MAT215	4	
GEC123	4		SOC225	4	
SECOND QUARTER			EIGHTH QUARTER		
NTS110	4		NTS307	4	
BUS100	4		JUS302	4	
ENG106	4		ENG315	4	
			SOC318	4	
			NINTH QUARTER		
THIRD QUARTER			NTS400	4	
NTS215	4		NTS401	4	
BUS226	2		JUS314	4	
ENG115	4		SOC320	4	
			TENTH QUARTER		
FOURTH QUARTER			NTS403	4	
NTS216	4		NTS404	4	
CIS204	2		SOC415	4	
SCI230	4			4	
SOC210	4			4	
FIFTH QUARTER			ELEVENTH QUARTER		
NTS217	4		JUS405	4	
NTS255	2		NTS410	4	
JUS230	4		SOC425	4	
HUM225	4			4	
SIXTH QUARTER			TWELFTH QUARTER		
NTS256	2		NTS483	4	
MAT211	4			4	
SOC215	4			4	
			180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		

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Enrollment in specific courses may be limited at the discretion of the College.



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Larry L. Luing School of Business Courses

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Accounting

ACC110 Fundamentals of Accounting for Managers

4 Credit Hours

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

ACC111 Financial Accounting I

4 Credit Hours

An introduction to the basic structure of accounting terminology and procedures. Students learn about recording and reporting functions, adjusting and closing entries, working papers, and the preparation of financial statements.

ACC112 Financial Accounting II

4 Credit Hours

Covers the partnership and corporate form of a business organization. Students learn accounting principles for the valuation of merchandise inventory. Course also introduces the recording of plant assets, intangible assets, depreciation, current liabilities, and payroll by the accrual method.

Prerequisite: ACC111

ACC113 Managerial Accounting

4 Credit Hours

An introduction to the use of accounting information for management planning, control in budget preparation, and the evaluation of cost behavior. Students learn how to prepare and interpret cash flow statements and make managerial decisions based on financial statement analyses.

Prerequisite: ACC110 or ACC112

ACC201 Intermediate Accounting I

4 Credit Hours

Presents an in-depth study of accounting concepts, principles, and processes. Students examine the development and purpose of working papers, cost and revenue apportionments, and adjusting and reversing entries. Course places emphasis on contemporary accounting theory.

Prerequisite: ACC113

ACC202 Intermediate Accounting II

4 Credit Hours

A continuation of Intermediate Accounting I. The course gives special attention to classifications in the balance sheet. Students learn accounting for fixed assets, current and long-term liabilities, and stockholders' equity.

Prerequisite: ACC201

ACC203 Intermediate Accounting III

4 Credit Hours

Students will explore contemporary accounting topics as enumerated in FASB pronouncements. Topics include investments in marketable securities, income taxes, pensions, post-retirement benefits, leases, accounting changes, error analyses, and statements of cash flow.

Prerequisite: ACC202

ACC240 Cost Accounting

4 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 cost systems. Students study the valuation of expenses and distribution of overhead in order to facilitate the preparation of statements.

Prerequisites: ACC113, MAT212

ACC255 Computer Applications in Accounting

2 Credit Hours

Students use a major accounting software application to input data into books of original entry; maintain accounts receivable and payable, general ledger, payroll, and charts of account; generate financial statements; and more. They also use a major spreadsheet application to analyze financial and accounting information, and to generate and analyze reports.

Prerequisites: CIS115, ACC113

ACC310 Advanced Accounting

4 Credit Hours

Examines advanced theory and problem solving for corporations and partnerships. Provides an analytical overview of the accounting problems associated with mergers and acquisitions. Students learn how to prepare and interpret financial reports with respect to the resultant combined corporate entities.

Prerequisite: ACC203

ACC330 Government and Nonprofit Accounting

4 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: ACC203

ACC351 Federal Taxation I

4 Credit Hours

Course introduces the study of federal income tax, including the principles of income recognition, business and nonbusiness expense deductions, and the concept of capital gains and losses. Students prepare tax returns and supporting schedules.

Prerequisite: ACC203

ACC352 Federal Taxation II

4 Credit Hours

A continuation of ACC351. Course introduces the study of advanced income taxation. Provides particular emphasis on taxation of corporations, partnerships, and estates.

Prerequisite: ACC351

ACC410 Auditing

4 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 the philosophy and conceptual foundations of auditing, the standards that guide the auditor, and the methodology used in conducting an audit.

Prerequisites: ACC310, MAT215

ACC415 Forensic Accounting and Fraud Investigation

4 Credit Hours

Covers basic forensic accounting principles, types of fraud, and methods to detect and investigate financial fraud in an organization. Provides students with a broad understanding of various types of fraud prevention and detection procedures.

Prerequisite: FIN301

ACC425 Advanced Analysis of Financial Statements

4 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: ACC410

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Business Administration

BUS100 Business Organization and Management

4 Credit Hours

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.

BUS210 Introduction to Business Research

4 Credit Hours

Provides students with an understanding of the research process relating to management and business. The course includes discussions of specific philosophical research debates concerning knowledge, objects, truth, and research ethics, and seeks to develop skills in the areas of problem definition, literature review, research method application, and proposal and dissertation writing.

BUS226 Career Management Seminar

**2 Credit Hours
24 Clock Hours**

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 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.

BUS245 Business Ethics

4 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: BUS100 or Principles course within major

BUS250 Computer Applications in Business**2 Credit Hours**

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

Prerequisites: BUS100, CIS115

BUS255 Entrepreneurship**4 Credit Hours**

Examines the conversion of ideas into successful business ventures. Topics include developing ideas for entrepreneurial ventures, testing the feasibility of ideas, evaluating the impact of business ownership on a person's lifestyle, preparing business plans, seeking expert advice, securing financing, and avoiding common pitfalls.

Prerequisite: BUS100

BUS260 Business in Technology-Mediated Environments**4 Credit Hours**

An introduction to the ideas, decisions, policies, and practices facing organizations conducting business in technologically-mediated environments. Topics include the various roles technology plays in business models, legal and social challenges, organizational requirements, financial expectations, and current business practices.

Prerequisite: BUS100

BUS267 Management Information Systems**4 Credit Hours**

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

Prerequisite: BUS100

BUS270 Special Topics in Business**4 Credit Hours**

Involves readings and discussions organized around selected topics in business. Topics will vary from quarter to quarter.

BUS281 Project Management**4 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.

Prerequisite: BUS100

BUS293 Internship

4 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: BUS226 and departmental approval

BUS304 Data Analysis in Decision Making

4 Credit Hours

Introduces students to the fast-growing field of business analytics. The course provides students with a general understanding of quantitative methods, analytical software, and data analysis to help them comprehend and analyze contemporary business issues and problems. The emphasis is placed on critical thinking and quantitative reasoning skills.

Prerequisite: MAT215

BUS310 Principles of Strategy

4 Credit Hours

Provides students with a strong foundation in strategic planning and strategic management by examining relevant theories and introducing different strategy levels including business level, corporate level, and international strategies. Students will learn the importance of effective strategy execution as well as the importance of ethics and social responsibility.

Prerequisites: BUS100, MGT220

BUS319 Money and Banking

4 Credit Hours

Provides an overview of the relationship between the financial system and the level, growth, and stability of economic activity. Emphasizes the theory, structure, and regulation of financial markets and institutions. Students also examine the role of capital market yields as the mechanism that allocates savings and investments.

Prerequisites: FIN301, SOC201, SOC202

BUS320 Entertainment Studies

4 Credit Hours

An introduction to the various specialties within the entertainment industry. Students examine various strategies and relationships among entertainment products.

BUS331 Business Law II

4 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: BUS231

BUS410 Business Research Methodology

4 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: BUS100, MAT215

BUS451 Business Strategy and Policy

4 Credit Hours

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

Prerequisites: FIN301, IBS201, MGT220, MKT220

BUS483 Internship

4 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: BUS226 and departmental approval

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Computer Information Systems

CIS115 Computer Applications

4 Credit Hours

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.

CIS131 Fundamentals of Information Technology

4 Credit Hours

Provides an overview of network concepts and terminology. Students learn about local and wide-area networks, the OSI model of networking, network protocols, transmission methods, physical and logical topologies, and network hardware.

CIS201 Advanced Spreadsheets

2 Credit Hours

Students gain experience with spreadsheet applications, such as Microsoft Excel. Topics include building complex worksheets; importing and exporting data; using mathematical, financial, and statistical functions; developing macros; consolidating spreadsheets; creating templates; and utilizing "what if" analyses to make business decisions.

Prerequisite: CIS115

CIS204 Database Management Systems

2 Credit Hours

Hands-on experience with well-known database management software applications, such as Microsoft Access. Topics include an introduction to database programming, multiple database files, query files, reports, and the planning, development, and implementation of database systems.

Prerequisite: CIS115

CIS212 Multimedia and Business Presentations

2 Credit Hours

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

Prerequisite: CIS115

CIS215 Administrative Technologies**2 Credit Hours**

Focuses on the integration of decision-making skills and administrative technologies to facilitate professional operations and enhance productivity. Topics include scheduling, event planning, records management, office procedures, and electronic communications and research.

CIS241 Graphic Development**3 Credit Hours**

Students learn to create 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.

CIS270 Special Topics in Technology**3 Credit Hours**

Involves readings and discussions around various topics in technology. Topics vary from quarter to quarter.

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Fashion

FAS101 Introduction to the Fashion Business

4 Credit Hours

Provides an overview of the fashion industry and its global reach, familiarizing students with fashion history, product development, manufacturing, marketing, and sales. Various fashion careers and opportunities are explored.

FAS224 Fashion Product Knowledge

4 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, with a focus on consumer behaviors, needs, marketing, and sales. Students are also introduced to the basics of home furnishings, beauty, and cosmetics.

Prerequisite: FAS101

FAS230 Fashion Textiles for Apparel and Home

4 Credit Hours

Provides a comprehensive overview of the textile industry. Students acquire 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.

FAS240 Visual Merchandising

4 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.

FAS245 Merchandise Planning and Buying

4 Credit Hours

Provides an overview of modern inventory control systems and sales records. Topics include retail methods of inventory, operating statements, techniques of planning, and methods of figuring markups, markdowns, open-to-buy, and terms of sales.

FAS250 Product Lifecycle Management and Sustainability**4 Credit Hours**

Students are introduced to supply chain management and sourcing in a global fashion environment, with a focus on sustainable business models and practices. Various cloud-based technologies and software programs are utilized.

Prerequisites: CIS115, FAS245

FAS261 Trend Analysis and Product Development**4 Credit Hours**

Provides an overview and analysis of current color, fiber, and fashion trends, as well as their impact on fashion product development from concept to consumer. Students will examine the merchandising process and learn to apply business strategies to achieve profitability.

Prerequisites: FAS101, FAS230, MKT220

FAS270 Special Topics in Fashion**4 Credit Hours**

Involves readings and discussions organized around selected themes in fashion. Themes will vary each quarter.

FAS321 Art's Influence on Fashion**4 Credit Hours**

Examines fashion as a defining art form and analyzes how it influences current fashion collections. Topics include the study of major artists, decorative art movements, and relationship of art to contemporary apparel.

FAS327 The Great Fashion Designers**4 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: FAS101

FAS335 Omni-Channel Retail Management**4 Credit Hours**

This course provides an in-depth analysis of omni-channel retailing. Students learn to develop and manage a layered, digitally connected shopping experience across multiple channels, including brick and mortar, catalog, e-commerce, and mobile.

Prerequisite: MKT220

FAS361 Fashion Events, Styling, and Public Relations

4 Credit Hours

Students learn skills and techniques to develop and present a fashion collection to a target audience. Topics include how to style and merchandise clothing, develop brand narrative and copy, create imagery and video, and host events with impact.

Prerequisite: FAS101

FAS416 Fashion E-Commerce and Interactive Media

4 Credit Hours

Within the framework of omni-channel retailing, this course focuses on the development and management of an online retail operation, concentrating on design, back-end services, operations, distribution, customer service, and global scalability. Students learn strategies to build effective interactive media marketing strategies, including social media and search engine optimization.

Prerequisite: FAS335

FAS470 Special Topics in Fashion

4 Credit Hours

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

FAS475 Fashion Capstone

4 Credit Hours

This course provides students an opportunity to combine skills learned in previous courses to analyze, design, and develop successful fashion business strategies, focusing on operations management, human resources, financial performance, and market impact. This course will emphasize ethics, diversity, technology, and globalization.

Prerequisites: FAS250, FAS261, FAS335

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Finance

FIN200 Introduction to Financial Services

4 Credit Hours

An introduction to 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: ACC110

FIN204 Financial Markets and Institutions

4 Credit Hours

This course is designed to introduce students to the workings of financial markets and institutions. It will explore the role these markets and institutions play in the economy and their relationship to public policy issues.

Prerequisite: FIN200

FIN250 Computer Applications in Financial Services

2 Credit Hours

An introduction to 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: FIN204, CIS115

FIN301 Principles of Finance I

4 Credit Hours

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

Prerequisites: ACC113, MAT212

FIN305 Principles of Financial Planning

4 Credit Hours

Provides an in-depth analysis of the financial planning process. Topics include the CFP Board's Code of Ethics and Professional Responsibility, emergency fund planning, credit and debt management, financial institutions, educational funding, property titling, and monetary settlement planning.

Prerequisites: FIN204, MAT212

FIN310 Insurance Planning**4 Credit Hours**

Students become familiar with 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: FIN305

FIN315 Investment Planning**4 Credit Hours**

Students learn 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: FIN305

FIN400 Tax Planning**4 Credit Hours**

Students learn and analyze the principles of taxation. Topics include income tax fundamentals, trusts and estates, cost recovery, and charitable contributions.

Prerequisite: FIN305

FIN405 Retirement Planning**4 Credit Hours**

Focuses on the effective planning, implementation, and monitoring of individual and business-sponsored retirement plans. Topics include retirement needs analysis, Social Security, Medicare, and distributions.

Prerequisites: FIN310, FIN315, FIN400

FIN410 Estate Planning**4 Credit Hours**

An introduction to the world of estate planning. Topics include property transfer at death, gifting strategies, incapacity planning, trusts, and charitable giving.

Prerequisites: FIN310, FIN315, FIN400

FIN415 Principles of Finance II**4 Credit Hours**

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

Prerequisite: FIN301

FIN420 Personal Financial Planning Capstone**4 Credit Hours**

This course will give students 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: FIN405, FIN410

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Information Technology Management

ITM100 Introduction to Information Technology

4 Credit Hours

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 Credit Hours

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 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.

ITM220 Introduction to Web Design and Graphics

4 Credit Hours

Introduces students to concepts of website structure, basic web page layout using text and multimedia, content management, and user experience. Essentials of conceptual design of web pages and basic Internet topics are explored.

ITM230 Fundamentals of Object Oriented Programming

4 Credit Hours

Provides an introduction to the principles of computer programming using a current programming language, such as Visual Basic, .NET, C++, or Java. Intended to be a beginning programming course, focusing on basic principles of object-oriented design.

ITM240 Information Systems Analysis and Design

4 Credit Hours

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

ITM250 Information Technology and Law**4 Credit Hours**

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.

ITM300 Fundamentals of Network Security Management**4 Credit Hours**

Provides network administrators with the knowledge to design and implement an effective security strategy for networking environments. Covers 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.

Prerequisite: ITM200

ITM301 Network Protocols and Techniques**4 Credit Hours**

Explores communications protocols used to connect the Internet and Intranet systems, such as TCP/IP, and other Internet protocols. Addresses concepts such as link layers, logical addressing (IP), physical Address Resolution Protocol (ARP), Reverse Address Resolution Protocol (RARP), Internet Control Message Protocol (ICMP), and Domain Name System (DNS), and topics related to transition, implementation, security, and mobility.

Prerequisite: ITM200

ITM302 Disaster Prevention and Recovery**4 Credit Hours**

Covers the analysis of computer incidents from an investigative standpoint. Applied topics include how to isolate systems, recover key files, conduct a live analysis, and address operating system specific issues and the logistics of recovery from data catastrophes or malware infection. This course also examines methods for digital forensic investigation.

Prerequisite: ITM301

ITM310 Principles of Database Management**4 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: ITM210

ITM311 Database Analysis and Design**4 Credit Hours**

Explores the process and methodology for database analysis and design. Topics include relational and hierarchical development, use of various database models, indexing, and database integrity. Through hands-on assignments and team projects, students understand how to translate business data requirements into database systems.

Prerequisite: ITM210

ITM312 Database Programming**4 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 will be studied. Students learn the essentials of developing database applications, including the design, creation, and maintenance of databases.

Prerequisite: ITM311

ITM320 Fundamentals of Website Management**4 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: ITM220

ITM321 Web Graphic Development**4 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: ITM220

ITM322 Web Development and Animation**4 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, tweening, effects, and storyboarding will also be explored.

Prerequisite: ITM321

ITM400 Intrusion Detection and Management**4 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: ITM301

ITM401 Network Monitoring and Documentation

4 Credit Hours

Examines standard intrusion detection models and collects the full spectrum of data types needed to identify and validate intrusions on network infrastructures. Investigates typical network security monitoring hardware, tools, design, and deployment. Standard vulnerability packet analysis scenarios will provide an in-depth appreciation of monitoring networking environments at the corporate level.

Prerequisite: ITM400

ITM410 Database Information Security and Privacy

4 Credit Hours

Develops the issues and challenges related to database and content security, and identifies possible solutions. 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: ITM311

ITM411 Data Mining Techniques and Applications

4 Credit Hours

Covers the principles, processes, and techniques employed by data mining for discovering the underlying relationships in large amounts of data. Topics covered include the data mining process, data preparation, and model development/validation, as well as a number of pattern recognition techniques. Techniques covered include the statistical pattern recognition and decision trees.

Prerequisites: ITM312, MAT216

ITM420 Web Technologies

4 Credit Hours

Covers applications for creating web pages using scripting language. Basic hypertext elements, including headings, titles, document body, paragraphs, lists, anchors, links, and meta tags, and graphic design enable students to work with documents and images for the creation of a website.

Prerequisite: ITM321

ITM421 Web Services and Enterprise Application Integration

4 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: ITM320

ITM498 Capstone: Senior Project

6 Credit Hours

Integrates the course work in the student's major to assist in learning the process and challenges of implementing a professional information technology project. Students will follow a structured project design process to plan, complete, document, and present their senior project. Students from different tracks meet in groups to implement a business plan. Upon completion of this course, the entire project will serve as part of each student's professional portfolio.

Prerequisite: Departmental approval

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International Business

IBS201 International Business

4 Credit Hours

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

Prerequisite: BUS100

IBS225 International Trade Policies and Practices

4 Credit Hours

Examines the various international trade theories, policies, practices, and current controversies regarding national trade policies. Also explores the influences of the World Trade Organization and international trade agreements on government and corporate trade practices. Focuses on the operational aspects of conducting international trade.

Prerequisite: IBS201

IBS230 International Marketing

4 Credit Hours

An introduction to the various concepts of marketing in an international setting. 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: IBS201, MKT220

IBS240 International Management

4 Credit Hours

An introduction to 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: IBS201, MGT220

IBS320 International Business Law

4 Credit Hours

Students develop an understanding of the legal environment of global business. Students learn the current legal rules and regulations affecting international businesses and develop insights into new developments and trends that affect future transactions.

Prerequisites: BUS231, IBS201

IBS341 International Banking and Finance

4 Credit Hours

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

Prerequisites: FIN301, IBS201

IBS342 Global Business Management

4 Credit Hours

Students develop 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: IBS201, MGT220

IBS344 Global Supply Chain Management and Logistics

4 Credit Hours

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

Prerequisites: IBS201, MGT220

IBS345 Comparative International Management

4 Credit Hours

Students gain an overview of how business is conducted in different regions of the world. Focuses on economic, cultural, and political influences affecting business operations. Explores business in various regions, such as Asia, Latin America, and Europe.

Prerequisite: IBS240

IBS406 Model U.N. on International Trade and Business

4 Credit Hours

Students step into the shoes of representatives from U.N. member states to debate current issues on the World Trade Organization's agenda. Students use a variety of communication and critical thinking skills to represent the trade policies of a particular country.

Prerequisite: IBS225

IBS410 Export and Import Policies and Practices

4 Credit Hours

An introduction to various procedural practices and methods of handling exports and imports. Topics include United States Customs regulations and practices, tariff legislation and duties, marine and other insurance protection, and import and export documents applicable to specific countries.

Prerequisite: IBS225

IBS412 International Business Geography

4 Credit Hours

Increases geographic and spatial literacy by focusing on the variation and diversity of human culture in a global business context.

Prerequisite: IBS201

IBS415 Emerging Markets

4 Credit Hours

Emphasizes business practices and characteristics of emerging markets. Provides students with the competencies required to develop and flourish business in newly industrialized and developing nations.

Prerequisite: IBS225

IBS419 Multinational Corporate Management

4 Credit Hours

An introduction to the globalization of markets and the challenges that multinational corporations face. Topics include the management of international objectives and strategies, multinational corporate structures, corporate skills for international operations, managerial communications, and operating policies of the multinational corporation.

Prerequisites: IBS240, IBS341

IBS420 Business Ethics, Governance, and Structure

4 Credit Hours

Focuses on corporate governance and business ethics in multinational enterprises. Covers both theory and practical applications in the areas of international business ethics and corporate social responsibility. Examines the role of corporate governance, international and host country legal frameworks, organizational accountability, and structure in managing ethical risks.

Prerequisite: IBS240

IBS430 International Organizations

4 Credit Hours

Provides students with an understanding of international organizations and their operations in increasingly complex environments. Students acquire the skills necessary to manage international organizations and to understand and respond to their socioeconomic and political environment.

Prerequisites: IBS201, IBS240

IBS440 International Strategic Management**4 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. Examines the framework needed for the successful formulation of a corporate mission and global corporate strategies. Analyzes strategic problems unique to global business.

Prerequisites: IBS225, IBS240, IBS341

IBS450 International Business Simulation**4 Credit Hours**

Students move beyond theory to the application of business principles when placed in a variety of challenging workplace scenarios. By analyzing financials, internal and external environments, strategies, and operations of global companies, students make decisions on which international markets to enter, strategies to grow the business, and how to combat global competitive pressure.

Prerequisites: IBS225, IBS240, IBS341

IBS470 Special Topics in International Business**4 Credit Hours**

Involves readings and discussions organized around selected topics in international business. Topics will vary each quarter.

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Management

MGT220 Principles of Management

4 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: BUS100 or prior approval

MGT225 Customer Service Management

4 Credit Hours

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 Credit Hours

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 Credit Hours

Introduction to the strategic planning and implementation of human resources management. Topics include staffing, development, appraisal, and rewards.

Prerequisite: MGT220

MGT250 Not-For-Profit Management

4 Credit Hours

An introduction to the theory and practice of management within various nonprofit organizations. Students will consider best practices in managing various components of nonprofit organizations. They examine the varying perspectives of nonprofit managers, volunteers, board members, policymakers, donors, and clients/customers.

Prerequisite: MGT220

MGT252 Introduction to Sports Management**4 Credit Hours**

Explores various principles and practices in sports management. Emphases are on career opportunities and strategies for general success in the field, as well as for specific sports. Each student will research, in depth, at least one professional sport played in the United States or internationally.

Prerequisite: MGT220

MGT254 Personal Financial Resource Management**4 Credit Hours**

Introduces students to the financial problems encountered in managing family and personal financial resources. Explores financial security for the individual and the family, budgeting, use of credit, home ownership, financial tangles, savings and investment planning, and how to plan for the repayment of student loans.

Prerequisite: MGT220

MGT260 Environmental Management**4 Credit Hours**

An introduction to the role that business organizations play in the discourse surrounding the natural environment. Students learn about the various environmental concerns that are increasing from several directions and how corporations are being pressured to respond.

Prerequisite: MGT220

MGT305 Managerial Decision Making**4 Credit Hours**

Analyzes the processes used by individuals, groups, and organizations to make effective and efficient business decisions. Includes the development of quantitative and qualitative skills to enhance managerial problem-solving approaches.

Prerequisite: MGT220

MGT314 Organizational Theory and Development**4 Credit Hours**

Examines the various influential theories of organizations, such as Weber's theory of bureaucracy, open-systems theory, resource dependence, institutional theory, transaction-cost economics, and organizational ecology. Focuses on how contemporary managers structure and operate organizations to be effective in today's global environment.

Prerequisite: MGT220

MGT316 Sustainable Enterprise Management**4 Credit Hours**

Integrates the concepts and practice of using the various functional areas of business to build and consolidate sustainable competitive advantage in the global arena, while minimizing harmful social and environmental impact. Focuses on enterprise planning for promoting social responsibility and ecological sustainability.

Prerequisite: MGT260

MGT332 Operations Management

4 Credit Hours

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

MGT345 Managing with Information Systems

4 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: MGT220

MGT346 Developing Managerial Competence

4 Credit Hours

An introduction to the theoretical and practical aspects of managing. Stresses a hands-on approach to improving a student's ability to manage people.

Prerequisite: MGT220

MGT347 Staffing

4 Credit Hours

An introduction to 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: MGT249

MGT348 Employee and Labor Relations

4 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: MGT249

MGT349 Compensation and Benefits**4 Credit Hours**

An introduction to 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: MGT249

MGT350 Small Business Management**4 Credit Hours**

Provides the information necessary to set up, operate, and control a small business. Examines the process of starting a new business venture or successfully maintaining an existing one. Students learn the essential skills and conceptual perspectives needed to bring ideas into fruition as successful enterprises.

Prerequisites: FIN301, MGT220, MKT220

MGT351 Small Business Start-Up**4 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: FIN301, MGT220, MKT220

MGT352 Managing the Family Enterprise**4 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: FIN301, MGT220, MKT220

MGT353 Financing the Entrepreneurial Venture**4 Credit Hours**

An introduction to financial management for the small business. Topics include the assessment of capital requirements, financing sources, forecasting and cash flow, credit and collections, and record keeping and accounting.

Prerequisites: FIN301, MGT220, MKT220

MGT355 Training and Development**4 Credit Hours**

A comprehensive, step-by-step approach to developing training programs based on a needs-centered model of training and performance improvement. Provides students with a background in learning theory and instructional design required to develop training programs.

Prerequisite: MGT249

MGT420 Managing for Change

4 Credit Hours

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

Prerequisite: MGT220

MGT425 Management Simulation

4 Credit Hours

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

Prerequisites: FIN301, MGT220, MKT220

MGT430 Leadership

4 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. This is a theory-based, practice-driven course.

Prerequisite: MGT220

MGT431 Operations Research

4 Credit Hours

Focuses on the application of advanced analytical methods to improve decision-making by employing techniques from mathematical sciences. Introduces students to linear programming, decision analysis, utility and game theory, and forecasting.

Prerequisites: FIN301, MGT332

MGT470 Special Topics in Management

4 Credit Hours

Involves readings and discussions organized around a selected topic, which varies from quarter to quarter.

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Marketing Communications

MKT220 Principles of Marketing

4 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.

MKT221 Sports and Events Marketing

4 Credit Hours

Examines the application of marketing principles and processes to the sports industry. The role of marketing in analyzing, planning, implementing, and controlling programs and events is explored.

Prerequisite: MKT220

MKT222 Foundations of Market Research

4 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: MKT220, MAT215

MKT223 Digital and Social Media Strategy

4 Credit Hours

Explores current and emerging forms of digital media, and how to leverage them to build brands and engage customers. Students will evaluate digital media against communication and marketing objectives, and develop effective media plans.

Prerequisite: MKT220

MKT233 Integrated Marketing Communications

4 Credit Hours

Provides an introduction to the concepts of integrated marketing communications. Examines the characteristics of the individual communications options and explores the benefits of their integration.

Prerequisite: MKT220

MKT235 Business-to-Business Marketing

4 Credit Hours

Focuses on the specialized nature of strategy development for businesses that market products to other firms. Topics include organizational buying behavior, B2B market segmentation, channel management, and relationship marketing.

Prerequisite: MKT220

MKT241 Consumer Behavior

4 Credit Hours

Introduction to 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: MKT220

MKT242 Brand Management

4 Credit Hours

Provides students with a comprehensive treatment of brands, brand equity, and brand management. Includes the design and implementation of marketing programs and activities to build, measure, and manage brand equity.

Prerequisite: MKT220

MKT245 Professional Selling and Sales Management

4 Credit Hours

Provides students with an understanding of the principles and techniques necessary to sell a product, service, or idea. Students develop written and oral presentation skills by developing communication pieces, such as sales letters and sales presentations. Students also develop plans to manage sales associates.

Prerequisite: MKT220

MKT247 Advertising Management

4 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: MKT220

MKT321 Direct and Database Marketing

4 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: MKT220

MKT340 The Art of the Creative Brief**4 Credit Hours**

Provides in-depth instruction on how to write a Creative Brief – the most important strategic document in advertising. Students will learn how to research for, and develop strategy through, the briefing process.

Prerequisites: MKT220, MKT222

MKT350 Market Research Tools and Technology**4 Credit Hours**

Provides an in-depth review of secondary and syndicated sources of market information and their use in managerial decision making. Students will gain hands-on experience with the most relevant research tools used in the field.

Prerequisites: MKT220, MKT222

MKT351 Public Relations**4 Credit Hours**

Stresses the philosophical underpinning of public relations practices, including the importance of management and planning, ethics and research, communication, and public opinion. Explores practical applications, such as the emergence of video and the integration of public relations, marketing, and advertising into broader marketing communications campaigns.

Prerequisite: MKT220

MKT354 Copywriting**4 Credit Hours**

Focuses on crafting the written word in advertising. Students will learn how to generate creative ideas that solve marketing problems and to execute them through the production of copy for print, television, radio, direct mail, and other promotional materials.

Prerequisites: MKT220, GEC111

MKT356 Advertising Design**4 Credit Hours**

Examines design principles and how they intersect with advertising management and strategy. Provides students with the theoretical tools to produce great ads and allows students to begin to practice the craft of advertising design.

Prerequisites: MKT220, GEC111

MKT390 Market Research**4 Credit Hours**

Provides an in-depth review of the marketing research function in a contemporary business environment. Students discuss the various methods

employed to collect, evaluate, and interpret marketing information in order to make more effective marketing decisions.

Prerequisites: MAT215, MKT220

MKT410 New Product Development

4 Credit Hours

Identifies the various steps through which new products are developed (idea generation, concept development and testing, marketing strategy, business analysis, development, testing, and commercialization). Emphasizes activities through which cost estimates become budgets, prototypes become products, and sales plans become sales calls.

Prerequisite: MKT390

MKT442 Strategic Marketing Management

4 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.

Prerequisites: MGT220, MKT220

MKT446 Media Strategy and Metrics

4 Credit Hours

Focuses on linking target markets with advertising media through the development of media objectives, strategies, and tactics. Students use secondary research to create media plans that balance effectiveness and efficiency.

Prerequisites: MKT220, MKT247

MKT455 The IMC Campaign

4 Credit Hours

Provides students with a hands-on application of program content via creation of a fully functional Integrated Marketing Communications (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: MKT222, MKT446

MKT460 Quantitative Research Design and Analysis

4 Credit Hours

Teaches the fundamentals of effective survey construction and experimental design to capture quantitative data and the primary means by which those data are analyzed. Acquaints students with some state-of-the-art quantitative techniques useful for forecasting, product design, market segmentation, concept testing, and test marketing.

Prerequisites: MKT220, MKT222

MKT461 Qualitative Research Design and Analysis

4 Credit Hours

Provides students with conceptual knowledge for qualitative marketing research. Students will learn the techniques of observational research, projective techniques, interviewing, and focus groups and how to analyze the data collected.

Prerequisites: MKT220, MKT222

MKT470 Special Topics in Marketing

4 Credit Hours

Involves readings and discussions around selected topics in marketing. Topics vary each quarter.

School of Health Studies Courses

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Health Services

HEA101 Introduction to Health Services

4 Credit Hours

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 Credit Hours

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 Credit Hours

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

HEA203 Ethical and Legal Aspects of Health Services

4 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.

HEA205 Managed Care and Health Insurance

4 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 in relation to systems in other countries.

HEA210 Medical Coding I

3 Credit Hours

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

HEA211 Medical Coding II

3 Credit Hours

Students learn about inpatient coding, the assignment of DRGs, the relationships of coding to reimbursement, and selected nomenclature and classification systems.

Prerequisite: HEA210

HEA212 Medical Coding III

3 Credit Hours

Covers advanced guidelines and coding conventions with procedural and diagnostic coding. This course will focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers and the use of cross coding diagnoses with procedures.

Prerequisite: HEA211

HEA215 Health Communications

4 Credit Hours

Provides the effective health communication skills that are necessary for employment and success in health services, including writing accurate and concise health reports, familiarization with vocabulary of terms commonly used, and verbal communication.

HEA220 Health Services Management I

4 Credit Hours

Course provides an introduction to various managerial 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.

Prerequisite: HEA101

HEA251 Medical Records

4 Credit Hours

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 Credit Hours**

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 Credit Hours**

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

HEA255 Computer Applications in Health Services**2 Credit Hours**

Explores current and emerging uses of technology in the health services industry. Students learn how to use industry software for medical office management, billing, and coding.

Prerequisites: CIS115, HEA101

HEA260 Customer Service Management in Health Services**4 Credit Hours**

An introduction to 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: HEA101

HEA261 Medical Reimbursement and Appeals**3 Credit Hours**

An in-depth study of the advanced administrative procedures performed by medical billing and coding professionals. This 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

**HEA262 Medical Insurance, Billing, and Coding
Capstone**

4 Credit Hours

Students focus on integrating the knowledge, skills, and techniques learned throughout the Medical Insurance, Billing, and Coding program. This course reinforces the knowledge and skills needed to sit for the national certification exam.

Prerequisites: BUS226 and departmental approval

HEA270 Special Topics in Health Services

4 Credit Hours

Involves readings and discussions organized around selected topics in health. Topics will vary each quarter and may include health policy, health services risk management, the politics of health, and professional ethics.

Prerequisite: HEA101

HEA293 Internship

4 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: BUS226

HEA310 Health Services Management II

4 Credit Hours

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

Prerequisite: HEA220

HEA320 Community Health and Medical Care

4 Credit Hours

Explores issues related to the design and delivery of healthcare programs to all segments of the community. Focuses on public health and government-funded programs, as well as private healthcare.

Prerequisite: HEA101

HEA350 Long-Term and Residential Care

4 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: HEA101

HEA409 Health Services Finance**4 Credit Hours**

An introduction to 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: FIN301, HEA101

HEA410 Research Methods for Health Services**4 Credit Hours**

Students gain an awareness of the various frameworks for technical writing and research in the health services field. Emphasizes effective written communication and analytical skills in health services.

Prerequisites: ENG105, HEA101

HEA420 Introduction to Epidemiology**4 Credit Hours**

Familiarizes students with epidemiology concepts, principles, and analyses that students can draw from in the professional work force. Provides working knowledge of how health and illness are distributed among populations, as well as disease patterns, dynamics, and prevention.

HEA430 Behavioral Health**4 Credit Hours**

Overview of behavioral health services utilizing case studies. Explores the awareness and acceptance of, and advances in treatment for, behavioral problems. Develops understanding of behavioral health services' historical, financial, legal, regulatory, societal, and care-delivery issues.

HEA455 Health Information Systems**4 Credit Hours**

Provides managerial training in improving performance by measuring it accurately using the right tools. Health services professionals who understand how to collect, analyze, and discuss data in the context of performance improvement will excel in the field for many years.

HEA460 Business Strategies for Health Services**4 Credit Hours**

Provides an understanding of how to implement corporate strategy in the healthcare market, including how to mobilize resources to maximize the offerings for current customers, while nudging the business outward to capture more, and still be able to address competitive forces.

**HEA470 Special Topics in Health Services
Management**

4 Credit Hours

Involves reading and discussions organized around selected topics in health. Topics will vary each quarter and may include health policy, health services risk management, the politics of health, and professional ethics.

Prerequisite: HEA101

HEA483 Internship

4 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: BUS226 and departmental prior approval

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Medical Assistant

MED107 Medical Emergencies

1 Credit Hour

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 Credit Hours

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 Credit Hours

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 Credit Hours

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 Credit Hours

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

MED236 Clinical Laboratory**2 Credit Hours**

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 Credit Hours**

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 Credit Hours**

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 Credit Hour**

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 Credit Hours**

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 Credit Hours**

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 Credit Hours**

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

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Nursing

NUR100 Fundamentals of Nursing

5 Credit Hours
132 Clock Hours

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.

NUR101 Introduction to Clinical Nursing

1 Credit Hour
24 Clock Hours

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.

NUR123 Practical Nursing Process: Integumentary System

1 Credit Hour
12 Clock Hours

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.

Prerequisites: NUR100, NUR101, SOC225, SCI215
Prerequisite or Corequisite: NUR125

NUR125 Pharmacology

2 Credit Hours
46 Clock Hours

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 Credit Hours
132 Clock Hours**

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 Credit Hours
132 Clock Hours**

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 Credit Hour
12 Clock Hours**

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
Nursing/Urinary System**

**5 Credit Hours
118 Clock Hours**

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

5 Credit Hours

Nursing/Gastrointestinal System

108 Clock Hours

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 Credit Hours
132 Clock Hours**

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 Credit Hours
36 Clock Hours**

Students study both male and female reproductive systems. Topics include anatomy and physiology, assessment, diseases and disorders, diet therapy, pharmacology, special considerations across the life span, and the nursing process.

Prerequisites: NUR100, NUR101, NUR125, SOC225, SCI215

NUR232 Practical Nursing Process: Endocrine System/Psychiatric Nursing

**5 Credit Hours
108 Clock Hours**

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 Credit Hours
96 Clock Hours**

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 Credit Hours
204 Clock Hours**

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

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Patient Care

PCT101 Fundamentals of Patient Care

4 Credit Hours

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 of proper body mechanics. The laboratory portion allows students hands-on demonstration, practice, and validation of skills.

PCT111 Patient Care Procedures

4 Credit Hours

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 Credit Hours

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 Credit Hours

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 Credit Hours**

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 changes, caring for patients with an IV, caring for patients on 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 Credit Hours**

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 Credit Hours**

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, PCT132, departmental approval, CPR Certification

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Surgical Processing

SPT100 Introduction to Surgical Processing

3 Credit Hours

Students are introduced to the importance of the Central Service Department and its role in providing quality patient care. Government regulations and standards, infection 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 Credit Hours

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 Credit Hours

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 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. Includes tours to hospitals, ambulatory surgery centers, and medical offices.

Prerequisite: SPT110

SPT150 Surgical Processing Clinical Practicum

8 Credit Hours

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.

Prerequisites: BUS226 and departmental approval

SPT151 Clinical Seminar

2 Credit Hours

Students focus on integrating the skills learned throughout the program with the work experience.

Corequisite: SPT150

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Surgical Technology

SUR100 Fundamentals of Surgical Technology

3 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.

SUR110 Surgical Instrumentation

2 Credit Hours

Focuses on the identification, classification, care, and handling of surgical instrumentation. Various methods of sterilization are included.

Prerequisite: SUR100

SUR112 Surgical Techniques

3 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.

Prerequisite: SUR100

SUR115 Surgical Techniques Laboratory

3 Credit Hours

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 Credit Hours

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 Credit Hours**

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 Credit Hours**

Focuses on organ and tissue recovery and the following surgical specialties: ophthalmology, plastic, neurology, thoracic, cardiothoracic, peripheral vascular, cardiovascular, genitourinary, orthopedic, and pediatric.

Prerequisites: SUR120, SUR125

SUR251 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.

SUR280 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 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 Credit Hour**

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 Credit Hours**

Continuation of clinical work experience in surgical procedures and operating room practices.

Prerequisites: SUR280 and departmental approval

SUR291 Clinical Seminar II**1 Credit Hour**

Students continue to focus on integrating the skills learned throughout the program with the work experience. Oral presentations required.

Corequisite: SUR290

SUR292 Surgical Technologist 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 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

School of Liberal Arts Courses

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English

ENG105 Expository Writing

4 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.

ENG106 Writing Through Literature

4 Credit Hours

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 Credit Hours

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

ENG265 Business Communication

4 Credit Hours

Explores the communication strategies and techniques needed for success in the workplace. Students write, revise, and edit business documents; learn techniques for organizing information; and practice the effective use of oral communication skills in business and professional settings.

Prerequisite: ENG106

ENG315 Writing for the Workplace

4 Credit Hours

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

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General Education Cores – Humanities, Mathematics/Sciences, Social Sciences

GEC110 Literature in the Modern World

4 Credit Hours

An introduction to important works of world literature and how literature continues to influence and inform modern society. Students will discuss works that represent a broad range of cultural perspectives and historical eras.

GEC111 The Art of Argument

4 Credit Hours

Students gain knowledge of the various techniques of argumentation. The flaws in arguments, such as frauds, deceptions, and logical errors, are presented.

GEC112 The Art of Creativity

4 Credit Hours

Presents the nature of creativity as a means to discover the full scope of human potential and to maximize creative resources. Students learn a combination of factors that foster creative achievements.

GEC123 Introduction to Applied Psychology

4 Credit Hours

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.

GEC130 Discovering Science

4 Credit Hours

Introduces the general principles of science, and explains the relevance of science to everyone. Students will learn the role of science as a process to answer questions and gain knowledge.

GEC131 The Mind and the Body

4 Credit Hours

An introduction to the fascinating, sometimes mysterious, 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.

GEC134 Natural Disasters**4 Credit Hours**

Investigates how the natural world operates, and explores the devastating effects it can have on human beings and their structures. Students will identify, consider, and discuss ways in which humankind has learned to adapt and survive the destructive forces of nature.

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Honors Program

HON105 Honors Freshmen English I

4 Credit Hours

Freshman honors students will be grouped into a cohort and placed into specifically designated sections of Honors Expository Writing – a course required of all Berkeley College students.

HON106 Honors Freshmen English II

4 Credit Hours

Freshman honors students will be grouped into a cohort and placed into specifically designated sections of Honors Writing Through Literature – a course required of all Berkeley College students.

Prerequisite: HON105

HON110 Pre-Honors Seminar

4 Credit Hours

Introduces freshmen to the Honors Program. Provides instruction in library research and the mechanics of writing a thesis paper. Satisfies a GEC100-level requirement.

Prerequisite: HON106

HON300 Introductory Honors Seminar

4 Credit Hours

Introduces the Honors Program unifying theme, used to structure the work of the HON310, HON400, and HON410 seminars, and demonstrates how the theme may be studied from different viewpoints.

HON310 Honors Seminar

4 Credit Hours

Advanced interdisciplinary work on the special topic chosen for the program. Students work in small groups within the seminar dealing with issues from various points of view. Open only to students in the Honors Program.

Prerequisite: HON300

HON400 Advanced Honors Seminar

4 Credit Hours

Building on the work of the previous seminars, students will strive to construct theoretical paradigms to account for the issues studied. They will relate theoretical concerns to the work of their major field. Open only to students in

the Honors Program.

Prerequisite: HON310

HON410 Directed Research

4 Credit Hours

The 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. Open only to students in the Honors Program.

Corequisite: HON400

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Humanities

HUM101 Spanish for the Workplace I

4 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.

HUM102 Spanish for the Workplace II

4 Credit Hours

Builds directly upon the workplace-oriented language skills acquired in Spanish for the Workplace I with a continued exploration of Hispanic culture.

Prerequisite: HUM101

HUM103 French for the Workplace I

4 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.

HUM104 French for the Workplace II

4 Credit Hours

Builds directly upon the workplace-oriented language skills acquired in French for the Workplace I with a continued exploration of French culture.

Prerequisite: HUM103

HUM170 History of Furniture and Interiors I

4 Credit Hours

Study of the history of architecture focusing on interiors, furniture, and decorative arts from ancient times through the 18th century. Emphasis on how the classical world influenced the major periods following it, including Gothic, Renaissance, Baroque, and Rococo.

HUM171 History of Furniture and Interiors II

4 Credit Hours

Study of the history of architecture focusing on interiors, furniture, and decorative arts from the mid-18th century through the present. Covers the evolution of modernism throughout Europe and the United States.

Prerequisite: HUM170

HUM180 Introduction to Drawing

4 Credit Hours

Offers students the opportunity to use drawing as a means of exploring creativity. Students will learn techniques to portray objects, landscapes, and figures, as well as personal interests. Course performance is assessed on growth not talent.

HUM200 Arts in Contemporary Society

4 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.

HUM205 The Art of Film

4 Credit Hours

Introduction to film analysis and criticism. 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: ENG106

HUM210 Multicultural Voices in American Literature

4 Credit Hours

An introduction to American literature with a focus on the evolution and transformation of the American literary voice. Students read and analyze short stories, novels, drama, and poetry, from colonial writing to works by contemporary writers, and develop an understanding of American culture, national identity, and ethnicity.

Prerequisite: ENG106

HUM215 World Literature

4 Credit Hours

A survey of world literature that offers insight into the world of ideas. 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: ENG106

HUM220 Introduction to Philosophy

4 Credit Hours

A history of the development of philosophy, including a review of the major

figures within that historical development, and the areas and problems of philosophical inquiry. Students are exposed to the historical development of reason, which will help develop the student's own capacity for critical reasoning.

HUM225 Introduction to Ethics

4 Credit Hours

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.

HUM228 Histories, Mysteries, and Scandals in 20th Century America

4 Credit Hours

An exploration of historical, mysterious, and, in some cases, scandalous events that reflected political, social, cultural, and economic developments in America throughout the 20th century. Analyzes the significance of such major news stories as the prohibition of alcohol; the stock market crash of 1929; the refusal of Rosa Parks to give up her bus seat; the assassinations of John F. Kennedy, Robert F. Kennedy, and Martin Luther King, Jr.; and the burglary at the Watergate Complex.

HUM231 The Birth of Culture

4 Credit Hours

A survey of human history from pre-civilization to 1650. Students cultivate a critical understanding of the development of varied world cultures and societies—from the origins of Western philosophy and art to the evolution of human rights, democracy, and individual liberty.

HUM232 The Rise of the Modern Age

4 Credit Hours

A history of civilization from 1650 to the present. Students closely examine major historical developments that have shaped contemporary culture and society.

HUM238 Humanities in the Media

4 Credit Hours

An introduction to the various methods and technologies afforded by diverse media (print, film, video, sound, digital, and cybernetics) to access and evaluate a range of cultural phenomena (literature, film, visual arts, performance arts, nonfiction) more traditionally studied in print.

Prerequisite: ENG106

HUM245 Medicine and the Humanities

4 Credit Hours

An interdisciplinary course that explores literature, history, philosophy, visual art, and the social sciences and their application to medical education and practice. This course examines the power of the humanities to develop and nurture skills of observation, analysis, empathy, and self-reflection that are valuable for all, but essential for humane medical care.

HUM251 From Jazz to Hip-Hop: The Roots of American Popular Music

4 Credit Hours

Traces the development of American popular music from the mid-19th century up to the 1990s. Particular emphasis will be given to the impact of African American culture on jazz, blues, rock, and reggae. Concludes with an analysis of hip-hop's globalization and its impact on society.

HUM270 Special Topics in the Humanities

4 Credit Hours

Involves readings and discussions organized around selected topics in the humanities. Topics vary each quarter.

HUM300 The Art of Poetry

4 Credit Hours

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: ENG106

HUM310 Conflicts in Drama

4 Credit Hours

A seminar on dramatic works from various cultures and historical periods. Through literary analysis, students examine emotion and conflict inherent to the human condition. Read and interpret works of drama from ancient Greece to modern playwrights.

Prerequisite: ENG106

HUM311 Persuasive Communication

4 Credit Hours

Emphasizes the role of persuasion in society, theories of persuasion, and the development of analytical and speaking techniques necessary for success in formal and informal presentations.

Prerequisite: ENG115

HUM312 World Religions

4 Credit Hours

Students will study 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.

HUM313 Creative Writing

4 Credit Hours

An introduction to a wide range of techniques in writing fiction, poetry, drama, and literary nonfiction. Students will generate original material, as well as study texts by published authors. Emphasis is placed on workshops in which students review one another's work.

Prerequisite: ENG106

HUM315 Contemporary United States History

4 Credit Hours

An introduction to 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.

HUM325 Feminist Thought

4 Credit Hours

An introduction to the writings of contemporary feminist theorists that explores 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.

HUM330 Art of the Americas

4 Credit Hours

Students gain a comprehensive historical view of the visual arts in the Americas and the ideas and forces affecting them. Students explore the variety and richness of art, including work by Native Americans, African Americans, and Latinos.

HUM332 Journeys in Fiction

4 Credit Hours

A seminar on narrative fiction with emphasis on the short story and novel. Through close reading and analysis of important multicultural works of literature, students will develop a critical vocabulary, sharpen their analytical skills, and open windows into different cultures and historical eras.

Prerequisite: ENG106

HUM355 Social Justice Philosophies**4 Credit Hours**

Explores a variety of influential philosophies for justice in society from a global perspective. Students will study systems of social justice to gain an understanding of how we may live together in social systems that serve the common good.

HUM360 Law and the Humanities**4 Credit Hours**

Examines the treatment of legal themes in literature, music, film, and other visual arts as part of a broader consideration of the relationship between the humanities and the law. Students will explore the ways that the humanities utilize different perspectives and aesthetic styles in the discussion of such legal themes as morality, justice, equality, and authority.

HUM450 Special Topics in the History of Architecture**4 Credit Hours**

Focuses in depth on a particular period in history with a detailed study of the social, economic, political, and religious aspects that influenced the designer in that period. Periods studied include: Classical, Florentine Renaissance, Baroque, Rococo, Victorian, and the 20th century.

Prerequisite: HUM171

HUM451 Telling Stories in the Modern World**4 Credit Hours**

Students examine new forms of the literary narrative as well as those of film, television, video, and the new media in an attempt to construct a critical understanding of how stories are told in the digitally fueled post-modern world.

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Mathematics

MAT210 Finite Mathematics

4 Credit Hours

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

MAT211 College Algebra

4 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, and linear inequalities.

Prerequisite: CSK099 or placement

MAT212 Mathematics with Business Applications

4 Credit Hours

Introduces students to the personal use of mathematics and the applications for various business disciplines including accounting, fashion marketing and management, financial services, and marketing. Explores 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: CSK099 or placement

MAT215 Statistics I

4 Credit Hours

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

MAT216 Statistics II

4 Credit Hours

A continuation of the Statistics I course. Topics include sample hypothesis tests, sample inferences, F-tests, chi-square tests, linear correlation, and linear regression.

Prerequisite: MAT215

MAT270 Special Topics in Mathematics**4 Credit Hours**

Involves reading and discussions organized around selected topics in mathematics. Topics will vary each quarter.

MAT301 Discrete Mathematics**4 Credit Hours**

Explores mathematical concepts most directly related to information technology management and/or computer science related fields. Topics covered include logic, relations, functions, basic set theory, graph theory, combinatorics, recursive functions, and Boolean algebra and its applications.

Prerequisite: MAT211

MAT470 Special Topics in Mathematics**4 Credit Hours**

Special topics in mathematical understanding are studied in depth at an advanced level.

Prerequisite: any 200-level course in Mathematics

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Sciences

SCI215 Life Sciences

8 Credit Hours
96 Clock 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, sensory, endocrine, respiratory, digestive, urinary, reproductive, hematological/immunological, and cardiovascular. Course includes definitions, terminology, chemical basis of life, and energy, as well as microbiology.

SCI220 Human Sexuality

4 Credit Hours

An introduction to 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.

SCI223 Anatomy and Physiology I

4 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 senses.

SCI224 Anatomy and Physiology II

4 Credit Hours

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 Credit Hour

An introduction to the basic principles of human anatomy and physiology as explored through laboratory sessions. Laboratory activities coincide with lectures to enhance understanding of each topic by providing visual and hands-on experiments for the concepts learned in the lecture. Laboratory sessions include microscopy, dissections, and elementary physiological experiments. Among the topics considered are various body systems, including the musculoskeletal, digestive, nervous, and integumentary, as well as the senses.

Corequisite: SCI223

SCI226 Anatomy and Physiology Laboratory II**1 Credit Hour**

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: SCI225

Corequisite: SCI224

SCI228 Microbiology**4 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.

SCI230 Forensic Science**4 Credit Hours**

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.

SCI233 The Evolution of Life**4 Credit Hours**

An introduction to the process of evolution by natural selection with a focus on the biological basis of inheritance, adaptation, population dynamics, and human origins.

SCI234 Pathophysiology**2 Credit Hours**

Students are introduced to disease and its abnormal physiological pathways through each body system. Treatments, both surgical and medicinal, are discussed.

Prerequisites: SCI224, SCI226

SCI235 Health and Fitness**4 Credit Hours**

An introduction to basic health concepts. Topics include an examination of the principles of human health, its relationship to personal fitness, nutrition, stress, and an overall understanding of wellness.

SCI242 Bioethics and Medical Law**4 Credit Hours**

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.

SCI270 Special Topics in Science**4 Credit Hours**

Involves readings and discussions of selected topics in science. Topics will vary each quarter.

SCI301 Addiction and Obsession**4 Credit Hours**

Explores both the biological and socio-cultural components of addiction. Compares and contrasts 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.

SCI405 Bio-Ethics**4 Credit Hours**

An introduction to the ethical controversies involved in the practice of healthcare. Topics include death and dying, reproductive technologies, human and animal experimentation, biomedical advances, and disparities in healthcare.

SCI410 Sustainable Solutions**4 Credit Hours**

Incorporates the interconnected concepts of ecology, economy, and ethics to real, practical, workable, sustainable solutions. A portfolio and presentation on designing a sustainable community, life plan, or business plan with sustainable alternatives are completed.

SCI451 Science, Technology, and Modern Life**4 Credit Hours**

In this course students study some of the ways that our social lives, our health, and our professional lives have been affected by recent advances in science and technology.

SCI470 Special Topics in Science**4 Credit Hours**

Special topics in scientific understanding are studied in depth at an advanced level.

Prerequisite: Any 200-level course in Science

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Social Sciences

SOC201 Macroeconomics

4 Credit Hours

An introduction to the study of macroeconomics. Provides a brief history of economics, from Adam Smith to the present. Students will learn the theories of contemporary macroeconomics, as well as their application and impact in today's world.

SOC202 Microeconomics

4 Credit Hours

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

Prerequisite: SOC201

SOC205 World Cultures

4 Credit Hours

Explores the current diversity of human culture across the globe, focusing on geographic and spatial literacy for how the world is changing under immense social, political, economic, and technological pressures.

SOC210 Introduction to Sociology

4 Credit Hours

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 Credit Hours

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.

SOC218 Police and Society

4 Credit Hours

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 Credit Hours

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.

SOC225 Introduction to Psychology

**4 Credit Hours
48 Clock Hours**

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.

SOC231 Human Relations in the Workforce

4 Credit Hours

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.

SOC232 Social Psychology

4 Credit Hours

Studies people's thoughts, feelings, and behaviors in social situations. Topics covered include self and social knowledge, culture and gender, leadership, attraction and intimacy, prejudice, and conformity.

SOC270 Special Topics in the Social Sciences

4 Credit Hours

Involves readings and discussions organized around selected topics in the social sciences. Topics will vary each quarter.

SOC305 Marriage and Family

4 Credit Hours

An introduction to the traditional and changing family as a social institution with multicultural and cross-cultural differences. Examines family roles and patterns, with emphasis on the forms they assume in different cultures and subcultures, including ethnic and class variations.

SOC310 Intercultural Communication**4 Credit Hours**

An introduction to 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 lives.

SOC311 Social Policy and Health Services**4 Credit Hours**

Reviews the evolution of healthcare policy. Examines proposals for changes in the structure, organization, and funding of the health services industry.

SOC315 Juvenile Justice**4 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.

SOC318 Drugs and Drug Policy**4 Credit Hours**

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 Credit Hours**

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.

SOC350 Psychology of Design**4 Credit Hours**

An interdisciplinary course that explores the role and value of design in our lives. Students will learn critical concepts of design psychology taken from and used in the fields of environmental design, marketing and branding, sales, fashion, advertising, and interior design.

SOC360 Law and Society**4 Credit Hours**

Introduces basic concepts in law, and examines the impact that major court decisions have on culture and subculture. Students will explore the manner that the law ultimately shapes conduct, ideals and justice in American society, as well as how the law shapes the everyday lives of its citizens.

SOC401 International Economics**4 Credit Hours**

An introduction to the commercial and financial relationships between the United States and the rest of the world. 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.

SOC415 Global Social Change**4 Credit Hours**

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.

SOC420 Psychology of Personality**4 Credit Hours**

An introduction to the major theories of personality development. Perspectives presented are analyzed for their scientific rigor, and discussed in terms of their contributions to understanding the thoughts, feelings, intentions, and actions of the individual.

SOC422 Forensic Psychology**4 Credit Hours**

A course that bridges psychology and law through examining a broad array of sub-topics 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.

SOC425 Abnormal Psychology**4 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.

SOC451 Constructing the Self in Modern America**4 Credit Hours**

The bewildering variety of models for self-identification in America has led to new ways to construct personal images. Students will study how people now create their own idea of the self by following models that have emerged in American culture in the past 30 years.

SOC470 Special Topics in Social Science

4 Credit Hours

Special topics in social sciences are studied in depth at an advanced level.

Prerequisite: Any 200-level course in Social Science

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Design Management

DES100 Introduction to Design Management

4 Credit Hours

This course introduces the field of design management. There is emphasis on the incorporation of business principles into the fields of graphic design and interior design.

DES201 Design Management II: Managing Creative Organizations

4 Credit Hours

This course provides an introduction to managing the creative process within corporate and entrepreneurial organizations.

DES302 Design Management III: Project Management

4 Credit Hours

This course introduces the project management process in graphic design and interior design.

DES461 Design Management IV: Capstone

4 Credit Hours

Students will develop and present an innovative project as their capstone project.

DES483 Internship

4 Credit Hours

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

Prerequisites: BUS226 and departmental approval

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Graphic Design

GRD100 Graphic Design Principles I

4 Credit Hours

Introduction to two-dimensional design and color theory and their relational aspects, including an analysis of perception and presentation. The course explores the elements and principles of design, color, and light in the creative process, including idea development from concept to completion. The historical aspect is incorporated.

GRD105 Introduction to Painting

4 Credit Hours

The approach to two-dimensional theory through the freeform and experiential painterly process. Students recreate and build upon elements of design in a painterly manner through their own work. Subject matters range from the traditional painting genre of still life, interiors, and figure, to the abstract. Students will be introduced to and apply the language of design and art in critique dialogs.

GRD110 Raster and Vector Graphics

4 Credit Hours

Introduction to concepts and applied theories of digital image manipulation in a raster environment and of drawing in a vector environment. Includes introduction to terminology, techniques, file specifications, and formats.

GRD120 3D Design

4 Credit Hours

Introduction to 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 traditional art forms and man-made geometric forms to architecture and nature.

GRD130 Digital Page Layout

4 Credit Hours

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

Prerequisite: GRD110

GRD170 Advanced Drawing

4 Credit Hours

Designed to further develop the skills acquired in Introduction to Drawing. Includes observation of the human figure in itself and in composition. Compositions will include three-dimensional objects, elevated and isometric views, still life, and interiors. Depth will be created through the use of perspective.

Prerequisite: HUM180

GRD190 Typography I

4 Credit Hours

Introduction to the history of type, its physical attributes, type family classification, typographic terminology, and structural aspects. Emphasis is on the appreciation of typography as an expressive medium that conveys aesthetic, emotional, and intellectual meaning.

Prerequisite: GRD110

GRD200 Graphic Design Principles II

4 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: GRD100, GRD190

GRD210 Graphic Design in Visual Culture

4 Credit Hours

This course traces the development of visual communication from the first cave paintings to present day digital marketing. How cultural and technological developments have affected our viewpoints of the relationship, and use of images and typography are examined.

GRD220 Communications Design Seminar Series

4 Credit Hours

Combined lecture/studio course with guest lecturers. Emphasis is on creating conceptual approaches for communicating ideas visually, project development and management, and preparing graphics for multiple digital platforms.

GRD226 Career Management Seminar

2 Credit Hours

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 how to compile a professional design portfolio.

GRD230 Digital Photography I

4 Credit Hours

Introduction to the basic concepts, terminology, and applications of digital photography. Creative approaches emphasize successful transformation of images for effective visual communication. Students develop the critical thinking and technical skills needed in order to use photography in their work as designers.

Prerequisite: GRD110

GRD233 Web Design I

4 Credit Hours

Exploration of 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.

GRD234 Web Design II

4 Credit Hours

Designed to further develop 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: GRD233

GRD235 Web Design III

4 Credit Hours

Designed to further develop 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: GRD234

GRD290 Typography II

4 Credit Hours

Designed to further develop the skills acquired in Typography I. Choosing fonts for print or web and the use of styles are addressed along with utilizing a grid system. Projects incorporate type as an integrated and active element to produce creative and effective marketing materials.

Prerequisite: GRD190

GRD310 Advanced Vector Graphics

4 Credit Hours

Focuses on further developing vector skills for effective design in visual communications. Projects include advertising, editorial, technical, and 3D illustration.

Prerequisite: GRD110

GRD320 Graphic Design Principles III

4 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, including defining problems, getting ideas, and creating form. Includes analysis of content and graphics in project development for effective visual communication in design.

Prerequisite: GRD200

GRD330 Digital Photography II

4 Credit Hours

Designed to further develop the skills acquired in Digital Photography I. Course includes advanced digital imaging techniques, and introduces students to a wide range of styles in contemporary photography as well as video.

Prerequisite: GRD230

GRD360 Packaging Design I

4 Credit Hours

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

Prerequisite: GRD200

GRD390 Typography III

4 Credit Hours

Designed to further explore the skills developed in Typography II. Students will test the limits of typography through experimentation and personal expression, including legibility and readability. Alternative and unconventional methods of typography are explored through a variety of mediums, including type in motion. Students develop the skills to create an original typeface.

Prerequisite: GRD290

GRD395 Branding

4 Credit Hours

Students explore the comprehensive branding process by creating functional design solutions for identity systems across multiple points of contact. Emphasis is on developing an understanding of how design and communication can help define an organization's message or product, as well as create engagement.

Prerequisite: GRD200

GRD396 Information Design

4 Credit Hours

Exploration of the various avenues of the processing and translation of information in a visual format for data visualization in current media, including

print and digital markets. Marketing trends and strategies are explored in the development of creative solutions to design problems.

Prerequisite: GRD200

GRD400 Animation Foundations

4 Credit Hours

Exploration of the foundations of animation including the basic concepts of animation and what makes things move—including X, Y, and Z planes, keyframes, animation paths, hierarchies, pivots, and rotation and the importance of timing.

Prerequisite: GRD200

GRD410 Publication Design

4 Credit Hours

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

Prerequisite: GRD130

GRD415 Advertising Design

4 Credit Hours

Exploration of the various aspects of advertising design communications with the development of creative, original concepts. The preparation of concepts will utilize the principles of design, typography, color, and problem solving skills. The course will explore advertising agencies and graphic design studios, deadlines, media placement, project management, contracts and billing, along with the business ethics of the design and advertising fields.

Prerequisite: GRD200

GRD420 Introduction to Game Design

4 Credit Hours

Exploration of the theory and practice of developing computer games through technical, aesthetic, and cultural perspectives. Includes art and modeling, sound and music, history of games, genre analysis, role of violence, gender issues in games, game balance, and careers in the industry. Technical aspects include software engineering, artificial intelligence, game physics, computer graphics, and networking.

Prerequisite: GRD200

GRD470 Special Topics

4 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: GRD200

GRD480 Capstone Project**4 Credit Hours**

Students 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. Course is taken in senior year.

Prerequisite: GRD320

GRD481 Portfolio**2 Credit Hours**

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. Course is taken in senior year.

Prerequisite: GRD320

GRD483 Internship**4 Credit Hours**

Provides a field-based internship experience, where students acquire career/professional skills within the graphic design industry. Course is taken in last quarter of study.

Prerequisites: GRD226 and prior approval

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Interior Design

INT100 Studio I: Architectural Visualization

4 Credit Hours

Students gain 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.

INT110 Sketching and Rendering

3 Credit Hours

An introduction to the development of basic freehand sketches. Course emphasizes quick sketch techniques and rapid visualization. Students learn a variety of drawing media and rendering techniques for visually communicating design concepts.

INT120 Studio II: Conceptual Design

4 Credit Hours

Introduces the principles and elements of design. Emphasis upon 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.

Prerequisite: INT100

INT130 Color and Composition

3 Credit Hours

Introduces principles of two-dimensional composition with emphasis on color use and color theory to create effective graphic presentations/visual design communication. Students are introduced to traditional and digital media.

INT150 CAD I

4 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: INT100

INT160 Studio III: Space Planning

4 Credit Hours

Introduces space planning basics with an emphasis upon conceptual analysis. Students learn space planning and furniture arrangement from a functional and

aesthetic viewpoint. Introduces major parameters of interior design, including human factors, ADA, and universal design. Provides continued development of design theory.

Prerequisites: INT120, INT150

INT170 History of Furniture and Interiors I

4 Credit Hours

Study of the history of architecture focusing on interiors, furniture, and decorative arts from ancient times through the 18th century. Emphasis on how the classical world influenced the major periods following it, including Gothic, Renaissance, Baroque, and Rococo.

INT171 History of Furniture and Interiors II

4 Credit Hours

Study of the history of architecture focusing on interiors, furniture, and decorative arts from the mid-18th century through the present. Covers the evolution of modernism throughout Europe and the United States.

Prerequisite: INT170

INT200 CAD II

4 Credit Hours

Provides students with more advanced commands used to create, modify, annotate, and print drawings to be used for presentation and production. Emphasizes skills and methods used in professional practice to create drawings that follow industry standards, and encourages teamwork.

Prerequisite: INT150

INT210 Perspective Drawing

3 Credit Hours

Students refine the techniques of constructing one- and two-point perspective drawings. Emphasizes visualization techniques and rendering to enhance images.

Prerequisites: INT100, INT110

INT220 Studio IV: Lighting I

4 Credit Hours

Explores architectural lighting, including basic calculations and color-rendering theory. Covers fundamentals of electricity and the importance of psychology and lighting. Detailed reflected ceiling plans and lighting schedules, as well as design and model making of a lighting fixture, are included in the studio projects.

Prerequisite: INT160

INT230 Materials, Textiles, and Finishes

4 Credit Hours

Students learn the appropriate selection, application, and installation of materials and finishes used in the interior environment. Course emphasizes the basic materials, manufacturing, and specification processes and characteristics of goods specified by the interior designer.

Prerequisite: INT100

INT240 Studio V: Residential I

4 Credit Hours

Introduces the study of residential environments and the planning of interior spaces. Emphasizes the design process from initial client contact/programming through schematic and final design. Topics include space planning/presentation skills; review of human factors; and the physiologic, psychological, and social needs of clients and the public.

Prerequisites: INT200, INT220

INT250 Studio VI: Commercial I

4 Credit Hours

An introduction to commercial design and its specialized requirements for interior planning. Emphasizes space planning, codes and regulations, conceptual analysis, and problem solution.

Prerequisite: INT240

INT260 Architectural Construction and Methods I

4 Credit Hours

Examines interior design and architectural systems. Topics include construction methods and materials, with focus on the mixed masonry-wood structures. Explores foundation, floor, wall, and roof systems, and covers site analysis, regulatory factors, and zoning ordinances.

Prerequisite: INT230

INT281 Career Management Seminar

2 Credit Hours

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 how to compile a professional design portfolio.

INT293 Internship

4 Credit Hours

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

Prerequisite: INT281

INT300 Studio VII: Residential II**4 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: INT250

INT310 Building Codes and Regulations**4 Credit Hours**

Provides students with an overall understanding of codes, standards, and federal regulations with an emphasis on interior projects. Utilizes real-life design examples to explain how specific codes and standards apply to a variety of building and project types.

Prerequisites: INT240, INT260

INT320 CAD III: 3-Dimensional Visualization**4 Credit Hours**

Students use AutoCAD and other software packages in the creation, manipulation, and rendering of three-dimensional views of interior spaces. Students will learn to represent materials and lights, and to manipulate views to develop striking renderings of their design solutions.

Prerequisite: INT200

INT330 Studio VIII: Commercial II**4 Credit Hours**

Provides further study and analysis of retail/store planning design and hospitality spaces. Focuses on problem identification, research, programming, preliminary design, and design development. Examines relevant codes and regulations and sustainable impact.

Prerequisite: INT300

INT335 Contract Administration**4 Credit Hours**

This course outlines the essential business activities and relationships between the designer, owners, and contractors/subcontractors during the various 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.

INT340 Sustainable Design**4 Credit Hours**

Introduces principles and concepts of sustainability in the design process. Provides an understanding of LEED certification and rating system with emphasis upon interiors. Examines methods to determine the appropriateness of construction and finish materials for sustainable interiors.

Prerequisite: INT260

INT350 Architectural Construction and Methods II

4 Credit Hours

Advanced study of construction systems and methods with more detailed analysis of such topics as mechanical and electrical systems, moisture and thermal protection, and vertical circulation as it relates to interior design.

Prerequisite: INT260

Corequisite: INT340

INT360 Studio IX: Lighting II

4 Credit Hours

Expands on the knowledge and skills obtained in Lighting I. Focuses on advanced illumination and photometrics. Studio projects will continue to expand on complex commercial lighting designs, including fixture creations and model making.

Prerequisite: INT330

INT370 CAD IV: Working Drawings

4 Credit Hours

Students learn 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.

Prerequisites: INT200, INT310

INT400 Studio X: Commercial III

4 Credit Hours

Studies design of large scale institutional public spaces (cultural centers, government, transportation) and other complex building types. Explores solutions to environmental, interior, and architectural problems based upon research, space analysis, and planning. Comprehensive program analysis with emphasis upon cultural, behavioral, and quality-of-life issues.

Prerequisite: INT360

INT410 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: INT300, INT320

INT420 Studio XI: Capstone Project I-Program**2 Credit Hours**

Preparatory course for INT460, Capstone Project II-Design. Provides instruction in individual capstone design program development including project and site selection.

Prerequisite: INT400

INT430 Professional Practice**4 Credit Hours**

Provides students with an introduction to the practices of the interior design profession, with special emphasis on professional ethics, contracts, design fees, budgets, project management, marketing, and client/contractor/designer/trade relationships.

Prerequisite: INT250

INT450 Special Topics in the History of Architecture**4 Credit Hours**

Focuses in depth on a particular period in history with a detailed study of the social, economical, political, and religious aspects that influenced the designer in that period. Periods studied include Classical, Florentine Renaissance, Baroque, Rococo, Victorian, and 20th century.

Prerequisite: INT171

INT460 Studio XII: Capstone Project II-Design**4 Credit Hours**

Students research and design an in-depth interiors project featuring residential and/or commercial design. Students apply all the skills and knowledge developed through their course of study in interior design.

Prerequisite: INT420

INT483 Internship**4 Credit Hours**

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

Prerequisite: INT281

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Justice Studies

JUS100 Introduction to Justice Studies

4 Credit Hours

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 Credit Hours

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 Credit Hours

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 Credit Hours

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

JUS210 Community Relations and the Police

4 Credit Hours

An introduction to the history of community relations and the police. Explores public relations programs and strategies.

Prerequisite: JUS100

JUS220 Justice and the Media

4 Credit Hours

An introduction to 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 with regard to crime, and the role of the media in crime-solving and law enforcement.

Prerequisite: JUS100 or LAW100

JUS225 Criminal Investigations

4 Credit Hours

An introduction to criminal investigation procedures, including the historical development of criminal investigations and how investigative processes relate to the various functions of law enforcement. Procedures including the collection, organization, and preservation of evidence using basic investigative tools will be discussed. Primary sources of information will be reviewed, the importance of writing skills analyzed, and the constitutional (legal) limitations of criminal investigations reviewed.

JUS230 Terrorism

4 Credit Hours

A study of the history and causes of terrorism, including an overview of the philosophies, objectives, strategies, technology, and response of democratic governments in combating terrorism. Concentrates on the structure and function of major terrorist groups. Includes an investigation of terrorist activities, legal viewpoints, and media responsibility.

Prerequisite: JUS100 or NTS102

JUS255 Computer Applications in Criminal Justice

2 Credit Hours

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

JUS260 Contemporary Issues in Justice Studies

4 Credit Hours

Includes a focus 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: JUS100

JUS270 Special Topics in Justice Studies

4 Credit Hours

Includes readings and discussions organized around selected topics in justice studies. Topics will vary each quarter.

JUS293 Internship**4 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: BUS226

JUS301 Police Administration and Management**4 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: JUS100, SOC218

JUS302 Homeland Security**4 Credit Hours**

An introduction to the emerging issues of Homeland Security and potential terrorist threats. Includes the history of terrorism, the National Security Act, the events of September 11, and overall public safety challenges.

Prerequisite: JUS100 or NTS102

JUS305 Justice and the Judiciary**4 Credit Hours**

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 Credit Hours**

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

JUS314 Introduction to Intelligence**4 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: JUS100 or NTS102

JUS401 Corporate Security Management

4 Credit Hours

An introduction to contemporary security management in the private sector. Emphasizes the integration of the security function into an organization's operations in order to ensure safety and security, and enhance overall efficiency and profitability.

Prerequisite: JUS100

JUS402 Private Security Management

4 Credit Hours

An examination of security management. Stresses the role of management in handling protection and control of facilities, property, and personnel in the private sector. Topics include disaster control, fire safety and prevention, industrial espionage, labor disputes, public disorder, computer security, and coordination with public safety agencies.

Prerequisite: JUS100

JUS403 Cyber Crime

4 Credit Hours

An introduction to the links between computers, crime, and social control. Includes an analysis of the technological, social, economic, and political context from which cyber crime has emerged. Considers social and political relations to cyber crime, as well as social policy questions of privacy and freedom on the Internet.

Prerequisites: CIS115, JUS100, or LAW100

JUS404 White Collar Crime

4 Credit Hours

An introduction to the social and legal dimensions of crimes committed by corporations, as well 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: JUS100 or LAW100

JUS405 Transportation Security

4 Credit Hours

Analyzes the security challenges created by economic dependence on public transportation. Assesses the impact of compromised public transportation systems.

Prerequisite: JUS100

JUS406 Research Methods in Criminal Justice**4 Credit Hours**

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

JUS407 Global Security**4 Credit Hours**

An introduction to various international security concepts, such as international terrorism, multi-national military conflict, economic growth and expansion, and the global environment.

Prerequisite: JUS100

JUS470 Special Topics in Justice Studies**4 Credit Hours**

Involves readings and discussions around selected topics in justice studies. Topics will vary each quarter.

JUS483 Internship**4 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: BUS226

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Legal Studies

LAW100 Introduction to Law and the American Legal System

4 Credit Hours

Students will be introduced to the United States legal system. The structure and administration of the state and federal courts are examined as well as the function of the trial and appellate courts. The sources of law will be discussed, and procedural and substantive law distinguished. Students will be introduced to the legal principles of torts, contracts, criminal, civil, and property law.

LAW200 Legal Ethics and Professional Values

4 Credit Hours

The course will introduce students to the defining ethical issues that lawyers and the legal community face in various practice settings. Topics will include access to justice; issues in the attorney-client relationship, such as competence, confidentiality, and conflict of interest; and ethics in particular context, such as criminal practice, government, and corporate law.

Prerequisite: LAW100 or BUS231 or JUS100

LAW210 Legal Research

4 Credit Hours

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

LAW220 Writing for Legal Professionals

4 Credit Hours

Students will structure and draft legal case briefs, opinion letters, and memoranda of law in a logical, clear, concise manner. The course will stress proper grammar, organization, legal citation, and ethical considerations in legal writing. The students will learn appropriate writing style and tone, adapting the style/tone based on purpose of document and audience. The students will learn the use of outlines and charts in preparing to write legal documents.

Prerequisites: LAW210, ENG106

LAW230 Civil Litigation

4 Credit Hours

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

LAW240 Family Law

4 Credit Hours

This course will explore the field of Family Law from both a theoretical and practical perspective by examining the requirements of family law practice. Topics covered will include planning for marriage and formation of the marriage through its dissolution, including divorce, separation, and annulment. Child matters including child support, visitation, and adoption will also be covered. Other topics will include domestic partnerships; domestic violence considerations, including orders of protection; and non-dispute resolution and its role in Family Law.

Prerequisite: LAW100 or BUS231 or JUS100

LAW250 Wills, Trusts, and Estates

4 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 related disputes; and accounting for income or asset accumulation, administration, and distribution, including federal and state taxation issues.

Prerequisite: LAW100 or BUS231

LAW260 Law Firm Communications and Technology

4 Credit Hours

Designed to provide students with the knowledge and practical application of the different technologies and software packages used in the legal industry. Students develop the conceptual, technical, and interpersonal skills required to manage information and personnel in an automated law office environment.

Prerequisites: LAW100 or BUS231, CIS115

LAW270 Special Topics in Legal Studies

4 Credit Hours

Includes readings and discussions organized around selected topics in legal studies. Topics will vary each quarter.

LAW293 Legal Studies Internship

4 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: BUS226

LAW310 Alternative Dispute Resolution**4 Credit Hours**

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

LAW320 Elder Care Law**4 Credit Hours**

Addresses legal requirements and procedures, state and federal benefits systems, taxation issues and financial principles, ethics, end-of-life issues, and elder abuse issues related to aged and special needs populations. Case management techniques appropriate to aged and special needs populations will be addressed.

Prerequisite: LAW250 or HEA203

LAW330 Employment Law**4 Credit Hours**

Course 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, union collective action, collective bargaining, termination of the employment, restrictive covenants, wrongful discharge, plant closings, and retirement.

Prerequisites: LAW100 or BUS231

LAW340 Law Firm Management and Administration**4 Credit Hours**

Provides an overview of the legal industry, including the parameters and policies of 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.

Prerequisites: LAW100 or BUS231, BUS100

LAW410 Constitutional Law**4 Credit Hours**

A survey of U.S. constitutional issues as primarily interpreted by the U.S. Supreme Court. Topics include issues of government structure, including the powers of the three branches of government and checks and balances; separation of powers in the federal and state governments; and individual liberties and civil rights, including First Amendment freedom of speech, assembly, and religion, as well as the Equal Protection Clause.

Prerequisite: LAW100 or BUS231 or JUS100

LAW420 Real Property Law

4 Credit Hours

This course will allow students to learn and explore 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. Through a simulated real estate closing exercise, students will relate theory to practice and demonstrate their knowledge of the topics studied.

Prerequisite: LAW100 or BUS231

LAW430 Advanced Legal Research, Writing, and Advocacy

4 Credit Hours

This course further develops and refines the research, analysis, citation, and writing skills introduced in Legal Research (LAW210) and Writing for Legal Professionals (LAW220) courses. Students will prepare either a complex trial brief or appellate brief, and present oral argument.

Prerequisite: LAW220

LAW440 Contemporary Issues in Elder and Special Needs Law

4 Credit Hours

Involves reading and discussions organized around selected topics. Topics will vary each quarter and may include health policy, financial aspects of money management, housing issues, legal issues, and professional ethics related to special needs and geriatric populations.

Prerequisites: LAW250 or HEA203

LAW450 Intellectual Property

4 Credit Hours

Includes the study of each field of law that typically falls under the umbrella of intellectual property, including trademarks, copyrights, patents, trade secrets, and unfair competition. The methods by which each is created, procedures to register or protect each, duration of rights, protection from infringement, and new and international developments will be discussed for each of the intellectual property fields.

Prerequisites: LAW100 or BUS231

LAW460 Law Firm Financial Management

4 Credit Hours

Students learn the principles and practical applications of law firm financial management, the maintenance of attorney trust accounts, and ethical rules governing financial transactions. Topics include basics of accounting and bookkeeping; management of attorney trust accounts and business accounts; billing, collections, and accounts payable; attorney record keeping and time

management; and budgeting.

Prerequisites: LAW100 or BUS231, ACC110

LAW470 Special Topics in Legal Studies

4 Credit Hours

Involves readings and discussions around selected topics in legal studies. Topics will vary each quarter.

LAW483 Legal Studies Internship

4 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: BUS226

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National Security

NTS102 Introduction to National Security

4 Credit Hours

This course 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.

NTS103 Corporate Financial Management

4 Credit Hours

A comprehensive analysis of the structure of optimal decisions relative to the functional areas of corporate financial decision making. Emphasis is placed on developing an understanding of the applications and limitations of decision models for the investment, financing, and dividend decisions of the corporation. Topics include firm valuation, capital budgeting, risk analysis, cost of capital, capital structure, and working capital management.

Prerequisite: NTS102

NTS104 Industrial Security

4 Credit Hours

Concepts of security as it integrates with industrial management systems are presented along with industrial security requirements and standards, alarms and surveillance devices, animate security approaches, cost, planning, and engineering. Principles of safety practices and regulations, fire prevention, property conservation, occupational hazards, and personal safeguards are also examined.

Prerequisite: NTS102

NTS105 National Security Law

4 Credit Hours

This course introduces students to national security law, and is intended as an overview of legal issues for National Security majors. Students completing this course will know the nature of the legal regulations governing national security organizations and their operations, be knowledgeable about the major statutory enactments and case decisions interpreting national security law, and be aware of the sources of legal authority for national security operation.

Prerequisite: NTS102

NTS106 Issues in Computer Crime and Cyber Security

4 Credit Hours

This course will examine the history and evolving nature of the relationship between technology, crime, and security, with a particular focus on legitimate and illegitimate Internet commerce, cybercriminal methodologies, and techniques.

Prerequisite: NTS102

NTS107 Network Security and Data Protection

4 Credit Hours

A comprehensive introduction to network security issues, concepts, and technologies. The core technologies of access control, cryptography, digital signatures, authentication, network firewalls, and network security services are reviewed along with issues of security policy and risk management.

Prerequisite: NTS102

NTS108 Emergency Planning

4 Credit Hours

This course will provide students with the skills to develop a comprehensive plan for risk analysis, threat assessment, staffing an emergency operations center, coordinating with supporting agencies, and creating a continuing testing program. Actual case studies are used to teach students how to plan for natural disasters as well as terrorism at the federal, state, and local levels.

Prerequisite: NTS102

NTS110 Communication Skills for National Security

4 Credit Hours

This course examines the nature and importance of communication within the national security studies professions. Students develop report writing skills, and will have an understanding of the impact report writing has on their professional activities.

Prerequisite: NTS102

NTS111 Ethics and Homeland Security

4 Credit Hours

This course provides a foundation of classical ethical theories and explores the ethical implications of war and terrorism in the 21st century. Students will be challenged to analyze the controversial issues of the practice of torture, bombing of civilians, assassination and targeted killing, and humanitarian intervention. Civil liberties and the Patriot Act will be examined.

Prerequisite: NTS102

NTS200 Intelligence Analysis

4 Credit Hours

This course introduces students to intelligence analysis as applied in the National Security Agency context. This course focuses on the application of

analytical software tools and analytical techniques specific to the intelligence community for the purpose of developing usable information to assist in the development and deployment of national security policy. Students completing this course will have an understanding of analytical techniques and software used by intelligence agencies in the United States.

Prerequisite: NTS102

NTS205 Cryptography and Data Security

4 Credit Hours

Cryptographic concepts and logarithms and their application to data security are surveyed in this course. 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.

NTS206 Systems Security and Auditing

4 Credit Hours

This course examines the strategies for deploying and auditing secure systems. IT auditors primarily study computer 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 corresponding best practice control objectives will be studied.

Prerequisite: NTS107

NTS210 Cyber Law

4 Credit Hours

This course analyzes special problems arising from the use of computers and the Internet. Topics such as the impact of mass data banks on the right to privacy, copyright infringement, personal and social security concerns, and the tension between the First Amendment and protecting vulnerable populations will be explored.

NTS212 Counterterrorism and Intelligence Analysis

4 Credit Hours

Students in this course study and analyze counterterrorism, including the evolution of counterterrorism, and the specifics of the typology and anatomy of terrorist operations. The course provides an overview of the intelligence community, collection, analysis, requirements, and dissemination.

Prerequisite: NTS102

NTS215 Introduction to Emergency Management

4 Credit Hours

Students will learn 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: NTS102

NTS255 Computer Applications in National Security

2 Credit Hours

An introduction to information systems used within the criminal justice system.

NTS256 Computers, Technology, and National Security

2 Credit Hours

This course provides an overview of existing criminal justice information systems with implications for future needs. The impact of science and technology on criminal justice agencies will be analyzed.

NTS300 U.S. Policy and National Security

4 Credit Hours

This course 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: NTS102

NTS305 Domestic Terrorism and Violent Extremism

4 Credit Hours

This course examines bigotry and hate and how they are manifested in criminal behavior. Various groups who have been labeled as supporting or engaging in domestic terrorism are studied. Focus is placed on federal and state statutory laws and the dynamics of police, court, and corrections-based responses to hate crimes and domestic terrorism.

NTS307 Threat and Risk Assessment

4 Credit Hours

This course prepares emergency response managers, community leaders, private sector, nongovernment organizations, and tribal 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: NTS108

NTS400 Weapons of Mass Destruction

4 Credit Hours

This course explores the threats that weapons of mass destruction (WMD) pose to the U.S. and its interests, along with the strategies to meet those threats. The course will examine the technical aspects, history, and contemporary threat of each weapon category: chemical, biological, radiological, and nuclear. There will be a critical analysis of U.S. and global efforts to limit access to these weapons and prohibit their production, proliferation, and use.

Prerequisite: NTS102

NTS402 Digital Forensics

4 Credit Hours

This course focuses on identifying, preserving, and extracting electronic evidence. Students will learn how to examine and recover data from operating systems and core forensic procedures for any operating or file system. Students will also understand technical issues in acquiring computer evidence and how to conduct forensically sound examinations to preserve evidence for admission and use in legal proceedings.

Prerequisite: NTS206

NTS410 Research Methods in National Security

4 Credit Hours

This course examines 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. Methodological problems and ethical issues will be considered in detail.

Prerequisite: NTS102

NTS483 Internship

4 Credit Hours

This course 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

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DED051 Foundations of Critical Reading

4 Equivalency Units

This course provides students with the foundations needed for academic and reflective reading, critical thinking, and response writing. Topics include academic vocabulary; flexible reading; advanced comprehension skills, including analyzing, evaluating, and responding to materials across academic disciplines; learning and study skills, including outlining, note-taking, and time management; and metacognitive strategies.

DED061 Foundations of Critical Writing

4 Equivalency Units

This course provides students with the foundations needed for academic and reflective writing. Topics include the writing process, academic grammar and style, paragraph organization, essay development, and basic research using MLA format. Writing styles include argument/persuasion, illustration/example/description, comparison/contrast, and narration. The interrelatedness of reading and writing will also be reinforced.

Prerequisite: DED051 or satisfactory score on reading portion of placement test

DED090 Bridge to Success

4 Equivalency Units

The Bridge to Success program provides students with critical math, study, and problem-solving skills, and provides an early introduction to the expectations and culture of college life. Emphasis is placed on the use of quantitative processes to explain the meaning and application of arithmetic operations, integers, graphs/charts/tables, basic descriptive statistics, linear equations, and the coordinate system, as well as the development of time management, critical thinking, and active reading skills. Students who satisfactorily complete the program will be eligible to register for their first quarter at Berkeley College.

DED099 Transitional Math

4 Equivalency Units

This course is intended to prepare students to become successful learners in courses requiring basic math skills. Emphasis is placed on the use of quantitative processes to explain the meaning and application of arithmetic operations, descriptive statistics, linear equations, and the coordinate system. Supplemental instruction will be required based on placement scores.

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Academic Year

Calendar Year: Berkeley College's calendar includes four terms organized on the quarter system. The fall quarter begins in September, followed by the winter quarter in January, the spring quarter in April, and the summer quarter in July.

An academic year is comprised of three terms totaling 36 weeks, and a full-time student is expected to complete a minimum of 36 quarter credit hours in that time.

Academic years that span the summer quarter are comprised of 35 weeks. The campuses are closed on some legal holidays. The current **academic calendar** specifies the exact dates.

The Quarter System: Courses are evaluated in terms of quarter hours of credit, except for certain courses in the School of Health Studies that are measured in clock hours.

Class Hours: Generally, instructional hours are from 8:00 a.m. through 11:00 p.m. on weekdays and from 9:00 a.m. through 5:00 p.m. on weekends.

Students enrolled in the **Patient Care Technician, Practical Nurse, Surgical Processing Technician,** and **Surgical Technology** programs should refer to their respective Student Handbook Supplements for program-specific class and clinical rotation hours.



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WINTER QUARTER 2015

Monday, January 5 - Classes Begin
 Monday, January 19 - Martin Luther King, Jr. Day - No Classes
 Monday, February 16 - Presidents' Day - No Classes
 Sunday, March 29 - Classes End
 Monday, March 30 through Sunday, April 5 - Spring Vacation

SPRING QUARTER 2015

Monday, April 6 - Classes Begin
 Monday, May 25 - Memorial Day - No Classes
 Sunday, June 28 - Classes End
 Monday, June 29 through Sunday, July 5 - Summer Vacation

SUMMER QUARTER 2015

Monday, July 6 - Classes Begin
 Monday, September 7 - Labor Day - No Classes
 Sunday, September 20 - Classes End
 Monday, September 21 through Sunday, September 27 - Fall Vacation

FALL QUARTER 2015

Monday, September 28 - Classes Begin
 Monday, October 12 - Columbus Day - No Classes
 Thursday, November 26 through Sunday, November 29 - Thanksgiving Recess
 Sunday, December 20 - Classes End
 Monday, December 21 through Sunday, January 3, 2016 - Winter Vacation

WINTER QUARTER 2016

Monday, January 4 - Classes Begin
 Monday, January 18 - Martin Luther King, Jr. Day - No Classes
 Monday, February 15 - Presidents' Day - No Classes
 Sunday, March 27 - Classes End
 Monday, March 28 through Sunday, April 3 - Spring Vacation



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Employment, Retention, and Graduation Rates

Employment Rates

Over 75 percent of Berkeley College graduates who graduated during the academic year ending June 30, 2013 secured employment in positions related to their programs of study prior to December 31, 2013.

The percentage of graduates employed is calculated based on communications between graduates and Career Services staff. To be included in that number, a graduate must be working in a position related to the graduate's Berkeley College program of study within 180 days after graduation.

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 calculation. 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.

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 2013 have reported pursuing Master of Business Administration degrees in Accounting, Fashion Design, General Business, and Management; Master of Science degrees in Early Childhood Development and Finance; Master of Arts degrees in Human Resources and Criminal Justice; and Juris Doctor in Law.

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.

Retention Rates for Fall 2012

	New Jersey	New York
First-Time Full-Time (FTFT) Bachelor's	64%	58%
First-Time Full-Time (FTFT) Associate's	53%	44%

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).

Graduation Rates for Students Entering in

Fall 2007

	New Jersey	New York
First-Time Full-Time (FTFT) Bachelor's	31%	29%
First-Time Full-Time (FTFT) Associate's	26%	20%



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Admissions

Berkeley College seeks to provide students with an education that balances academic preparation, professional training, and hands-on experience. The College considers students for admission to degree and certificate programs on the basis of future potential, the motivation and interest to succeed in a chosen profession, and past academic achievement.

Graduation from high school or the equivalent and 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 location 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.

Convenient locations in the New York City, Westchester, and New Jersey metropolitan areas and an online option provide exceptional convenience and flexibility, as students have the choice of combining day, evening, weekend, and online classes at more than one campus. In addition, faculty members provide professional guidance to adult students who may be able to earn credit for college-level learning acquired through experience.

Adult students who have previously attended college should follow the procedures for transfer applicants. 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

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.

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.

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 through the SOCNAV NCDLP 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 works with each location to provide 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 Midtown Manhattan location. 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 **Medical Assistant, Patient Care Technician, Practical Nurse, and Surgical Processing Technician** certificate programs should refer to their respective Student Handbook Supplements for program-specific immunization requirement policies.

In addition to meeting the [immunization requirements](#) of Berkeley College, students enrolled in the **Surgical Technology A.A.S. program** should refer to their respective Student Handbook Supplement for additional program-specific immunization requirement policies.

In addition, students applying to the Health Sciences, Medical Assistant, Patient Care Technician, Practical Nurse, Surgical Processing Technician, and Surgical Technology programs must provide authorization for a criminal background check prior to registration, and submit a physical assessment by a licensed physician, advanced practice registered nurse, or physician assistant prior to participating in clinical rotations.

Medical Assistant program applicants must complete and sign a Health Record and Supplemental form, which provides technical information, prior to the start of classes. A tetanus shot administered within the past 10 years is also recommended. Hepatitis B vaccination and a tetanus shot are also recommended for part-time students enrolled in the Medical Assistant program.

Readmissions: Berkeley College has established a Readmissions Department to assist former students, who have been out of attendance for a quarter 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 quarter 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, 600 Getty Avenue, Clifton, NJ 07011.
- 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**.

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Immunization Requirement

New Jersey Locations (Only)

MMR

Subject to certain exemptions listed below, all students enrolled in degree programs at one of Berkeley's New Jersey locations must provide proof of immunization or actual immunity against measles, mumps, and rubella.

Measles: Two doses; the first dose must be administered after the age of 12 months; the second dose must be administered after the age of 15 months and more than 30 days after the first dose.

Mumps: One dose, administered after the age of 12 months.

Rubella: One dose, administered after the age of 12 months.

Note: The MMR combined vaccine counts as one dose of the measles vaccine and satisfies the requirements for mumps and rubella. A second dose of measles vaccine must be administered at least 30 days later.

Hepatitis B

Subject to certain exemptions listed below, any new student who enrolls in a degree program at one of Berkeley's New Jersey locations for the first time on or after January 1, 2008 and registers for 12 or more credits must show appropriate proof of immunization or actual immunity against Hepatitis B.

Students to whom this requirement applies must document their receipt of three doses of Hepatitis B vaccine administered within prescribed time frames. (Alternatively, the adolescent two dose series is acceptable if administered between the ages of 11-15.)

Meningitis

Subject to certain exemptions listed below, all students enrolled at one of Berkeley's New Jersey locations (or the parent/guardian of a student who is less than 18 years old) must acknowledge in writing that they have received information from the College concerning meningitis and vaccination. In addition, students must furnish proof of immunization against meningitis received within the previous 10 years or acknowledge that they have elected to forego immunization.

Special Requirements for Certain Health Studies Programs

Certain programs in the School of Health Studies have their own specific immunization requirements. Students enrolled in the **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.

Exemptions

Students at New Jersey locations who demonstrate to the satisfaction of the College Registrar that they (a) are 31 years of age or older, (b) attended primary or secondary schools in New Jersey (which have the same immunization requirements), or (c) are entitled to an exemption from such requirements for appropriately documented medical

or religious reasons are exempt from the requirements described above. Furthermore, the requirements do not apply to students who are enrolled in online classes only. **Please note that exemptions may not be available to Health Studies students who are subject to program-specific immunization requirements.**

New York Locations (Only)

MMR

Subject to certain exemptions listed below, all students enrolled at one of Berkeley's New York locations who were born on or after January 1, 1957 and are taking six or more credits must provide proof of immunization or actual immunity against measles, mumps, and rubella.

Measles: Two doses; the first dose must be administered after the age of 12 months; the second dose must be administered after the age of 15 months and more than 30 days after the first dose.

Mumps: One dose, administered after the age of 12 months.

Rubella: One dose, administered after the age of 12 months.

Note: The MMR combined vaccine counts as one dose of the measles vaccine and satisfies the requirements for mumps and rubella. A second dose of measles vaccine must be administered at least 30 days later.

Meningitis

Subject to certain exemptions listed below, all students enrolled at one of Berkeley's New York locations are taking six or more credits (or the parent/guardian of a student who is less than 18 years old) must acknowledge in writing that they have received information from the College concerning meningitis and vaccination. In addition, students must furnish proof of immunization against meningitis received within the previous 10 years or acknowledge that they have elected to forego immunization.

Students seeking to reside in student housing facilities must submit proof of actual immunization against meningitis before keys will be issued.

Exemptions

Students at New York locations who are taking less than six credits or who demonstrate to the satisfaction of the College Registrar that they are entitled to an exemption from immunization requirements for appropriately documented medical or religious reasons are exempt from the requirements described above. Furthermore, the requirements do not apply to students who are enrolled in online classes only.

All Locations

Acceptable Proof of Immunization

Every student required to furnish proof of immunization must submit a certificate of immunization signed by a physician or healthcare provider to the Registrar's Department **prior to registering for classes**. In the discretion of the Registrar, serological proof of immunity (laboratory results) or other proof, such as a Student Health Record from a previously attended school or military records, properly documenting the required immunization history may be accepted as adequate proof of such immunization. (New York students relying on military records may be admitted upon demonstrating that they have requested, in writing, the appropriate military records.)

Failure to Satisfy Requirements Prior to Registration

Students who have not satisfied the College's immunization requirements will not be permitted to register for classes. For more information concerning immunization requirements, please contact the Registrar Department.

Emergency Action

In the case of a suspected outbreak of disease on campus or under other comparable circumstances, the College shall take any emergency action it deems necessary to protect the health and safety of the Berkeley College community. Such action may include closing facilities, restricting access, or temporarily barring from campus any student whose immunity to disease has not been documented.

The complete student Immunization Policy is available at BerkeleyCollege.edu/files_bc/Immunization_Policy.pdf.

BERKELEY COLLEGE IMMUNIZATION POLICY

Purpose

This policy prescribes student immunization requirements to promote the health and safety of the College community and to comply with applicable laws.

Scope

This policy applies to students taking classes at any Berkeley College location. Students taking classes exclusively online are exempt from immunization requirements.

Additional immunization requirements may be required for Health Studies Students in connection with clinical rotations.

I. Immunization Requirements

A. New Jersey Students

Subject to certain exemptions set forth below, the laws of the State of New Jersey require students (i) under the age of 31 (ii) enrolled in degree programs at New Jersey locations who (iii) have not previously been subject to such requirements during attendance at a primary or secondary school within the State of New Jersey

1. to be immunized against measles, mumps, and rubella (detailed requirements are listed below);
2. to complete and return a form (a) acknowledging their receipt of information the college provides concerning meningitis and vaccination, and (b) indicating whether they have been immunized for meningitis or have elected to forego such immunization (immunization against meningitis is recommended but not required); and
3. who enroll for the first time on or after January 1, 2008 in a Berkeley College degree program and are registering for twelve (12) or more credits to be immunized against Hepatitis B (detailed requirements are listed below).

B. New York Students

Subject to certain exemptions set forth below, the laws of the State of New York require students born on or after January 1, 1957 who are taking six (6) credits or more at New York locations

1. to be immunized against measles, mumps, and rubella; and
2. to complete and return a form (a) acknowledging their receipt of information the college provides concerning meningitis and vaccination, and (b) indicating whether they have been immunized for meningitis or have elected to forego such immunization (immunization against meningitis is recommended but not required for non-resident students).

All students seeking to reside in student housing at the White Plains location must submit proof of actual immunization against meningitis before keys will be issued.

C. Special Requirements Applicable to Certain Health Studies Programs

Certain programs in the School of Health Studies have their own specific immunization requirements. Students enrolled in the **Surgical Technology A.A.S. program** should refer to their respective Student Handbook Supplements for program-specific immunization requirements. Students enrolled in the **Practical Nurse,**

Patient Care Technician, or Surgical Processing Technician certificate programs should refer to their respective Student Handbook Supplements for program-specific immunization requirements.

C. Detailed Requirements

1. **MMR (Measles, Mumps and Rubella)** (Applicable to Students at All Berkeley College Locations)

Measles: Two (2) doses; the first dose must be administered after the age of twelve (12) months; the second dose must be administered after the age of fifteen (15) months and more than thirty (30) days after the first dose.

Mumps: One (1) dose, administered after the age of twelve (12) months.

Rubella: One (1) dose, administered after the age of twelve (12) months.

Note: The MMR combined vaccine counts as one (1) dose of the measles vaccine and satisfies the requirements for mumps and rubella. A second dose of measles vaccine must be administered at least thirty (30) days later.

2. Hepatitis B: (Applicable to Students at New Jersey Locations Only)

Three (3) dose series, taken within prescribed intervals. (Alternatively, the adolescent two (2) dose series is acceptable if administered between the ages of 11-15.)

II. Proof of Compliance

A. Certificate of Immunization

Prior to registering for classes, each student for whom immunization is required by this policy must submit to the Registrar Department a written certificate of immunization signed by a physician or healthcare provider. The certificate must document the student's receipt of two (2) live doses of measles vaccine and one (1) live dose each of mumps and rubella vaccine. For a student attending one of Berkeley College's New Jersey locations (only), the certificate also must document receipt of three (3) doses of Hepatitis B vaccine (or the two (2) dose adolescent series) administered within prescribed time frames.

B. Alternative Proof of Immunity

Serological proof of immunity (a laboratory report reflecting the results of a titer test) or other reliable documentation of the required immunizations (such as a Student Health Record from a previously attended school or military records) may be accepted as adequate proof of immunity.

III. Compliance Required Prior to Registration; Exceptions and Exemptions

Students who fail to satisfy the College's immunization requirements prior to registration will not be permitted to register for classes.

A. Exception for Current and Former Members of the United States Military (Applicable to New York Students Only)

To the extent permitted by law, a current or former member of the United States Military may be permitted to register at a New York location upon demonstrating to the satisfaction of the Registrar that such person has taken appropriate steps to obtain immunization records from the applicable government agency or department. One received, such records must be submitted to the Registrar Department.

B. Medical Exemptions (Applicable to Students at All Berkeley College Locations)

Subject to acceptance of documentation by the Registrar, a student may be permitted to register upon submission of a written doctor's certificate indicating that immunization is contraindicated for medical reasons. The certificate must state specific medical grounds and the expected duration of the grounds upon which the exemption is sought.

C. Religious Exemptions (Applicable to Students at All Berkeley College Locations)

Subject to acceptance of documentation by the Registrar, a student may be permitted to register upon submission of a certificate from the student stating that immunization would violate the student's sincerely held religious beliefs. A general philosophical or moral exemption to the vaccination shall not be sufficient for an exemption on religious grounds.

IV. Roles and Responsibilities

A. Registrar

The College Registrar shall administer this policy, maintain related records and comply with applicable reporting requirements. Students for whom immunization is required who attempt to register without proof of immunization or actual immunity shall be informed (1) that such proof is required prior to registration unless the student can document grounds for a medical or religious exemption in accordance with applicable state laws; (2) where the student may obtain required immunizations; and either that (3) (*New York students only*) immunizations may be available free of charge through the Health Department located in the county where either the student resides or the College is located; or (4) (*New Jersey students only*) immunizations against Hepatitis B and Meningitis are available through the College. The Registrar shall have authority to determine the adequacy of documentation submitted under this policy.

B. Student Development and Campus Life

The Student Development and Campus Life Department shall either offer or make arrangements for a licensed third party provider to offer Hepatitis B and Meningitis immunization to New Jersey students at such times and upon such terms as the College may deem appropriate.

V. Emergency Action

In the case of a suspected outbreak of disease on campus or under other comparable circumstances, the College shall have the right to take any emergency action it deems necessary to protect the health and safety of the Berkeley College community. Such action may include cancelling classes, closing or restricting access to facilities, or temporarily barring from campus any student whose immunity to disease has not been documented.

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Student Attendance Policy

Students are expected to attend and participate in all of their courses throughout each quarter. Those who fail to do so may be administratively withdrawn from individual courses or the College. Attendance is tracked and recorded.

Students enrolled in the **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 make up assignments and/or tests.

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 their financial aid eligibility.**

- Online students who do not submit any discussion board activity after seven calendar days are at risk for withdrawal from the course(s) or College.
- Day students who are reported absent for three or more consecutive classes are at risk for withdrawal from the course(s) or College.
- Evening/weekend students who are reported absent for two or more consecutive classes are at risk for withdrawal from the course(s) or College.

For more information about withdrawal and attendance appeals, please see the full policy BerkeleyCollege.edu/files_bc/Student_Attendance_Policy.pdf.

BERKELEY COLLEGE Student Attendance Policy

Purpose

This policy sets forth the requirements and guidelines regarding class attendance, absences and related procedures.

Scope

This policy applies to all Berkeley College students, faculty and administrators. Students enrolled in the Surgical Technology A.A.S. program or the Practical Nurse, Medical Assistant, Patient Care Technician or Surgical Processing Technician certificate programs must also abide by the more specific attendance policies outlined in their respective Student Handbook Supplements, which will govern in the event of any inconsistency with this document.

I. Student Responsibilities

Students are expected to attend and participate in all of their courses throughout the quarter, including during the first week. Those who fail to do so may be administratively withdrawn from individual courses or the College. **This may affect the students' financial aid eligibility.** Students are responsible for being aware of their course attendance requirements, which shall be set forth in the course syllabus, and are responsible for making up all work assigned during any absence, subject to the discretion of the course instructor.

If illness, accident or similar circumstances require absence for 3 or more consecutive days, the absent student is required to notify the Advisement Department in addition to contacting the faculty member to make up assignments and/or tests.

II. Faculty Responsibilities

A. Class Policy

For every course, faculty members shall take attendance in each class by entering the information directly into the appropriate database through Blackboard. The College will maintain a permanent record of each individual student's attendance for each course. No other record of individual class attendance shall be maintained.

B. Excusing Absences

Generally, individual instructors may determine whether to excuse absences for good cause (such as medical emergencies or personal crises) and whether (and to what extent) absences will affect grading. Notwithstanding the foregoing, instructors must excuse absences of members of the armed forces called to active duty (the student shall present copies of duty orders to Advisement) or where otherwise required by law. Reasonable accommodations for make-up work shall be provided in any case where the student's absence is permitted by law.

Note that instructors may not subsequently alter a student's permanent attendance record as a result of granting an excused absence.

C. Publication of Class Attendance Rules

The instructor's specific rules concerning absences, grading and make-up work shall be included in each course syllabus. In addition, in courses for which credit is measured in clock hours, students may be permitted to make up missed class time only during dates/times published in the course description section of the Berkeley College Catalog or applicable Student Handbook Supplement.

D. Cancelled Classes

Faculty members who need to cancel or reschedule a class for any reason shall notify their students according to the procedures outlined in the Faculty Handbook. Cancelled classes will not be considered or counted as a student absence.

III. Withdrawal

A student who is withdrawn prior to the end of week 9 of the quarter for failing to attend and participate in class 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.** A student who stops attending after week 9 of the quarter will not be withdrawn, and will receive the grade(s) earned.

A. Online Students

Students who have not submitted any discussion board activity after 7 calendar days are at risk for withdrawal from the course or the College.

B. Day Students

Students who have been reported absent for 3 or more consecutive day classes (excluding excused absences) are at risk for withdrawal from the course or the College.

C. Evening/Weekend Students

Students who have been reported absent for 2 or more consecutive evening or weekend classes (excluding excused absences) are at risk for withdrawal from the course or the College.

IV. Appeals

A student who has been administratively withdrawn from an individual course or the College may appeal under certain circumstances and seek reinstatement. If there is an extraordinary or unusual reason for the student's excessive absences (such as prolonged illness) or if the student claims that a faculty member reported an absence in error, then he or she may submit an appeal in accordance with the following procedures, which supersede any more general policies concerning the correction of errors in education records:

1. The student must submit the Attendance Appeal E-form (which can be found under "Forms" on the Blackboard homepage) and attach any supporting documentation (such as a doctor's note) within 5 calendar days of receiving notice of withdrawal.

2. The course instructor will evaluate this information and provide a written determination to the student.
3. If the student wishes to challenge the instructor's written determination, within 3 calendar days of receiving the instructor's written determination the student must forward the following documents to the Department Chair: copies of the Attendance Appeal E-form and any supporting documentation, the course syllabus and the instructor's written determination.
4. The Department Chair will then evaluate the information and provide a written determination to the student and the instructor.
5. If the student wishes to challenge the Department Chair's decision, within 3 calendar days of receiving the Department Chair's written determination the student must submit the following to the School Dean: copies of the Attendance Appeal Form and any supporting documentation, the course syllabus, the instructor's determination and the Department Chair's determination.
6. The School Dean will then evaluate the information and provide a written determination to the Department Chair, faculty member and student. The decision of the School Dean shall be final.

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Transfer Credit Policy

Students must complete the last 25 percent of the credits required for their degree at Berkeley College. Acceptance of transfer credits is solely within the discretion of the Registrar. All decisions shall be final, with the exception of decisions that are appealable in accordance with the New Jersey Comprehensive Statewide Transfer Agreement.

Transfer Credit: Berkeley College will 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 and not more than 10 years old. Any credits that are more than 10 years old will be reviewed by the appropriate School Dean. The Dean will consider the academic requirements of the particular discipline and current industry standards when making a determination as to which credits will be accepted. Students may receive 90 quarter credit hours if they have an Associate's degree that articulates with a Berkeley College Bachelor's degree.

Nursing, surgical technology, and some science courses require a minimum grade of C+ to be considered for transfer and will be evaluated on a course by course basis.

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.

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 college will be fully transferable as 90 credits to be counted towards the degree requirements of a New Jersey Baccalaureate degree, with the 90 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.

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 location to determine the applicability of their transferred credits towards their intended program of study at Berkeley College.

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.

Credit by Advanced Placement Examination: Students who have taken college-level courses in high school and who have passed the Advanced Placement exams given by the College Board and received a score of 4 or higher, will receive credit for those courses if they are applicable to their program at Berkeley College. Credit for such courses will appear as CR on the student's Berkeley College transcript and will not be included in the GPA calculation.

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/berkeley_bc/2038.htm. 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.

Credit by Standardized Testing and Published Guides: Berkeley College grants credit as recommended by standard assessment guides, including National CCRS (College Credit Recommendation Service), ACE (The American Council on Education), and DANTES (Defense Activity for Non-Traditional Educational Support). The College also grants credit for acceptable scores on national standardized examinations, including CLEP (College-Level Examination Program), ACT-PEP (American College Testing-Proficiency Examination Program), and for professional certification exams in the ACE exam guide.

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Credit for Prior Learning

What is prior learning?

Learning does not only take place in the halls of academia. Adult learners bring to the classroom many years of learning through diverse experiences in life and in the workplace. Some of these experiences may be counted towards college-level work through prior learning credits.

Prior learning is defined as documented college-level learning acquired through previous study or through non-classroom experiences. These experiences may include travel; volunteer work; independent acquisition of knowledge; participation in formal courses sponsored by associations, business, government, industry, the military, and unions; and participation in certification programs and professional development courses. Only documented, college-level learning assessed by faculty will be awarded college credit. Credit is granted for learning from experience, not for experience alone; however, students must complete a minimum of 25 percent of the credits required for their degree in residence at Berkeley College.

How can I earn prior learning credits?

- Challenge examinations
- National standardized tests, such as AP, CLEP, DANTEs, Regents College Exams (formerly ACT)
- Military training
- Portfolio evaluation
- Published guides, such as the American Council on Education CREDIT program and the National College Credit Recommendation Service (National CCRS)

For more information, please click here for the Credit for Prior Learning Guide.

The first step is to complete the **Initial Prior Learning Assessment eForm**. Students will receive a Credit for Prior Learning Plan via email and will be contacted to meet with an academic advisor, who will review the possibilities for credit recognition and provide advice on the best method for assessment as well as the procedures to be followed.

Students enrolled in the **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.

Credit for Prior Learning (CPL) Guide: What is CPL and How to Start the Process?

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 assessed by faculty 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.

How can I earn Prior Learning Credits?

- Challenge Examinations
- National Standardized Tests such as AP, CLEP, DANTES Subject Standardized Test (DSST), Excelsior College Examinations (ECE) and UExcel Exams.
- Military Training
- Portfolio Evaluation
- Published Guides (such as the American Council on Education CREDIT program and the National College Credit Recommendation Service (National CCRS) – formerly PONSI)

The first step is to complete the Initial Prior Learning Assessment e-form, available online. New students will be contacted by an admissions representative and continuing students will be contacted by an academic advisor to review the possibilities for credit recognition and provide advice on the best method for assessment as well as the procedures to be followed.

CREDIT BY CHALLENGE EXAMINATION

Matriculated students can choose to take a Challenge Exam to demonstrate mastery of any course not previously taken and that is required by Berkeley College as part of a degree program. Challenge Exams are academically equivalent to a comprehensive assessment for a course and require a passing grade of 80% or better. These assessments are offered for students at all of our campus locations and may also be able to be administered at a remote location for our online students. Students work with Berkeley College's department chairs and advisors to determine whether a Challenge Exam is the best option. Advanced placement and appropriate academic credit will be granted to students passing

challenge exams. Those seeking to receive credit by Challenge Exam should also be mindful of the following:

- Students must have completed all challenge examinations prior to their last quarter.
- Credit for such courses will appear as “CE” on the student’s Berkeley College transcript and will not be included in the GPA calculation.
- Challenge exams are available at no charge to students in their first quarter at Berkeley College.
- Students cannot receive credit by Challenge Exam for any course for which they have received a grade, including WP and WF.
- Students are allowed one attempt to receive credit by Challenge Exam for a particular course.

Students enrolled in Allied Health Certificate Programs will, in most instances, not be eligible to receive credit for prior learning due to accreditation issues. Students enrolled in the Patient Care Technician, Practical Nurse, Surgical Processing Technician, and Surgical Technology programs should refer to their respective program-specific Student Handbook Supplement for additional information regarding credit for prior learning.

CREDIT BY NATIONAL STANDARDIZED TESTS

Berkeley College grants credit as recommended by standard assessment guides, including National CCRS (National College Credit Recommendation Service), ACE (The American Council on Education); and DSST (DANTES Subject Standardized Test). The College also grants credit for acceptable scores on national standardized examinations including CLEP (College-Level Examination Program); ACT-PEP (American College Testing-Proficiency Examination Program); and for professional certification exams in the ACE exam guide. The academic advisor will counsel students, review the possibilities for credit recognition, and determine the best method for assessment.

CLEP

The College-Level Examination Program® (CLEP) developed and administered by The College Board, offers 33 exams in five subject areas, covering material taught in courses that are generally taken in the first two years of college. Exams are approximately 90 minutes long, with the exception of College Composition, which is 120 minutes. Exams contain mainly multiple-choice questions. College Composition and a few other exams contain other types of questions and essays. CLEP exams in business include: Financial Accounting; Information Systems and Computer Applications; Introductory Business Law; Principles of Management; and, Principles of Marketing.

CREDIT BY ADVANCED PLACEMENT EXAMINATION

Students who have taken college-level courses in high school and who have passed the Advanced Placement exams given by the College Board will receive credit for those courses if they are applicable to their program at Berkeley. Credit is transcribed as CR and is not part of the GPA calculation.

DSST EXAMS

DSST offers 38 exams in college subject areas such as Social Sciences, Math, Applied Technology, Business, Physical Sciences and Humanities. The American Council on Education's College Credit Recommendation Service (ACE CREDIT) evaluated and recommended college credit for all 38 DSST exams. The exams are funded for active-duty military and their spouses and \$85 for non-military test takers. DSST exams are offered at more than 1,200 test centers nationwide.

CREDIT FOR MILITARY TRAINING

The College will grant credit for those military service schools which have been evaluated by the Office on Educational Credit and Credentials of the American Council on Education (ACE) as well as select military schools that have undergone institutional reviews in order to award additional credits not recommended by ACE.

Members of the armed forces currently on active duty should submit an AARTS, SMART or Coast Guard Institute transcript to receive credit. Air Force members should submit an official transcript from the Community College of the Air Force (CCAF) to receive credit.

Since 1950, a separation report has been identified as DD Form 214. Prior to 1950, Army and Air Force veterans were issued a Separation Qualification Record; Navy and Coast Guard veterans were issued a Notice of Separation; Marine Corps veterans were issued a Report of Separation. A notarized photocopy of the original separation report should be submitted to the College. Students should not submit the original. Students unable to locate the original separation report can request a copy from The National Personnel Records Center, Military Personnel Records, 9700 Page Blvd., St. Louis, MO 63132, and forward it with the cover form from the National Personnel Records Center to the College. Members of the reserves or National Guard should contact their units for any necessary documentation.

PORTFOLIO DEVELOPMENT AND ASSESSMENT

Many adults have acquired learning outside of the classroom simply from life experience through work, volunteer activities, and online study. In some cases, that learning is college level and can earn college credit. In that case, students may develop a portfolio to document learning that took place in settings other than a formal classroom.

A successful prior learning student has significant learning gained through work experience and training; understands the time commitment involved in building a portfolio; has selected the portfolio development course with advising assistance; has strong writing skills; has access to a computer with Internet access; and is a good candidate for online learning.

ELIGIBILITY REQUIREMENTS

Only matriculated Berkeley College students are eligible to participate in Prior Learning evaluations. Students interested in the portfolio process must have successfully completed ENG105 and ENG106, or the equivalent and completed the non-credit online Road to Portfolio Development tutorial.

PROCEDURES FOR A PORTFOLIO

To begin the process, a student must meet with an academic advisor and the department chair for a preliminary assessment of whether developing a portfolio is the preferred method of gaining prior learning credit. Once it is determined that portfolio development is the preferred method for CPL and eligibility requirements have been met, students are enrolled in “PLA100, Prior Learning Portfolio Development,” a non-credit online course. During the course, students will be assigned a faculty mentor who will guide them as they collect the materials to be included in their portfolio for assessment and determination of credits, if any, to be awarded.

Over the course of a quarter, the student will work with the faculty mentor and, through the process of reflection, analysis, and articulation, develop the narratives and support documentation necessary to complete the portfolio.

The final draft of the portfolio will be due no later than final exam week of the quarter in which the student is registered. Students must have submitted their portfolios for review prior to their last quarter. A student may request from the faculty mentor an extension of one quarter to complete the portfolio. The faculty mentor will submit the completed portfolio to the Dean of the relevant school (Larry L. Luing School of Business, School of Professional Studies or School of Liberal Arts), who will assign a faculty evaluator to review the portfolio and assign credit, if applicable. Credit is transcribed as PL and is not part of the GPA calculation. Students may submit a maximum of two portfolios during the initial quarter. Students may submit additional portfolios after successful completion of PLA100 at no additional charge.

REQUIRED ELEMENTS OF A PORTFOLIO

Portfolios must contain/reflect the following:

- 1) a narrative that describes and explains the prior learning that has taken place;
- 2) documentation of learning arranged chronologically to show developmental progress, or by subject matter to show achievement in a particular skill or topic;

- 3) college-level learning that corresponds to a particular Berkeley College course for the awarding of the college credits sought;
- 4) An autobiography;
- 5) A resume;
- 6) Transcripts or proof of attendance at professional schools or training programs (if applicable); and
- 7) Any other relevant documents of support.

Some examples of college level learning and supporting documentation are set forth below:

Work experience
Education
Trade schools
Specialized training programs
Non-credited training programs
Societal and Community activities
Membership in Organizations
Political office or other activities
Volunteer Work
Military experience
Travel experience
Hobbies, special interests, sports
Publications, reports
Other experiences through which significant learning was accomplished

NOT A GUARANTEE

Submission of a portfolio is not a guarantee that credit(s) will be awarded. Student challenges to the evaluation of credits through the portfolio process will be reviewed by the appropriate Dean, whose determination will be final.

COST

The non-refundable fee for the portfolio process is \$750.00, which must be paid prior to being assigned to a faculty mentor. *Note that the \$750.00 is not part of a financial aid package and must be paid by the student.*

FOR FURTHER INFORMATION, PLEASE CONTACT:

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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, beginning with their first quarter 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 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](#).

2015 DEGREE PROGRAM TUITION per quarter

Full-Time Students (12-16 credits)	\$7,700
Full-Time Students (in excess of 16 credits)	\$7,700 + \$525 per additional credit
Part-Time Students (1-11 credits)	\$525 per credit

DEGREE PROGRAM FEES (NON-REFUNDABLE)

Quarterly technology	\$150 per quarter
Online course resource	\$75 per course
Quarterly administrative	
• 9 or more credits	\$250 per quarter
• 8 or fewer credits	\$125 per quarter
Graduation	\$100 upon graduation
Late registration	\$50 per instance
Late scheduling (online only)	\$100 per instance

Any changes in tuition and/or fees apply to students who enter in or after the winter quarter.

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 quarter. 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 quarter. No refunds will be made to persons canceling during this 60-day period.

TUITION PAYMENTS

Tuition is payable in advance. Tuition may be paid in person, by mail, or online through Student Self-Service. The Student Accounts Department accepts payment by cash, check,

MasterCard, Visa, or American Express.

Billing for tuition and fees is done on a quarterly 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 six 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 do so are charged a late registration fee.

The College reserves the right to make any changes in the schedule of hours or in the courses of study that may be desirable.

TUITION REFUND POLICY*

If a student officially withdraws or is dismissed from the College during a quarter, credit for that quarter will be issued as follows:

Notification date during

- | | |
|------------------------------|-----|
| • First and second weeks | 90% |
| • Third week | 50% |
| • Fourth through sixth weeks | 25% |
| • After the sixth week | 0% |

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 quarter should contact the Academic Advisement Department. In accordance with the Student Attendance Policy and the refund schedule above, withdrawn students will be responsible for charges incurred as of their last recorded date of attendance. 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 quarter; once the quarter has started, Residence charges will not be refunded.

Financial aid will be adjusted based on the withdrawn student's last recorded date of attendance. Eligibility for disbursement of federal and state funds will be recalculated as of that date in accordance with federal and state regulations. Refunds will be made according to the federal refund allocation schedule. Students who withdraw or are dismissed after the 60 percent point (week seven) of the quarter will retain 100 percent of their federal awards.

Institutional aid will not be refunded. Berkeley institutional aid awards are earned ratably during the quarter.

*Refund information for online students residing in Maryland is different and may be found [here](#).

MISCELLANEOUS COSTS

Costs for textbooks, supplies, field trips, and other classroom-related expenses are estimated at \$960 per academic year for degree programs. Living expenses can 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. 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 New Jersey students to demonstrate health insurance coverage prior to enrollment. New Jersey students who would like more information about available health insurance options may find it at the following website:

http://www.state.nj.us/dobi/division_insurance/ihcseh/shop_ihc.htm.

RESIDENCE

Residence facilities should be reserved well in advance. Priorities on apartments and room assignments are based on the date residence deposits are received. An advance deposit of \$400 is due with the residence application.

The balance of the fee must be paid prior to moving into the residence. If a residence reservation is canceled, the advance deposit is refunded only if the College receives notice in writing at least 60 days prior to the start of the quarter 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 quarterly rate per occupant is \$3,000.

View the [housing page](#) for more information.

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Certificate Program Tuition and Fees

2015 CERTIFICATE PROGRAM TUITION*

Medical Assistant (4 quarters)	\$19,200
Medical Insurance, Billing, and Coding (4 quarters)	\$19,200
Patient Care Technician (3 quarters)	\$14,800
Practical Nurse (5 quarters)	\$27,950
Surgical Processing Technician (3 quarters)	\$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.

CERTIFICATE PROGRAM FEES (NON-REFUNDABLE)

Quarterly technology	\$150 per quarter
Quarterly administrative	
• 9 or more credits	\$250 per quarter
• 8 or fewer credits	\$125 per quarter
Graduation	\$100 upon graduation
Late registration	\$50 per instance

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 quarter. 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 quarter. No refunds will be made to persons canceling during this 60-day period.

TUITION PAYMENTS

Tuition is payable in advance. Tuition may be paid in person, by mail, or online through Student Self-Service. The Student Accounts Department accepts payment by cash, check, MasterCard, Visa, or American Express. Billing for tuition and fees is done on a quarterly basis, although the student may make one payment in full for the program. 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 six 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 do so are charged a late registration fee. Failed courses will lead to a repeat charge assessed on a per-credit basis.

TUITION 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:

Student Tuition Responsibility	Time of Withdrawal Full-Time Student	Time of Withdrawal Part-Time Student
10% tuition	During the first week	Within the first 25 hours of instruction
20% tuition	Weeks two and three	More than 25, but within 75 hours of instruction
45% tuition	After three weeks and prior to 25% of the program	After three weeks and prior to 25% of the program
70% tuition	After 25% of the program and before 50%	After 25% of the program and before 50%
100% tuition	After 50% of the program is completed	After 50% of the program is completed

To officially withdraw, students must contact the Academic Advisement Department either in writing or verbally during business hours. The last documented date of attendance will be used as the withdrawal date. A student enrolling in a certificate program is responsible for the total cost of the program subject to the schedule above. 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 quarter; once the quarter has started, Residence charges will not be refunded.

MISCELLANEOUS COSTS

Living expenses vary considerably. Estimated room and board costs for students range between \$7,200 and \$19,650 per academic year (day and evening students). Personal expenses, including transportation, are estimated to range between \$1,440 and \$3,435 per academic year (day and evening students).

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 \$3,000,000 coverage), 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.

Berkeley College does not offer a student health insurance plan or require New Jersey students to demonstrate health insurance coverage prior to enrollment. New Jersey students who would like more information about available health insurance options may find it at the following website:

http://www.state.nj.us/dobi/division_insurance/ihcseh/shop_ihc.htm.

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Federal Financial Aid

Award	Maximum Allowed per Award Period
Federal Pell Grant	Up to \$5,730
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 \$4,000 for first and second year Up to \$5,000 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)	\$300
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	Amount per Year
Tuition Aid Grant (TAG)	Up to \$10,980
Student Tuition Assistance Reward Scholarship II (STARS II)	Up to \$2,500
Garden State Urban Scholars Program (renewals only)	\$930
Garden State Bloustein Distinguished Scholars Program (renewals only)	\$930

New York State Financial Aid

Award	Amount per Year
Tuition Assistance Program (TAP)	Up to \$5,165
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
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 # of credits and tuition rates
Yellow Ribbon Grant	50% of balance after all benefits are applied

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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. 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, and are encouraged, to meet with a financial aid administrator.

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.



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How to Apply

Each year, aid applicants must submit a Free Application for Federal Student Aid (FAFSA). This application should be submitted to the federal processor online at fafsa.ed.gov. The 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 request for financial assistance, including signed copies of federal and state income tax returns. 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.

Due to recent changes to federal regulation, the College recommends that all applicants and their spouses and/or parents process tax returns electronically and as early as possible. Doing so will enable the student/spouse and/or parent to use the IRS Data Retrieval Tool, which can make the application process easier, faster, and more accurate, facilitating earlier notification of awards.



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Disbursement of Aid

Federal, state, and institutional grants and loans will be disbursed onto 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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Financial Aid Progression

Progression determines when a student is eligible for her or his next disbursement of aid (assuming all other eligibility requirements are met). Students in degree and most certificate programs are eligible for a new disbursement each quarter. Clock hour program (Practical Nurse) students must successfully complete 50 percent of their award periods (hours and weeks) to qualify for their second disbursements. Make-up hours are not included toward that benchmark.



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Early Refund for Books and Supplies

In accordance with federal guidelines, students who meet certain criteria will receive a disbursement of financial aid funds to cover the cost of books and supplies not later than the seventh day of each quarter. 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 a Federal Pell Grant;
- Institutional file verification/file review must have been approved no later than 10 days prior to the start of the quarter; 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 quarter. If notification of the student's decision to opt out of the early refund is not received by the start of the quarter, the funds may be disbursed.

Please contact the Student Accounts or Financial Aid Departments if additional information is needed.



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Other Title IV Refunds

A refundable Federal Student Aid (FSA) credit balance occurs only if the total amount of FSA program funds exceeds allowable charges. The order in which funds are credited to a student's account does not determine which award creates the refundable FSA credit. Instead, Berkeley applies Title IV aid to direct charges (tuition, fees, and housing) in the following order:

- Federal Parent Loans (FDPLUS)
- Federal Direct Stafford Loans
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)

Federal Work Study is not directly applied to a student's account.

Accordingly, most student Title IV credits, if any, will be created by Federal Grants, rather than loans.

When a disbursement of Title IV funds to the student's account at the school creates a Title IV credit balance, the College will pay the credit balance directly to the student or parent (when applicable) within 14 days after the credit is posted.

- If the student so authorizes in writing, the College will hold Title IV credit balances and apply them toward other regular charges incurred within the same year (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).

The college will apply an FA credit balance to prior year charges with written authorization and under special circumstances; however, it will not exceed \$200.



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Other Financial Aid Refunds

Any aid, other than federal Title IV aid, that creates a credit balance on a student's account will be refunded to the student on a timely basis as required by regulations. Students are encouraged to advise Student Accounts, however, if and when refunds are needed earlier. The College will make an effort to accommodate such requests.



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Federal Financial Aid Programs

Below is a list of federal loans for which eligible Berkeley College students may be considered:

Federal Pell Grant: The Federal Pell Grant Program provides awards of up to \$5,730 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 18 quarters of full-time attendance (or 36 quarters 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 (FDSL):** This base loan is usually interest subsidized. This loan is available to students who are enrolled at least half-time and have financial need. A fixed interest rate of 4.66 percent applies, and 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. A fixed interest rate of 4.66 percent applies, and 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. A fixed rate of 7.21 percent applies. 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 don't 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 \$300 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.
- **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 quarter, the College is required to exercise the "Return to Title IV calculation" (R2T4). The R2T4 is based on the number of days in the quarter divided into the number of days attended based on last date of attendance. This provides the percentage of Title IV aid a student has "earned."

For example, if the quarter is 84 days, and a student's separation date falls on the 40th day of the quarter, the formula used would be $40/84$ or 47.619 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 quarter, 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.

For the clock-hour Practical Nursing Program, the amount of funds earned is directly proportional to the number of clock hours scheduled to have been completed in the payment period as of the student's withdrawal date by the total number of clock hours in the payment period. If the resulting percentage is greater than 60 percent, a student is considered to have earned all aid.

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 an articulation 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/.



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New Jersey State Financial Aid

Tuition Aid Grant (TAG): New Jersey degree seeking residents who attend college full-time at a New Jersey institution may be eligible to receive a TAG grant of up to \$10,980 per academic year. 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 three quarter 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.

Garden State Urban Scholars Program: Degree seeking students demonstrating the highest level of academic achievement, based upon their secondary school records, will be selected for consideration by their high school administrators. To accept this award, students must enroll full-time in a New Jersey institution. Each academic year, \$930 is awarded without consideration of income (renewals only).

Garden State Bloustein Distinguished Scholars Program: Degree seeking students demonstrating the highest level of academic achievement, based upon their secondary school records and junior year SAT scores, will be selected for consideration by their high school administrators. To accept this award, students must enroll full-time in a New Jersey institution. Each academic year, \$930 is awarded without consideration of income (renewals only).



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New York State Financial Aid

New York State Financial Aid Academic Requirements

Students may only receive these New York State Financial Aid funds provided they meet New York State's Good Academic Standing requirements.

A student is considered in "good standing," meeting program pursuit standards, and making satisfactory academic progress to receive New York State Tuition Assistance Program (TAP) grants if the minimum requirements established below are maintained.

Eligibility

Students must be enrolled full-time, attempting at least 12 credits applicable to their degree, to receive a TAP award. "Full-time" is defined as 12 quarter credit hours per term (quarter). A student may register for up to 18 credit hours 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 quarter credit hours.

An exception to the 12 program applicable 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 program applicable 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 quarter worth four 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 quarter 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 quarter 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”:

Term/Payment Must Receive a Grade For:

Quarter	Points Used to Date	Minimum Number of Quarter Credits That Must Be Completed and Graded	Maximum Number of Quarter Credits Completed That Are Allowed to Be Remedial
1st	0	6 (50% of Full Time)	6
2nd	4	6 (50% of Full Time)	6
3rd	8	6 (50% of Full Time)	6
4th	12	9 (75% of Full Time)	3
5th	16	9 (75% of Full Time)	3
6th	20	9 (75% of Full Time)	3
7th+	24+	12 (100% of Full Time)	0

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, below, 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 term (quarter) 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 reenrollment 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 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 three quarters, as certified by the College and approved by the SED; or (b) who was enrolled in at least six quarter hours of non-credit remedial (developmental) courses, as approved by SED, in the first term they received a TAP award.

TAP Accelerated Study

Any student attending Berkeley College for four consecutive quarters is considered, by New York State, to be an accelerated student. To be eligible for an accelerated TAP payment (which is the fourth consecutive quarter receiving TAP), a student must have earned 36 credits in the prior three quarters. For this purpose, six credits of completed remedial (developmental) work, over the three quarters, may be applied to the earned credits calculation. Students who do not meet the requirement lose their TAP eligibility for the "evaluated (fourth consecutive) quarter" but regain it, with the counter set to zero, during the next attended quarter.

Schedules for First-Time TAP Recipients Prior to the 2010-11 Award Year and Remedial Students

**Full-Time Academic Requirements:
Associate's Degree Programs
(6 Quarters, 90 Qtr. Credit Hours)**

Before being certified for this payment	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

Student must have accrued at least this many credits	0	6	12	21	30	42	54	66	78
--	---	---	----	----	----	----	----	----	----

With at least this grade point average	0	1.20	1.30	1.40	1.50	1.60	2.00	2.00	2.00
--	---	------	------	------	------	------	------	------	------

**Full-Time Academic Requirements:
Baccalaureate Degree Programs
(12 Quarters, 180 Qtr. Credit Hours)**

Before being certified for this payment	1	2	3	4	5	6	7	8	9	10	11	12
---	---	---	---	---	---	---	---	---	---	----	----	----

Student must have accrued at least this many credits	0	6	12	18	27	36	45	57	69	81	93	105
--	---	---	----	----	----	----	----	----	----	----	----	-----

With at least this grade point average	0	1.20	1.30	1.40	1.50	1.60	2.00	2.00	2.00	2.00	2.00	2.00
--	---	------	------	------	------	------	------	------	------	------	------	------

Schedules for First-Time TAP Recipients Award Year 2010-11 or Later and Not Classified a Remedial Student

**Full-Time Academic Requirements:
Associate's Degree Programs
(6 Quarters, 90 Qtr. Credit Hours)**

Before being certified for this payment	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

Student must have accrued at least this many credits	0	6	12	21	30	42	54	66	78
--	---	---	----	----	----	----	----	----	----

With at least this grade point average	0	1.20	1.30	1.50	1.50	1.80	2.00	2.00	2.00
--	---	------	------	------	------	------	------	------	------

**Full-Time Academic Requirements:
Baccalaureate Degree Programs
(12 Quarters, 180 Qtr. Credit Hours)**

Before being certified for this payment	1	2	3	4	5	6	7	8	9	10	11	12
Student must have accrued at least this many credits	0	6	12	18	27	36	45	57	69	81	93	105
With at least this grade point average	0	1.20	1.50	1.50	1.80	2.00	2.00	2.00	2.00	2.00	2.00	2.00

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 quarter that a student receives TAP, 4 points are used.

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 four quarters of TAP payments (thus, has used 16 points) 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, without Beneficial Placement the student (having used 16 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 towards 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.

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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 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.

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 awards up to full-tuition scholarships to highly qualified freshman students. New students must be enrolled full time, have a minimum 3.00 high school GPA, and be accepted in the College's Honors Program.

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 New Jersey or New York State 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 quarterly 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 quarter. Credit disclosure forms are required. A \$75 fee will be charged for late payments.

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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 at BerkeleyCollege.edu/Compliance or in the Financial Aid Office at each location.

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 attendance. Eligibility for disbursement of federal and state funds will be recalculated as of that date in accordance with federal and state regulations. Refunds will be made according to the federal refund allocation schedule. Students who withdraw or are dismissed after the 60 percent point (week seven) of the quarter will retain 100 percent of their federal awards.

Institutional aid will not be refunded. Berkeley institutional aid awards are earned ratably during the quarter.



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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 quarterly. 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. For students who have changed Certificate programs, only the attempted credits applicable to their current programs will be counted in the qualitative calculation. 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. Quarterly quantitative progress assessments are subject to those same warning, probation, and academic plan procedures. 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. For students who have changed Certificate programs, only the attempted credits applicable to their current programs will be counted in the quantitative calculation. 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 enrolled in Certificate programs must maintain the GPA specified below:

Certificate Programs

Credits Attempted*	Required GPA
0-24	1.50
25-36	1.75
37+	2.00

In order to remain in good academic standing, students enrolled in Associate 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

In order to remain in good academic standing for academic and financial aid purposes, students enrolled in Baccalaureate degree programs (B.B.A., B.F.A., and B.S.) must maintain the GPA specified below. Students in these programs must have a GPA of at least 2.00 at the end of their second academic year:

B.B.A., B.F.A., and B.S.

Credits Attempted*	Required GPA
0-30	1.60
31-60	1.75
61-75	1.80
76-89	1.90
90 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 quarter, academic progress will be measured with reference to both credits and clock hours.

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. For a Bachelor's degree requiring the completion of 180 credit hours, this would require completion of degree requirements by the time the student had attempted 270 credit hours.

150 Percent Benchmarks: Certificate Programs

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 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 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.

Quarterly Progress Assessments

To help students avoid reaching the 150 percent point, the College tests student progress each quarter, based on attempted vs. earned benchmarks. Students in Associate's and Bachelor'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. B.B.A., B.F.A., and B.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 quarter, 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 quarter. 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) quarter will be restored to good standing.

Appeals for Probation

Students who fail to meet standards during the Warning quarter may appeal to be placed on Probation status for the subsequent quarter. 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 quarter will be restored to good standing.

Appeals for Academic Plans

Students who fail to meet the SAP standards by the end of a probation quarter 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.

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 quarterly 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 quarter 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 quarters, the quarter for which they are appealing and the subsequent quarter.

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 quarter. Provisional appeals by students who go on to meet SAP standards in that quarter 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 three quarters. 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 quarter (and all subsequent quarters) 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 quarter, all unresolved incomplete grades will convert to F grades and will be treated as such in all SAP evaluations. To accommodate grade changes, final SAP calculations are made after all grades have been recorded.

SAP and Course Withdrawal

Students who drop courses will receive letter grades of either WP (withdrawn-passing) or WF (withdrawn-failing). These grades will not be considered in the application of qualitative requirements, but will be counted as credits attempted for quantitative purposes.

SAP and Developmental Coursework

Effective January 1, 2012, even though they are not applied toward the number of credits required to complete a program of study, developmental credits will be included in both qualitative and quantitative SAP measurements.

SAP and Non-Matriculated Students

Students enrolled as non-matriculated students will not be held to the SAP standards. However, if non-matriculated students matriculate, then all coursework will be included in SAP calculations.

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Lifetime Eligibility Disclosures

The purpose of this section is to summarize all the different Federal and State Maximum Lengths of Eligibility.

Federal Pell Grant

Federal Supplemental Educational Opportunity Grants (FSEOG)

Federal Student Loan Aggregate Limits

Subsidized Loan 150 Percent Limitation

SAP 150 Percent Rule

New York State Tuition Assistance Program (TAP)

New Jersey Tuition Aid Grant (TAG)

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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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