

## Berkeley College Overview

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## Overview- Why Berkeley College?

Going to Berkeley College is a very focused experience. Since 1931, we've concentrated on one thing: preparing students for professional and personal success. Everything we do revolves around helping our students begin rewarding careers:

- **Real-world readiness-** Our programs and curricula are developed and regularly updated with input from industry experts. As a result, our students learn the skills that today's employers demand. The professional world changes. Our programs adapt.
- **Learn to succeed from those who already have-** In addition to excellent academic credentials, our professors are chosen for their experience in the subjects they teach. Our students benefit from their firsthand knowledge.
- **Affordability-** Over \$45 million in Berkeley College institutional aid was provided to qualified students during the 2017-2018 award year, while a tuition freeze is available for students who meet continuous enrollment requirements.
- **Hands-on learning-** Internships, practicums, or job-related assignments in every program give students valuable, practical experience to help set them apart. Our students learn by doing.
- **Support from application to graduation...and beyond-** Resources and assistance are available through every step of your Berkeley College journey, including lifetime career assistance for graduates.\*



Today, more than 7,000 students choose Berkeley's proven, career-focused brand of education. Campuses are located in New York and New Jersey, plus Berkeley College Online<sup>®</sup>. Many students combine on-site and online classes to fit their schedules and lifestyles. Berkeley is made up of the Larry L. Luig School of Business<sup>®</sup>, the School of Professional Studies, the School of Health Studies, the School of Liberal Arts, and the **School of Graduate Studies**. The College offers Bachelor's degrees, Associate's degrees, Certificate programs, and an M.B.A. in Management.

We invite you to take a closer look at Berkeley College. We're confident you'll find a unique experience that's committed to providing the resources and opportunities to help students **graduate to a better future**.

- **The Berkeley Advantage<sup>®</sup>**
- **Mission, Vision, Values**
- **Accreditations and Approvals**
- **Campuses**
- **Berkeley College Online<sup>®</sup>**
- **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 document may not be reflected here. For up-to-date and detailed information, please visit [BerkeleyCollege.edu](http://BerkeleyCollege.edu) and view our catalogs at [BerkeleyCollege.edu/Publications](http://BerkeleyCollege.edu/Publications). 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](http://BerkeleyCollege.edu/disclosures).

\*while the College is in operation

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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
- Over \$45 million in Berkeley College institutional aid was provided to qualified students during the 2017-2018 award year
- A tuition freeze for students who meet continuous enrollment requirements
- An outstanding, supportive faculty with relevant professional experience
- Career Services specialists who identify and prepare students for career opportunities
- Valuable, practical career experience through internships, practicums, or job-related assignments
- Extensive network of employer contacts
- Free lifetime career assistance for graduates\*

\*while the College is in operation

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## Mission, Vision, Values

### Mission Statement:

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

### Vision:

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

### Values:

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

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

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## Accreditations and Approvals

Berkeley College is accredited by the **Middle States Commission on Higher Education**, 3624 Market Street, Philadelphia, PA 19104, 267-284-5000. Accreditation was last reaffirmed in June 2018. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

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

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

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

Berkeley College has received specialized accreditation for its business programs through the International Accreditation Council for Business Education (IACBE) located at 11374 Strang Line Road in Lenexa, Kansas, USA. The business programs in the following degrees are accredited by the IACBE:

- Bachelor of Business Administration in Accounting, Business Administration-Management, General Business, Fashion Merchandising and Management, Financial Services, Health Services Management, International Business, Marketing Communications
- Bachelor of Science in Information Technology Management
- Associate of Applied Science in Business Administration-Accounting, Business Administration-Management, Fashion Merchandising and Management, Financial Services, Health Services Administration, Information Technology Management, International Business, Marketing Communications
- Associate of Science in International Business

The Interior Design program leading to the Bachelor of Fine Arts degree is accredited by the Council for Interior Design Accreditation, [www.accredit-id.org](http://www.accredit-id.org), 206 Grandville Avenue, Suite 350, Grand Rapids, MI, 49503-4014; telephone: 616-458-0400.

The LPN to B.S.N. program is provisionally accredited by the New Jersey Board of Nursing (124 Halsey Street, Newark, NJ 07102; telephone: 973-504-6430; website: [www.njconsumeraffairs.gov/nur/Pages/default.aspx](http://www.njconsumeraffairs.gov/nur/Pages/default.aspx)).

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

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

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

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

Berkeley College is approved by the New York State Education Department and the New Jersey Office of the Secretary of Higher Education to participate in and offer online education programs under the State Authorization Reciprocity Agreement ("SARA"). Colleges and universities that are SARA members may provide online education to residents of SARA member states. For more information, see the [Online Programs: State Authorization page](#).

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

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## Campuses

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

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

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

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

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

### New York

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

### New Jersey

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

### Berkeley College Online®

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## New York City (Midtown Manhattan)

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

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

The New York City campus of Berkeley College is a perfect example of how an environment can enhance a college education. Located in one of the most sought-after city settings in the world, Berkeley's two midtown buildings (on 41st and 43rd Streets, between 5th and Madison) are literally just steps from countless business and cultural landmarks.

A short walk from Grand Central Station, Bryant Park, The New York Public Library and Times Square, the campus provides easy access to subways, trains, and buses. Museums, Broadway theaters, libraries, churches, historic sites, and much more are all in close proximity. Berkeley is home to the WindowsWear museum featuring fashion window displays from world class brands used on 5th and Madison avenues. Students are also drawn to the city's diverse neighborhoods and world-renowned landmarks like Wall Street, Greenwich Village, SoHo, Chinatown, Little Italy, Central Park, the famous Fifth Avenue shops, and the United Nations, to name just a few. There's no end to the fine restaurants, street festivals, and year-round special events that add an extra dimension to the college experience.

The facilities and resources include classrooms, libraries, lounges, and more. The campuses are convenient to all five boroughs and the outlying suburbs. The College can provide assistance with off-campus housing.

The Midtown campus is home to Berkeley's International Student Department and attracts an extremely diverse student body, with over 50 countries represented.



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## Brooklyn

**255 Duffield Street, Brooklyn, NY**

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

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



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## White Plains

**99 Church Street, White Plains, NY**

The White Plains campus is located in a well-developed metro business area and offers a convenient setting with modern technology. Classrooms, student services, library, the Center for Academic Success, theater, student lounge, and more are all just steps away in two contemporary buildings. 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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## Newark

**536 Broad Street, Newark, NJ**

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

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



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## Paramus

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

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



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## Woodbridge

**430 Rahway Avenue, Woodbridge, NJ**

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



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## Woodland Park

**44 Rifle Camp Road, Woodland Park, NJ**

In a wooded setting on a lush mountaintop adjacent to parklands and a reservoir, the Woodland Park campus is an idyllic environment for the college experience. Beautiful architecture combines with modern technology in a setting that is conveniently located in the suburbs of New York City. Ample parking is available and major highways are easily accessible.

The Woodland Park campus grounds include:

- Renaissance Hall as the picturesque focal point; a glass atrium building houses the Admissions Welcome Center. Additions also include an expanded Student Center, dining services, versatile classrooms, medical and computer labs, conference rooms, and small group meeting rooms.
- Students also benefit from an ultra-modern library, Center for Academic Success, Berkeley Store, fitness room, and Veterans Resource Center.

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



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## Berkeley College Online<sup>®</sup>



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

**Berkeley College Online Online Learning**

**Worldwide** – Access to Berkeley College's outstanding academic programs, support services, and online community is available on the Internet. Enrolling in online courses affords students opportunities to improve their communication, technology, and research skills. Those skills, which are often sought by employers, can help prepare students for career success.

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

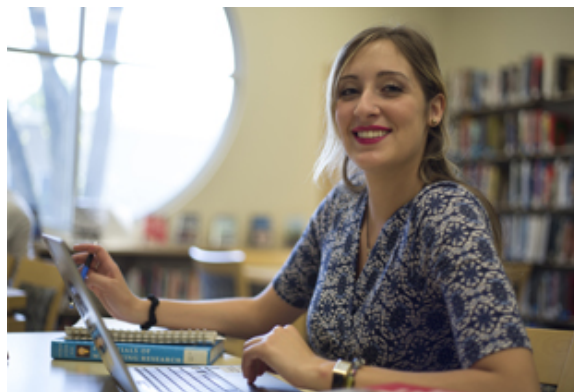
**It's supportive** – Students find support every step of the way. Instructors, classmates, and academic advisors are just an email, phone call, or video chat away. In addition, students are able to access the services of the Center for Academic Success for tutoring and other academic assistance at no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

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

- **Professional** – Learn from Berkeley College's accomplished faculty members, whose real-world experience brings expert knowledge to the subjects they teach.
- **Economical** – Save significantly on room, board, and transportation expenses.
- **Quality** – Berkeley College Online<sup>®</sup> 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 campuses, and overseas partnerships offer international students a number of exciting opportunities to experience an American education.

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


**For more information**

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

[BerkeleyCollege.edu/international\\_students/index.htm](http://BerkeleyCollege.edu/international_students/index.htm)

Or contact:

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

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## Military and Veteran Students

**Berkeley College is committed to helping service members, veterans, and their families succeed.**

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

**Getting Started**

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

**Academic Assistance**

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

**Social Support**

We offer many programs, resources, and activities for military aligned students, including:

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

**Awards and Acknowledgments**

- Berkeley College named a 'Top Colleges and Universities' by *Military Advanced Education and Transition* for 2018
- Berkeley College named a 'Top 10 Military Friendly College' by *GI Jobs* magazine for 2017
- Berkeley College named a 'Top 10 Military Friendly College for Spouse' by *GI Jobs* magazine for 2017
- Berkeley College named a 'Best Online College for Veterans' by *US News and World Report* 2014-2019
- Berkeley College named a 'Best for Vets' College by *Military Times* 2013-2014 and 2017-2019
- Berkeley College named a 'Military Friendly College' by *GI Jobs* magazine 2010-2014; 2016 and 2017
- Berkeley College named a 'Military Friendly College' by *Military Advanced Education* magazine 2010-2015 and 2017
- Berkeley College named a 'Best of the Best,' Top Veteran-Friendly School by *U.S. Veterans* magazine 2014-2015 and 2017-2018

**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/](http://BerkeleyCollege.edu/military/)





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



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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.

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



## DEGREES OFFERED

Berkeley College offers the following undergraduate programs of study:

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

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

## Programs of Study

### *Accounting*

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

### *Fashion Merchandising and Management*

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

### *Financial Services*

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

### *General Business*

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

### *Graphic Design*

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

#### ***Health Sciences***

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

#### ***Health Services Management***

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

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

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

#### ***Interior Design***

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

#### ***International Business***

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

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

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

#### ***Legal Studies***

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

#### ***Management***

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

#### ***Marketing Communications***

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

#### ***Medical Assistant***

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

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

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

### ***Nursing***

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

### ***Surgical Technology***

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

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

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

- **Larry L. Luing School of Business**
- **School of Health Studies**
- **School of Liberal Arts**
- **School of Professional Studies**
- **The Berkeley College Honors Program**
- **Foundations of Learning**
- **The Gateway Program**
- **The Jumpstart Program**
- **Course Descriptions**
- **New York State Education Department (NYSED) - HEGIS Codes**
- **Employment, Retention, and Graduation Rates**

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

#### **National Security**

- **B.S., 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/](http://BerkeleyCollege.edu/disclosures/).

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

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## Accounting

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

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

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

Benefit from:

- Understanding financial and managerial accounting theory and applying that knowledge in a business environment
- The development of critical-thinking and problem-solving skills in business settings
- Mastering the technology used by accounting professionals, including the creation and management of spreadsheets, databases, and more
- Hands-on learning from instructors chosen for academic excellence as well as relevant professional experience
- A baccalaureate program that contributes to preparing students for the rigorous Certified Public Accountant (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**

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- Surgical Processing Technician Supplement**
- Surgical Technology Supplement**

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

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

### PROGRAM LEARNING OBJECTIVES

## Course Requirements

### MAJOR CORE COURSES

### Semester credits

#### ACC1112 Financial Accounting II

3

Covers the corporate form of business organizations. Course introduces recording of plant assets, intangible assets, depreciation, current liabilities, and payroll by the accrual method. Students learn how to prepare and interpret cash flow statements. This class also introduces the use of accounting information for management planning and the evaluation of cost behavior.

Prerequisite: ACC1111

#### ACC2201 Intermediate Accounting I

3

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

Prerequisite: ACC1112

#### ACC2202 Intermediate Accounting II

3

Builds on the concepts presented in Intermediate Accounting I. Special attention is given to certain balance sheet classifications, including intangible assets, current and long-term liabilities, and stockholders' equity. Students explore contemporary accounting topics as enumerated in FASB pronouncements. Topics include investments in marketable securities, income taxes, leases, and statement of cash flows.

Prerequisite: ACC2201

#### ACC2240 Cost Accounting

3

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

Prerequisite: ACC1112

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### BUSINESS CORE COURSES

#### ACC1111 Financial Accounting I

3

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

#### BUS2293 Internship

3

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

Prerequisite: Departmental permission

**CIS1115 Computer Applications** 3

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

**IBS2201 International Business** 3

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

**MGT2220 Principles of Management** 3

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

**MKT2220 Principles of Marketing** 3

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

**CAREER DEVELOPMENT COURSE****CDV2000 Career Development I** 3

Introduces students to the fundamentals of career development and planning. Students focus on setting appropriate career goals based on self-assessment in alignment with skills and competencies. Students learn how to write a professional resume and cover letter, how to communicate effectively in multiple media, and how to develop time management skills to help them succeed both academically and professionally.

\*Note: CDV2000 and CDV3000 are only offered as 7 week courses.

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

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

**ENG2205 Writing Through Literature** 3

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

Prerequisite: ENG1105

**HUM2225 Introduction to Ethics** 3

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

**MAT2212 Quantitative Methods** 3

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

Prerequisite: CSK85 or placement-based score

**MAT2215 Statistics I** 3

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

**SOC1123 Psychology of Adjustment** 3

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

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**SOC2231 Human Relations**

3

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

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**FREE ELECTIVES**

6

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**60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION**

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

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

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**SAMPLE PROGRAM SEQUENCE**

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

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

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

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**PROGRAM LEARNING OBJECTIVES****Course Requirements****MAJOR CORE COURSES****Semester credits****ACC1112 Financial Accounting II**

3

Covers the corporate form of business organizations. Course introduces recording of plant assets, intangible assets, depreciation, current liabilities, and payroll by the accrual method. Students learn how to prepare and interpret cash flow statements. This class also introduces the use of accounting information for management planning and the evaluation of cost behavior.

Prerequisite: ACC1111

**ACC2201 Intermediate Accounting I**

3

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

Prerequisite: ACC1112

**ACC2202 Intermediate Accounting II**

3

Builds on the concepts presented in Intermediate Accounting I. Special attention is given to certain balance sheet classifications, including intangible assets, current and long-term liabilities, and stockholders' equity. Students explore contemporary accounting topics as enumerated in FASB pronouncements. Topics include investments in marketable securities, income taxes, leases, and statement of cash flows.

Prerequisite: ACC2201

**ACC2240 Cost Accounting**

3

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

Prerequisite: ACC1112

**ACC3310 Advanced Accounting**

3

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

Prerequisite: ACC2202

**ACC3351 Federal Taxation I**

3

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

Prerequisite: ACC2202



<b>ACC4410 Auditing</b>	3
Examines the role and function of the independent auditor. Provides analyses of court decisions and rulings by regulatory agencies. Students learn about the forces that have influenced philosophy and conceptual foundations of auditing, the standards that guide the auditor, and the methodology used in conducting an audit.	
Prerequisites: ACC3310, MAT2215	
<b>BUS3331 Business Law II</b>	3
Provides an in-depth examination of the political, legal, ethical, and regulatory issues related to managerial decisions. Topics include commercial paper, real and personal property, creditors' rights and bankruptcy, agency, estate planning, and government regulations.	
Prerequisite: BUS2231	
<b>ECO4401 International Economics</b>	3
Introduces the commercial and financial relationships between the United States and the rest of the world. The course emphasizes the development of the international monetary system, including a detailed comparison of floating exchange rates with the workings of the gold standard and the Bretton Woods system.	
Prerequisite: ECO2200	
<b>FIN4416 Advanced Corporate Finance</b>	3
Analysis of advanced corporate finance concepts, including investment criteria, the use of techniques/tools such as net present value, internal rate of return, risk and return, cost of capital, and long-term financial policy. Financing with derivatives, capital structure management, and corporate restructuring will also be considered.	
Prerequisite: FIN3302	
<hr/>	
<b>BUSINESS CORE COURSES</b>	
<b>ACC1111 Financial Accounting I</b>	3
Introduces the basic structure of accounting terminology and procedures of a business organization. Students learn about recording and reporting functions, adjusting entries and closing entries, the preparation of financial statements, accounting for merchandising operations, valuation of inventories, purpose and significant features of internal controls, preparation of bank reconciliations and the valuation of receivables.	
<b>BUS2231 Business Law I</b>	3
Provides students with detailed knowledge of the laws relating to contracts, commerce, property, sales, negotiable instruments, and employment. Students develop an awareness of business situations requiring legal counsel and a familiarization with the overall structure of the legal system.	
<b>BUS4483 Internship</b>	3
Students work in a position related to their course of study while at the same time completing online course requirements – including focused online discussions and special online projects – that integrate the skills and knowledge learned through their degree program.	
Prerequisite: Departmental permission	
<b>CIS1115 Computer Applications</b>	3
Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel.	
<b>CIS2201 Advanced Spreadsheets</b>	3
Provides students with experience using spreadsheet applications, such as Microsoft Excel. Topics include building complex worksheets; importing and exporting data; using mathematical, financial, and statistical functions; developing macros; consolidating spreadsheets; creating templates; and utilizing "what if" analyses.	
Prerequisite: CIS1115	
<b>ECO2200 Principles of Economics</b>	3
Introduces the core principles of micro and macroeconomic theory while emphasizing real-world personal, business, and governmental applications. Topics include tradeoffs and opportunity costs, gains from specialization and trade, supply and demand, the role of government in the economy, inflation and unemployment, and the monetary system of the United States.	

**FIN3302 Corporate Finance** 3

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

Prerequisites: ACC1111, MAT2215

**IBS2201 International Business** 3

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

**MGT2220 Principles of Management** 3

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

**MKT2220 Principles of Marketing** 3

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

**CAREER DEVELOPMENT COURSES****CDV2000 Career Development I** 3

Introduces students to the fundamentals of career development and planning. Students focus on setting appropriate career goals based on self-assessment in alignment with skills and competencies. Students learn how to write a professional resume and cover letter, how to communicate effectively in multiple media, and how to develop time management skills to help them succeed both academically and professionally.

\*Note: CDV2000 and CDV3000 are only offered as 7 week courses.

**CDV3000 Career Development II** 3

Focuses on the job application and interview process. Students learn how to develop a field search for employment opportunities and apply for jobs in their fields of study. Students observe and critique mock interviews and learn how to negotiate salary offers.

Prerequisite: CDV2000

\*Note: CDV2000 and CDV3000 are only offered as 7 week courses.

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

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

**ENG2205 Writing Through Literature** 3

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

Prerequisite: ENG1105

**ENG2215 Public Speaking** 3

Supports students in the development of oral communication skills. This course emphasizes the identification of good and poor speech habits, techniques for improving speech, oral interpretation, effective speech planning and delivery, and interpersonal communication.

Prerequisite or Corequisite: ENG2205

**ENG3315 Advanced Writing** 3

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

Prerequisite: ENG2205

**HUM2225 Introduction to Ethics** 3

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

**MAT2212 Quantitative Methods** 3

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

Prerequisite: CSK85 or placement-based score

**MAT2215 Statistics I** 3

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

**SOC1123 Psychology of Adjustment** 3

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

**SOC2231 Human Relations** 3

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

English Elective 3

Humanities Elective 3

Liberal Arts Electives 6

Science Elective 3

Social Science Elective 3

**FREE ELECTIVES** 9**120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION**

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

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

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

**SAMPLE PROGRAM SEQUENCE****B.B.A., Accounting New Jersey Program Statistics****B.B.A., Accounting New York Program Statistics**

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# Fashion Merchandising and Management

## Business with style.

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

Potential career paths include:

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

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

Benefit from:

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

## Degree Programs

- **A.A.S., Fashion Merchandising and Management**
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[Surgical Technology Supplement](#)

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

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

### PROGRAM LEARNING OBJECTIVES

## Course Requirements

### MAJOR CORE COURSES

### Semester credits

<b>FAS1101 Introduction to the Fashion Business</b>	3
Provides an overview of the fashion industry and its global reach. This course familiarizes students with fashion history and key milestones. Students learn about business categories including women's, men's, and children's ready-to-wear, accessories, shoes, innerwear, and outerwear. Further topics include consumer behavior, marketing, product development, and sales.	
<b>FAS2230 Fashion Textiles for Apparel and Home</b>	3
Provides an overview of the textiles industry. Students acquire the basic knowledge of fibers, yarns, cloth construction, finishes, and embellishments necessary to determine quality and to make appropriate fabric choices for contemporary fashion apparel and home furnishings. Students learn principles of sustainability as they relate to textile development, manufacturing, and reuse.	
<b>FAS2245 Merchandise Planning and Buying</b>	3
Provides an overview of contemporary inventory control systems, sales records, and projections. Students learn the retail method of inventory, how to read operating statements, techniques for planning, and formulas to determine mark-ups, markdowns, open-to-buy, and terms of sales.	
<b>FAS2261 Trend Analysis and Product Development</b>	3
Provides an overview of how color, fiber, and style trends are determined, researched, and analyzed to develop fashion products appropriate to a brand's unique selling proposition and target market. Students examine the product development process, learn product lifecycle management fundamentals, develop a product line, and apply strategies to achieve profitability.	
Prerequisites: FAS1101, FAS2230, MKT2220	
Fashion Elective	3

### BUSINESS CORE COURSES

<b>ACC1111 Financial Accounting I</b>	3
Introduces the basic structure of accounting terminology and procedures of a business organization. Students learn about recording and reporting functions, adjusting entries and closing entries, the preparation of financial statements, accounting for merchandising operations, valuation of inventories, purpose and significant features of internal controls, preparation of bank reconciliations and the valuation of receivables.	
<b>BUS2293 Internship</b>	3
Students work in a position related to their course of study while at the same time completing online course requirements – including focused online discussions and special online projects – that integrate the skills and knowledge learned through their degree program.	
Prerequisite: Departmental permission	

**CIS1115 Computer Applications** 3

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

**IBS2201 International Business** 3

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

**MGT2220 Principles of Management** 3

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

**MKT2220 Principles of Marketing** 3

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

**CAREER DEVELOPMENT COURSE****CDV2000 Career Development I** 3

Introduces students to the fundamentals of career development and planning. Students focus on setting appropriate career goals based on self-assessment in alignment with skills and competencies. Students learn how to write a professional resume and cover letter, how to communicate effectively in multiple media, and how to develop time management skills to help them succeed both academically and professionally.

\*Note: CDV2000 and CDV3000 are only offered as 7 week courses.

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

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

**ENG2205 Writing Through Literature** 3

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

Prerequisite: ENG1105

**HUM2225 Introduction to Ethics** 3

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

**MAT2215 Statistics I** 3

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

**SOC1123 Psychology of Adjustment** 3

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

**SOC2231 Human Relations** 3

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

Mathematics/Science Elective

3

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**FREE ELECTIVE**

3

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60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

This program also requires students to obtain specific supplies, the cost of which totals approximately \$89.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at [BerkeleyStore.BerkeleyCollege.edu](http://BerkeleyStore.BerkeleyCollege.edu) and/or [BerkeleyCollege.edu/gainful-employment/aas\\_fashion\\_marketing\\_management\\_nj\\_statistics.htm](http://BerkeleyCollege.edu/gainful-employment/aas_fashion_marketing_management_nj_statistics.htm) and [BerkeleyCollege.edu/gainful-employment/aas\\_fashion\\_marketing\\_management\\_ny\\_statistics.htm](http://BerkeleyCollege.edu/gainful-employment/aas_fashion_marketing_management_ny_statistics.htm).

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**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](#)** 

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[Surgical Technology Supplement](#)

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

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### PROGRAM LEARNING OBJECTIVES

## Course Requirements

### MAJOR CORE COURSES

### Semester credits

<b>FAS1101 Introduction to the Fashion Business</b>	3
Provides an overview of the fashion industry and its global reach. This course familiarizes students with fashion history and key milestones. Students learn about business categories including women's, men's, and children's ready-to-wear, accessories, shoes, innerwear, and outerwear. Further topics include consumer behavior, marketing, product development, and sales.	
<b>FAS2230 Fashion Textiles for Apparel and Home</b>	3
Provides an overview of the textiles industry. Students acquire the basic knowledge of fibers, yarns, cloth construction, finishes, and embellishments necessary to determine quality and to make appropriate fabric choices for contemporary fashion apparel and home furnishings. Students learn principles of sustainability as they relate to textile development, manufacturing, and reuse.	
<b>FAS2245 Merchandise Planning and Buying</b>	3
Provides an overview of contemporary inventory control systems, sales records, and projections. Students learn the retail method of inventory, how to read operating statements, techniques for planning, and formulas to determine mark-ups, markdowns, open-to-buy, and terms of sales.	
<b>FAS2261 Trend Analysis and Product Development</b>	3
Provides an overview of how color, fiber, and style trends are determined, researched, and analyzed to develop fashion products appropriate to a brand's unique selling proposition and target market. Students examine the product development process, learn product lifecycle management fundamentals, develop a product line, and apply strategies to achieve profitability.	
Prerequisites: FAS1101, FAS2230, MKT2220	
<b>FAS3335 Omni-Channel Retail Management</b>	3
Provides an in-depth analysis of omni-channel retailing. Students learn to develop and manage a layered, digitally connected, and coordinated shopping experience across multiple channels, including brick and mortar, catalog, ecommerce, and mobile, with a focus on a customer-centric experience.	
Prerequisites: FAS2261, MKT2220	
<b>FAS3365 Interactive Fashion Communication</b>	3
Provides an overview on communicating a consistent fashion brand across multiple channels to a target consumer. Students will learn how to develop and create engaging brand experiences, promotions, and content through writing, photography, video, 3D displays, and brand partnerships.	
Prerequisites: MKT2220, FAS2261	
<b>FAS4475 Fashion Innovation Capstone</b>	3



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

Prerequisites: FAS2245, FAS2261, FAS3335

Fashion Electives\* 9

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#### **BUSINESS CORE COURSES**

**ACC1111 Financial Accounting I** 3

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

**BUS2231 Business Law I** 3

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

**BUS4483 Internship** 3

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

Prerequisite: Departmental permission

**CIS1115 Computer Applications** 3

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

**CIS2201 Advanced Spreadsheets** 3

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

Prerequisite: CIS1115

**ECO2200 Principles of Economics** 3

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

**FIN3302 Corporate Finance** 3

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

Prerequisites: ACC1111, MAT2215

**IBS2201 International Business** 3

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

**MGT2220 Principles of Management** 3

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

**MKT2220 Principles of Marketing** 3

#### **CAREER DEVELOPMENT COURSES**

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

#### **CDV2000 Career Development I**

3

Introduces students to the fundamentals of career development and planning. Students focus on setting appropriate career goals based on self-assessment in alignment with skills and competencies. Students learn how to write a professional resume and cover letter, how to communicate effectively in multiple media, and how to develop time management skills to help them succeed both academically and professionally.

\*Note: CDV2000 and CDV3000 are only offered as 7 week courses.

#### **CDV3000 Career Development II**

3

Focuses on the job application and interview process. Students learn how to develop a field search for employment opportunities and apply for jobs in their fields of study. Students observe and critique mock interviews and learn how to negotiate salary offers.

Prerequisite: CDV2000

\*Note: CDV2000 and CDV3000 are only offered as 7 week courses.

### **LIBERAL ARTS AND SCIENCE CORE COURSES\*\***

#### **ENG1105 Writing and Research**

3

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

#### **ENG2205 Writing Through Literature**

3

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

Prerequisite: ENG1105

#### **ENG2215 Public Speaking**

3

Supports students in the development of oral communication skills. This course emphasizes the identification of good and poor speech habits, techniques for improving speech, oral interpretation, effective speech planning and delivery, and interpersonal communication.

Prerequisite or Corequisite: ENG2205

#### **ENG3315 Advanced Writing**

3

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

Prerequisite: ENG2205

#### **HUM2225 Introduction to Ethics**

3

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

#### **MAT2215 Statistics I**

3

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

#### **SOC1123 Psychology of Adjustment**

3

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

#### **SOC2231 Human Relations**

3

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

English Elective	3
Liberal Arts Electives	6
Mathematics/Science Elective	3
Science Elective	3
Social Science Elective	3
<hr/>	
<b>FREE ELECTIVES</b>	12

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#### 120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

This program also requires students to obtain specific supplies, the cost of which totals approximately \$89.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at [BerkeleyStore.BerkeleyCollege.edu](http://BerkeleyStore.BerkeleyCollege.edu) and/or [BerkeleyCollege.edu/gainful-employment/bba\\_fashion\\_marketing\\_and\\_management\\_nj\\_statistics.htm](http://BerkeleyCollege.edu/gainful-employment/bba_fashion_marketing_and_management_nj_statistics.htm) and [BerkeleyCollege.edu/gainful-employment/bba\\_fashion\\_marketing\\_management\\_ny\\_statistics.htm](http://BerkeleyCollege.edu/gainful-employment/bba_fashion_marketing_management_ny_statistics.htm).

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#### SAMPLE PROGRAM SEQUENCE

[B.B.A., Fashion Merchandising and Management New Jersey Program Statistics !\[\]\(5361750c22c4e047a52f4eac1ec2d4cc\_img.jpg\)](#)

[B.B.A., Fashion Merchandising and Management New York Program Statistics !\[\]\(870f5d5e9c0d57485634be3ecf52f3ca\_img.jpg\)](#)

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Supplement**
**Surgical Technology  
Supplement**

## Financial Services

### Help others invest in a better future.

The Financial Services program at Berkeley College is designed to prepare students for a range of career opportunities. Upon completion, students may choose to pursue the Certified Financial Planner (CFP®) designation or a career in Corporate Finance, including opportunities in:

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

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

Students benefit from:

- A solid business core curriculum with an emphasis on corporate and personal financial planning
- A program that integrates concepts, basic theories, and fundamental practices in business, accounting, economics, finance, management, and marketing
- Hands-on learning from instructors chosen for academic excellence as well as relevant professional experience
- A baccalaureate program that offers courses required by the CFP Board of Standards, Inc.™
- Insights into investment and securities management with emphasis on current trends
- Hands-on experience with software used by financial service professionals
- Valuable, practical experience through program-related, faculty-monitored internships or job-related assignments
- A seamless transition between Associate's and Bachelor's degree programs

## Degree Programs

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

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## Financial Services

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

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### PROGRAM LEARNING OBJECTIVES

## Course Requirements

### MAJOR CORE COURSES

### Semester credits

#### ACC1112 Financial Accounting II

3

Covers the corporate form of business organizations. Course introduces recording of plant assets, intangible assets, depreciation, current liabilities, and payroll by the accrual method. Students learn how to prepare and interpret cash flow statements. This class also introduces the use of accounting information for management planning and the evaluation of cost behavior.

Prerequisite: ACC1111

#### FIN2200 Introduction to Financial Services

3

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

Prerequisite: ACC1111

#### ECO2200 Principles of Economics

3

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

#### FIN2230 Personal Finance

3

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

### BUSINESS CORE COURSES

#### ACC1111 Financial Accounting I

3

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

#### BUS2231 Business Law I

3

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

#### BUS2293 Internship

3

### CAREER DEVELOPMENT COURSE

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

Prerequisite: Departmental permission

**CIS1115 Computer Applications** 3

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

**IBS2201 International Business** 3

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

**MGT2220 Principles of Management** 3

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

**MKT2220 Principles of Marketing** 3

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

**CDV2000 Career Development I** 3

Introduces students to the fundamentals of career development and planning. Students focus on setting appropriate career goals based on self-assessment in alignment with skills and competencies. Students learn how to write a professional resume and cover letter, how to communicate effectively in multiple media, and how to develop time management skills to help them succeed both academically and professionally.

\*Note: CDV2000 and CDV3000 are only offered as 7 week courses.

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**LIBERAL ARTS AND SCIENCE CORE COURSES**

**ENG1105 Writing and Research** 3

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

**ENG2205 Writing Through Literature** 3

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

Prerequisite: ENG1105

**HUM2225 Introduction to Ethics** 3

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

**MAT2212 Quantitative Methods** 3

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

Prerequisite: CSK85 or placement-based score

**MAT2215 Statistics I** 3

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

**SOC1123 Psychology of Adjustment**

3

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

**SOC2231 Human Relations**

3

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

**FREE ELECTIVES**

3

**60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION**

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

This program also requires students to obtain specific supplies, the cost of which totals approximately \$35.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at [BerkeleyStore.BerkeleyCollege.edu](http://BerkeleyStore.BerkeleyCollege.edu) and/or [BerkeleyCollege.edu/gainful-employment/aas\\_financial\\_services\\_nj\\_statistics.htm](http://BerkeleyCollege.edu/gainful-employment/aas_financial_services_nj_statistics.htm) and [BerkeleyCollege.edu/gainful-employment/aas\\_financial\\_services\\_ny\\_statistics.htm](http://BerkeleyCollege.edu/gainful-employment/aas_financial_services_ny_statistics.htm).

**SAMPLE PROGRAM SEQUENCE**

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

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

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## Financial Services

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

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### PROGRAM LEARNING OBJECTIVES

## Course Requirements

### MAJOR CORE COURSES

### Semester credits

#### ACC1112 Financial Accounting II

3

Covers the corporate form of business organizations. Course introduces recording of plant assets, intangible assets, depreciation, current liabilities, and payroll by the accrual method. Students learn how to prepare and interpret cash flow statements. This class also introduces the use of accounting information for management planning and the evaluation of cost behavior.

Prerequisite: ACC1111

#### FIN2200 Introduction to Financial Services

3

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

Prerequisite: ACC1111

#### FIN2230 Personal Finance

3

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

#### ECO2201 Applied Macroeconomics

3

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.

Prerequisites: ECO2200

#### FIN3315 Investment Planning

3

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

Prerequisite: FIN2230

#### FIN4400 Tax Planning

3

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

Prerequisite: FIN2230

#### FIN4416 Advanced Corporate Finance

3

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



Prerequisite: FIN3302

**FIN4425 Contemporary Issues in Financial Services**

3

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

Prerequisites: FIN3315, FIN4400, FIN4416

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

6

**FIN3310 Insurance Planning**

Presents the principles of risk management and insurance planning. Topics include risk exposure; property and casualty insurance; general business liability; and life, health, disability, and long-term care insurance.

Prerequisite: FIN2230

**FIN3319 Money & Banking**

Explores the relationship between the financial system and the level, growth, and stability of economic activity. This course emphasizes the theory, structure, and regulation of financial markets and institutions. Students examine investment yields and the role of financial markets as the mechanism for allocating financial resources.

Prerequisites: ECO2200, FIN3302

**FIN4411 Retirement & Estate Planning**

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

Prerequisite: FIN4400

**FIN4420 Comprehensive Financial Planning**

Provides students with the skills necessary to construct a comprehensive personal financial plan based on client information. Students will develop plans that integrate all key areas of personal financial planning.

Prerequisites: FIN2230, FIN3310, FIN3315, FIN4400, FIN4411

**FIN4421 Financial Statement Analysis**

Provides a broad understanding of and a practical approach to the use of financial statements to assess the financial viability of an organization. Students learn how to read and interpret financial statements from a user's perspective.

Prerequisites: ACC1112, FIN3302

**ECO4401 International Economics**

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

Prerequisite: ECO2200

**BUSINESS CORE COURSES**

**ACC1111 Financial Accounting I**

3

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

**BUS2231 Business Law I**

3

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

**BUS4483 Internship**

3

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

Prerequisite: Departmental permission

**CIS1115 Computer Applications** 3

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

**CIS2201 Advanced Spreadsheets** 3

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

Prerequisite: CIS1115

**ECO2200 Principles of Economics** 3

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

**FIN3302 Corporate Finance** 3

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

Prerequisites: ACC1111, MAT2215

**IBS2201 International Business** 3

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

**MGT2220 Principles of Management** 3

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

**MKT2220 Principles of Marketing** 3

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

**CAREER DEVELOPMENT COURSES**

**CDV2000 Career Development I** 3

Introduces students to the fundamentals of career development and planning. Students focus on setting appropriate career goals based on self-assessment in alignment with skills and competencies. Students learn how to write a professional resume and cover letter, how to communicate effectively in multiple media, and how to develop time management skills to help them succeed both academically and professionally.

\*Note: CDV2000 and CDV3000 are only offered as 7 week courses.

**CDV3000 Career Development II** 3

Focuses on the job application and interview process. Students learn how to develop a field search for employment opportunities and apply for jobs in their fields of study. Students observe and critique mock interviews and learn how to negotiate salary offers.

Prerequisite: CDV2000

\*Note: CDV2000 and CDV3000 are only offered as 7 week courses.

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**LIBERAL ARTS AND SCIENCE CORE COURSES\*\***

**ENG1105 Writing and Research** 3

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

**ENG2205 Writing Through Literature** 3

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

Prerequisite: ENG1105

**ENG2215 Public Speaking** 3

Supports students in the development of oral communication skills. This course emphasizes the identification of good and poor speech habits, techniques for improving speech, oral interpretation, effective speech planning and delivery, and interpersonal communication.

Prerequisite or Corequisite: ENG2205

**ENG3315 Advanced Writing** 3

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

Prerequisite: ENG2205

**HUM2225 Introduction to Ethics** 3

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

**MAT2212 Quantitative Methods** 3

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

Prerequisite: CSK85 or placement-based score

**MAT2215 Statistics I** 3

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

**SOC1123 Psychology of Adjustment** 3

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

**SOC2231 Human Relations** 3

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

Humanities Elective 3

Liberal Arts Elective 3

Science Elective 3

Social Science Elective 3

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**FREE ELECTIVES+** 15

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120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

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

FIN2230 Personal Finance  
FIN3310 Insurance Planning  
FIN3315 Investment Planning  
FIN4400 Tax Planning  
FIN4411 Retirement & Estate Planning  
FIN4420 Comprehensive Financial Planning

Berkeley College's B.B.A. Financial Services is a CFP Board-Registered Program and meets specific criteria for educating students who wish to fulfill the education component for obtaining CFP® certification. Students who meet the CFP Board's education requirement are eligible to sit for the CFP® Certification Examination. In addition, candidates for certification may need to meet experience requirements, and demonstrate good moral character (which may include an absence of criminal convictions). Applicants for whom such requirements may be matters of concern are strongly advised to contact an Admissions counselor prior to enrolling in a financial services program.

This program also requires students to obtain specific supplies, the cost of which totals approximately \$35.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at [BerkeleyStore.BerkeleyCollege.edu](http://BerkeleyStore.BerkeleyCollege.edu) and/or [BerkeleyCollege.edu/gainful-employment/bba\\_financial\\_services\\_nj\\_statistics.htm](http://BerkeleyCollege.edu/gainful-employment/bba_financial_services_nj_statistics.htm) and [BerkeleyCollege.edu/gainful-employment/bba\\_financial\\_services\\_ny\\_statistics.htm](http://BerkeleyCollege.edu/gainful-employment/bba_financial_services_ny_statistics.htm).

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#### **SAMPLE PROGRAM SEQUENCE**

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

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

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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 is ideal for students with transfer or prior learning credits
- Understanding the workings of a competitive business marketplace
- The opportunity to use critical-thinking and problem-solving skills and evaluate and apply legal and ethical principles in business settings
- Hands-on experience with the current technology used in business
- Valuable, practical experience through program-related, faculty-monitored internships or job-related assignments
- An online B.B.A. option, which gives students the opportunity to take concentrated courses in 7-week intervals

## Degree Program

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

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

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### PROGRAM LEARNING OBJECTIVES

## Course Requirements

### MAJOR CORE COURSES

### Semester credits

**BUS4451 Business Strategy and Policy** 3

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

Prerequisites: FIN3302, IBS2201, MGT2220, MKT2220

Business Electives 27

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### BUSINESS CORE COURSES

**ACC1111 Financial Accounting I** 3

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

**BUS2231 Business Law I** 3

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

**BUS4483 Internship** 3

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

Prerequisite: Departmental permission

**CIS1115 Computer Applications** 3

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

**CIS2201 Advanced Spreadsheets** 3

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

Prerequisite: CIS1115

**ECO2200 Principles of Economics** 3

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

**FIN3302 Corporate Finance** 3

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

Prerequisites: ACC1111, MAT2215

**IBS2201 International Business** 3

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

**MGT2220 Principles of Management** 3

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

**MKT2220 Principles of Marketing** 3

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

**CAREER DEVELOPMENT COURSES****CDV2000 Career Development I** 3

Introduces students to the fundamentals of career development and planning. Students focus on setting appropriate career goals based on self-assessment in alignment with skills and competencies. Students learn how to write a professional resume and cover letter, how to communicate effectively in multiple media, and how to develop time management skills to help them succeed both academically and professionally.

\*Note: CDV2000 and CDV3000 are only offered as 7 week courses.

**CDV3000 Career Development II** 3

Focuses on the job application and interview process. Students learn how to develop a field search for employment opportunities and apply for jobs in their fields of study. Students observe and critique mock interviews and learn how to negotiate salary offers.

Prerequisite: CDV2000

\*Note: CDV2000 and CDV3000 are only offered as 7 week courses.

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

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

**ENG2205 Writing Through Literature** 3

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

Prerequisite: ENG1105

### **ENG3315 Advanced Writing**

3

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

Prerequisite: ENG2205

### **ENG2215 Public Speaking**

3

Supports students in the development of oral communication skills. This course emphasizes the identification of good and poor speech habits, techniques for improving speech, oral interpretation, effective speech planning and delivery, and interpersonal communication.

Prerequisite or Corequisite: ENG2205

### **HUM2225 Introduction to Ethics**

3

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

### **MAT2215 Statistics I**

3

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

### **SOC1123 Psychology of Adjustment**

3

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

### **SOC2231 Human Relations**

3

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

English Elective

3

Humanities Elective

3

Liberal Arts Electives

6

Mathematics/Science Elective

3

Science Elective

3

Social Science Elective

3

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### **FREE ELECTIVES**

9

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#### 120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

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### **SAMPLE PROGRAM SEQUENCE - BBA**

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

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





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## Graphic Design

### Learn the skills needed for exciting careers in the fields of visual communications.

Virtually all organizations depend on compelling visual communication to successfully convey ideas and engage customers. The Graphic Design program at Berkeley College is both innovative to give you more career options and thorough to help you stand out in the job market.

Along with the history of graphic design and a strong foundation in art and design principles, the curriculum exposes students to the problem-solving process using a broad range of traditional, digital, and emerging media. Courses are taught in modern studio/lab environments at our Woodland Park campus and online, encouraging entrepreneurial teamwork and collaboration. Critical thinking, conceptual problem solving, and creativity are emphasized as students learn about:

- Web design
- User interface and interactive design
- Motion graphics and animation
- Digital photography and imaging
- Illustration
- Filmmaking
- Game design
- Packaging
- Advertising
- Publication design
- Typographic design
- And more

Instructors are chosen for both academic excellence and relevant professional experience. They share firsthand occupational knowledge that can help prepare students to enter the job market. Portfolios, internships, and capstone projects are completed prior to graduation, as students work closely with the Career Services Department to secure future employment.

Students have the opportunity to interact with Interior Design and Design Management students, exhibit their work in the Gallery at Woodland Park, and contribute to the department website. Students may also participate in field trips, attend guest lectures and opening receptions, and network with members of the professional design, art, and film community.

Benefit from:

- A program that provides a strong foundation in the practice of graphic design as a fine art
- Hands-on learning that emphasizes skills required by employers
- Proficiency in industry technology, including current computer graphic software
- Valuable, practical experience through program-related, faculty-monitored internships or job-related assignments

## Degree Program

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

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# Graphic Design

## Bachelor of Fine Arts Degree (B.F.A.)

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**PROGRAM LEARNING OBJECTIVES**

### Course Requirements

**MAJOR CORE COURSES**
**Semester credits**
**GRD1100 Graphic Design Principles I**

3

Introduces two-dimensional design and color theory and their relational aspects. This course explores the elements and principles of design, color, and light in the creative process. Students learn about the design process, from concept to completion, and explore the fundamentals of Adobe Illustrator.

**GRD1105 Painting I**

3

Approaches two-dimensional theory through the freeform and experiential painterly process. Students recreate and build on elements of design in a painterly manner through their own work. Subject matters range from the traditional painting genre of still life, interiors, and the figure, to the abstract.

**GRD1120 3D Design and Modeling**

3

Introduces the principles and applications of design as it relates to the synthesis of three-dimensional form, space, light, shadow, relief, and motion. The relationship of material and form and its application to packaging are explored. Subjects range from man-made geometric forms to architecture and nature.

**GRD1130 Digital Page Layout**

3

Explores the integration of type and images in digital page layouts and multiple-page projects. This course emphasizes the application of industry standard software for both print and digital output.

Prerequisite: GRD1100

**GRD1170 Drawing I**

3

Develops drawing skills for graphic design and the visual arts. Includes genres of fine art such as observation of the human figure in composition. Drawings will include three-dimensional objects, perspective, still life, and the landscape.

**GRD1190 Typography 1**

3

Introduces the history, physical attributes, family classification, terminology, and structural aspects of type. Students explore typography as a medium that conveys aesthetic, emotional, and intellectual meaning. Students create effective marketing materials by incorporating type as an integrated and active element.

Prerequisite: GRD1100

**GRD2200 Graphic Design Principles II**

3

Integrates the skills acquired in Graphic Design Principles I, incorporating typography and graphics to create effective communications design from concept through completion, utilizing industry-standard software.

Prerequisites: GRD1110, GRD1190

**GRD2210 Graphic Design in Visual Culture**

3

Traces the development of visual communication from the first cave paintings to present-day digital marketing. This course examines how cultural and technological developments have affected our viewpoints of the relationship, and

use of images and typography.

**GRD2226 Professional Development Seminar** 3

Investigates career-development opportunities and strategies. This course focuses on entry-level job requirements and career research. Students learn resume writing and interviewing skills. Emphasis is placed on creating conceptual approaches for communicating ideas visually and project development and management.

**GRD2230 Digital Photography and Creative Media** 3

Introduces the basic concepts, terminology, and applications of digital photography. This course explores the creative transformation of images for effective visual communication. Students develop critical thinking and technical skills needed to use photography in their work as designers.

Prerequisite: GRD1100

**GRD2233 Web Design I** 3

Explores the role of artists and designers in the web environment. Students are introduced to the concepts, process, and applications of programming code for creating and styling web pages, and preparing images and graphics for the web environment.

**GRD2234 Web Design II** 3

Develops the skills acquired in Web Design I. Students continue learning programming code with an emphasis on interaction design, user-interface design, and front-end development.

Prerequisite: GRD2233

**GRD2235 Web Design III** 3

Develops the skills acquired in Web Design II. Students explore design for both web and mobile apps incorporating multimedia, video, audio, and responsive design. Prototype development and testing are explored.

Prerequisite: GRD2234

**GRD2290 Typography II** 3

Develops the skills acquired in Typography I. Projects incorporate type as a decorative element to produce creative marketable design results. Principles of selecting typeface, use of grids, and basic layout designs and formats are addressed.

Prerequisite: GRD1190

**GRD3320 Graphic Design Principles III and Game Development** 3

Integrates the skills acquired in the foundation courses and conceptual abilities developed in Graphic Design Principles II. Emphasis is on developing design thinking and building visual problem-solving skills. Students are introduced to Motion Graphics and Game Design Graphics.

Prerequisite: GRD2200

**GRD3330 Digital Filmmaking** 3

Develops the skills acquired in Digital Photography and Creative Media. This course includes advanced digital imaging techniques and introduces students to a wide range of styles in contemporary photography as well as video.

Prerequisite: GRD2230

**GRD3360 Packaging Design I** 3

Incorporates the history, purpose, types, materials, environmental considerations, symbols, labels, and security measures of packaging. Students study packaging as a new-product development process, explore graphic design for marketing options, and produce models with industry standard specifications sheets.

Prerequisite: GRD2200

**GRD3395 Branding and Information Design** 3

Explores various processes and the translation of information in a visual format for data visualization in current media. Marketing trends and strategies are explored in the development of creative solutions to design problems. Students create functional design solutions for identity systems across multiple points of contact.

Prerequisite: GRD2200

**GRD4400 Animation Foundations** 3

Explores the foundation of animation, including the basic concepts of animation and what makes things move. This course covers X, Y, and Z planes; keyframes; animation paths; hierarchies; pivots and rotation; and the importance of timing.

Prerequisite: GRD2230

#### **GRD4410 Publication Design**

3

Explores publication design procedures and techniques, from planning to production. Students research and analyze graphic design in multi-page publications and create their own multi-page publication designs. This course covers procedures and techniques for the successful printing of projects.

Prerequisite: GRD1130

#### **GRD4415 UI/UX Design**

3

Explores aspects of user interface design engineering. The preparation of concepts will utilize the principles of design, typography, color, and problem solving skills. Concepts include wireframes, user testing, personas, scenarios and storyboards, applied to front-end and back-end web and app development.

Prerequisite: GRD2235

#### **GRD4420 Game Design**

3

Introduces the theory and practice of game creation and design for interactive home entertainment, arcade games, education, and multiplayer online environments. Students study the history, genres, technology, organization, psychology, and story of games. Students will then gain mastery over the Unity 3D engine.

Prerequisite: GRD2200

#### **GRD4460 Capstone Project**

3

Requires students to utilize cumulative skills acquired in advanced course studies to work on an individual research project for their portfolio with the help of a faculty mentor. This course is taken in a student's senior year.

Prerequisite: GRD3360

#### **GRD4470 Special Topics in Graphic Design**

3

Focuses in depth on a particular period area of interest within graphic design to further develop conceptual and technical skills and create professional work for portfolio development.

Prerequisite: GRD3320

#### **GRD4481 Portfolio**

3

Provides a studio and critique workshop. Students edit, create, add, highlight, and refine projects to meet industry standards and promote individual graphic design skills in their specialized area. This course is taken in a student's senior year.

Prerequisite: GRD3395

#### **GRD4483 Internship**

3

Provides a field-based internship experience where students acquire career/professional skills within the graphic design industry. This course is taken during a student's last semester of study.

Prerequisite: Departmental permission

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### **LIBERAL ARTS AND SCIENCE CORE COURSES\***

#### **ENG1105 Writing and Research**

3

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

#### **ENG2205 Writing Through Literature**

3

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

Prerequisite: ENG1105

#### **ENG3315 Advanced Writing**

3

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

Prerequisite: ENG2205

**HUM2225 Introduction to Ethics** 3

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

**MAT2215 Statistics I** 3

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

**SOC1123 Psychology of Adjustment** 3

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

**SOC2231 Human Relations** 3

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

English Elective 3

Humanities Elective 3

Liberal Arts Electives 6

Mathematics/Science Elective 3

Science Elective 3

Social Science Elective 3

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120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

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

This program also requires students to obtain specific supplies, the cost of which totals approximately \$125.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at [BerkeleyStore.BerkeleyCollege.edu](http://BerkeleyStore.BerkeleyCollege.edu) and/or [BerkeleyCollege.edu/gainful-employment/bfa\\_graphic\\_design\\_statistics.htm](http://BerkeleyCollege.edu/gainful-employment/bfa_graphic_design_statistics.htm).

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**SAMPLE PROGRAM SEQUENCE** 

**B.F.A., Graphic Design Program Statistics** 

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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 practicum
- Liberal arts and science courses, including a humanities elective, that provides students with the foundation of skills and knowledge necessary to reason clearly and communicate effectively

### Academic Programs

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

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## Health Sciences

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

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### PROGRAM LEARNING OBJECTIVES

## Course Requirements

### MAJOR CORE COURSES

### Semester credits

**HEA1101 Foundations of Health Services** 3

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

**HEA2200 Medical Terminology** 3

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

**HEA2203 Ethical and Legal Aspects of Health Services** 3

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

Select Patient Care Technician or Surgical Processing Technician Specialization Courses below\* 24

### BUSINESS CORE COURSES

**CIS1115 Computer Applications** 3

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

### LIBERAL ARTS AND SCIENCE CORE COURSES

**ENG1105 Writing and Research** 3

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

**ENG2205 Writing Through Literature** 3

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

Prerequisite: ENG1105



**SCI1100 Anatomy and Physiology I** 3

Study of the structure, function, and pathology (disease) of the human body. Students are introduced to various body systems including the musculoskeletal, digestive, nervous, and integumentary, as well as the special senses.

**SCI2100 Anatomy and Physiology II** 3

Study of the structure, function, and pathology (disease) of the human body. Students are introduced to various body systems including the cardiovascular, respiratory, urinary, endocrine, lymphatic, and reproductive systems.

Prerequisite: SCI1100

**SCI2228 Microbiology** 3

The morphology and function of microorganisms, especially viruses and bacteria, are studied. The characteristics of microorganisms, the disease process, and the immune response are discussed.

**SOC2225 Introduction to Psychology** 3

Survey of the basic principles of psychology and their direct application to the understanding of human behavior so as to allow students to gain an understanding and awareness of their own everyday existence. Topics include human development, learning, memory, thinking, intelligence, creativity, motivation, emotion, adjustment, perception, abnormal behavior, and therapy.

Humanities Elective 3

Science Elective 3

## 60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

## \*PATIENT CARE TECHNICIAN SPECIALIZATION

MED1130 Medical Emergencies and Electrocardiography	3
MED1140 Specimen Collection and Procedures	3
PCT1010 Foundations of Patient Care	6
PCT1320 Advanced Patient Care	3
PCT2310 Patient Care Communication	3
PCT2320 Patient Care Practicum	3
PCT2700 Patient Care Capstone	3

OR

## \*SURGICAL PROCESSING TECHNICIAN SPECIALIZATION

SPT1110 Fundamentals of Surgical Processing	4
SPT2100 Surgical Instrumentation	4
SPT2110 Basic Infection Control	3
SPT2150 Surgical Processing Clinical Practicum	8
SPT2151 Surgical Processing Clinical Seminar	2
Free Elective	3

Governing regulations may disqualify individuals from obtaining professional certification in this field based upon health or criminal records. Therefore, in addition to meeting the **immunization requirements** of Berkeley College and the State of New Jersey, students applying to the Health Sciences program must provide authorization for a criminal background check prior to registration and submit a physical assessment by a licensed medical professional prior to participating in clinical rotations. Students enrolled in the Patient Care Technician specialization are required to purchase their own malpractice insurance.

Extensive criminal background checks may be repeated after admission at the request of clinical facilities, and positive findings may prevent students from completing the clinical portion of the program, graduating, and participating in certification exams. Health requirements required for clinical courses are extensive and may total several hundred dollars. The costs of these health requirements are borne by the student.

The minimum passing grade required for Patient Care Technician (PCT) and Medical (MED) courses is a C. Any grade below a C is a failing grade. In order to pass a PCT course that consists of both didactic and clinical/laboratory portions, students must receive at least a C for the didactic portion of the course and a P for the clinical/laboratory portion. A failure in either the didactic or clinical/laboratory portion of a PCT course will result in a failing grade for the entire course. Therefore, only a PCT course in which students receive at least a C will satisfy the course requirements for the Patient Care Technician program.

To qualify for graduation, students enrolled in this specialization must pass all PCT and MED courses with a minimum grade of C as well as participate in the Certified Patient Care Technician/Assistant (CPCT/A) certification examination. Although certification is not required to work in most states, employers prefer to hire certified Patient Care Technicians.

To qualify for graduation, students enrolled in the Surgical Processing Technician (SPT) specialization must pass all SPT courses and Microbiology with a minimum grade of C+, as well as participate in the Certified Registered Central Service Technician (CRCST) certification examination. Passing this examination is required to work as a Surgical Processing Technician in some states, including New Jersey and New York.

The A.A.S., Health Sciences - Patient Care Technician program also requires students to obtain specific supplies. Detailed information describing the required supplies and listing typical prices for each such item is available at [BerkeleyCollege.edu/gainful-employment/aas\\_health\\_sciences\\_pct\\_statistics\\_sem.htm](http://BerkeleyCollege.edu/gainful-employment/aas_health_sciences_pct_statistics_sem.htm).

The A.A.S., Health Sciences - Surgical Processing Technician program also requires students to obtain specific supplies. Detailed information describing the required supplies and listing typical prices is available at [BerkeleyCollege.edu/gainful-employment/aas\\_health\\_sciences\\_spt\\_statistics\\_sem.htm](http://BerkeleyCollege.edu/gainful-employment/aas_health_sciences_spt_statistics_sem.htm).

Any required traditional textbooks and/or some required supplies are included as part of the charge for tuition and fees and will be distributed to students. Please note, however, that students have the right to obtain traditional textbooks, and/or certain required items, from other sources. Students who demonstrate that they have obtained required item(s) from another source may return the items distributed by the College and receive a refund of the amount charged by the College for the specific item.

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

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

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**[A.A.S., Health Sciences - Patient Care Technician Specialization New Jersey Program Statistics](#)**

**[A.A.S., Health Sciences - Surgical Processing Technician Specialization New Jersey Program Statistics](#)**

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## Patient Care Technician Certificate Program

Patient Care Technicians work with doctors, nurses, and other healthcare professionals to oversee and monitor patients. As vital members of the healthcare team, they provide direct patient care and comfort measures, take vital signs, collect specimens, and much more.

Graduates of the Patient Care Technician program are eligible to sit for a variety of certification examinations, including:

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

Although certification is not required to work in most states, employers prefer to hire certified Patient Care Technicians.

Students who wish to enhance their career opportunities can apply Patient Care Technician program credits toward the Berkeley College Health Sciences Associate in Applied Science degree program.

Benefit from:

- A strong foundation in both the theory and techniques of patient care
- Hands-on learning in on-site medical laboratories that simulate the clinical environment
- Opportunities to practice communication and interpersonal skills needed for developing a rapport with colleagues and patients
- Valuable, practical experience gained through the completion of a Patient Care Practicum at off-campus healthcare facilities, under the supervision of New Jersey licensed Registered Professional Nurse (RN) instructors

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**PROGRAM LEARNING OBJECTIVES**

## Course Requirements

**MAJOR CORE COURSES**
**Semester credits**
**HEA2200 Medical Terminology**

3

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

**MED1130 Medical Emergencies and Electrocardiography**

3

Introduction to the anatomy and physiology of the cardiac system. Students learn how to perform electrocardiogram (EKG) on patients, troubleshoot EKG machine problems, and recognize basic cardiac arrhythmias. Spirometry testing is performed. Students will also learn to respond to common emergency situations, administer first aid in accordance with Occupational Safety and Health Administration (OSHA) standards, recognize the effect of stress on all persons involved in emergency situations, and demonstrate self-awareness in responding to emergency situations. Emphasis is placed on professional attitudes and the principles and basic concepts of ethics and laws involved in providing medical services. Students must obtain Basic Life Support (BLS) for Healthcare Providers certification through the American Heart Association.

Prerequisites or Corequisites: HEA2200, SCI1120

**MED1140 Specimen Collection and Procedures**

3

Students learn a variety of laboratory procedures, specimen collection, Clinical Laboratory Improvement Amendment Waiver Test, and Point of Care Testing (PoCT). Includes performing proper venipuncture and finger-stick techniques for obtaining human blood specimens, as well as other methods of collecting body fluid specimens while complying with OSHA Standards.

Prerequisites or Corequisites: HEA2200, SCI1120

**PCT1010 Foundations of Patient Care** 6

Introduces students to the roles and responsibilities of healthcare providers in nursing care settings, as well as the associated legal and ethical considerations. This course also introduces students to the fundamental components of patient care and the application of techniques and procedures required to provide basic care.

**PCT1320 Advanced Patient Care** 3

Builds the foundational knowledge required to provide safe and effective patient care; nutrition and fluid intake; comfort, rest and sleep; as well as the management of patients with injuries; and how to assist in the nursing process of patient admission, discharge, and transfer.

Prerequisite: PCT1010

**PCT2310 Patient Care Communication** 3

Examines key communication techniques utilized to facilitate effective communication between healthcare workers and patients. Students are exposed to relevant federal regulations and accreditation standards, electronic medical records and language lines, as well as verbal and non-verbal communication techniques.

Prerequisite: PCT1010

**PCT2320 Patient Care Practicum** 3

Provides students with the opportunity to apply the knowledge and skills learned in all previously completed courses to the acute care environment or laboratory with the supervision of a New Jersey Licensed Registered Nurse.

Prerequisite: CPR certification and completion of all departmental physical forms, including purchase of malpractice insurance

Corequisite: PCT2700

**PCT2700 Patient Care Capstone** 3

Requires the integration of knowledge, skills, and techniques attained throughout the program. Critical thinking and teamwork skills are assessed through workplace-based case studies. This course stresses entry-level job requirements, upward career paths, resume writing skills, interviewing techniques, and networking.

Prerequisite or Corequisite: PCT1320

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**LIBERAL ARTS AND SCIENCES CORE COURSES**

**SCI1120 Human Biology** 3

Study of the structure and function of the human body. Students are introduced to the various body systems, including the integumentary, skeletal, muscular, nervous, special senses, endocrine, respiratory, digestive, urinary, reproductive, hematological/immunological, and cardiovascular. Course includes definitions, terminology, chemical basis of life, and energy, as well as microbiology.

**SOC2225 Introduction to Psychology** 3

Survey of the basic principles of psychology and their direct application to the understanding of human behavior so as to allow students to gain an understanding and awareness of their own everyday existence. Topics include human development, learning, memory, thinking, intelligence, creativity, motivation, emotion, adjustment, perception, abnormal behavior, and therapy.

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**33 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION**

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Extensive criminal background checks may be repeated after admission at the request of clinical facilities, and positive findings may prevent students from completing the clinical portion of the program, graduating, and participating in certification exams. Health requirements required for clinical courses are extensive and may total several hundred dollars. The costs of these health requirements are borne by the student.

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To qualify for graduation, students enrolled in this specialization must pass all PCT and MED courses with a minimum grade of C as well as participate in the Certified Patient Care Technician/Assistant (CPCT/A) certification examination. Although certification is not required to work in most states, employers prefer to hire certified Patient Care Technicians.

This program also requires students to obtain specific supplies. Detailed information describing the required supplies and listing typical prices is available at [BerkeleyCollege.edu/gainful-employment/patient\\_care\\_technician\\_certificate\\_statistics\\_sem.htm](http://BerkeleyCollege.edu/gainful-employment/patient_care_technician_certificate_statistics_sem.htm).

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#### **[SAMPLE PROGRAM SEQUENCE](#)**

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#### **[Patient Care Technician Certificate Program Statistics \(Day Program\)](#)**

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## Surgical Processing Technician Certificate Program

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

The Surgical Processing Technician program provides students with the knowledge and professional skills necessary to deliver support to all patient care areas within a healthcare facility. Students learn processes for maintaining medical instruments and devices that must be decontaminated, processed, sterilized, and distributed in hospitals and surgical centers. Graduates have in-depth knowledge of operating rooms, operating room procedures, instruments used in operating rooms, and processes for sterilizing and packaging instruments used during surgery.

Students who wish to enhance their career opportunities can apply Surgical Processing Technician program credits toward the Berkeley College Health Sciences Associate in Applied Science degree program.

Benefit from:

- A strong foundation in both the theory and techniques of decontamination
- Hands-on learning in on-site medical laboratories that simulate the surgical processing environment
- Opportunities to practice communication and interpersonal skills needed for developing a rapport with colleagues and patients
- Valuable, practical experience gained through the completion of a practicum at an off-campus healthcare facility

The Berkeley College Surgical Processing Technician program meets the requirements of the International Association of Healthcare Central Service Materiel Management (IAHCSSM). As a result, graduates of the Surgical Processing Technician program are eligible to sit for the Certified Registered Central Service Technician (CRCST) examination. Passing this examination is required to work as a Surgical Processing Technician in some states, including New Jersey and New York.

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**PROGRAM LEARNING OBJECTIVES**

## Course Requirements

**MAJOR CORE COURSES**
**Semester credits**
**HEA2200 Medical Terminology**

3

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

**HEA2203 Ethical and Legal Aspects of Health Services**

3

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

**SPT1110 Fundamentals of Surgical Processing**

4

Introduces the important role of the Central Service Department. Government regulations/standards, infection prevention/control, quality assurance, safety, communication, human relations skills, body systems and related surgical procedures, and medical terms and abbreviations used in surgery are discussed.

**SPT2100 Surgical Instrumentation**

4

Examines the basic categories of surgical instruments (simple to complex), processing standards accompanying flash sterilization, concepts of inventory management, and management of commonly used patient care equipment. Students learn the sterile packaging process and factors impacting sterilization.

Prerequisite or Corequisite: SPT1110

**SPT2110 Basic Infection Control**

3

Provides an overview of water purification systems, factors impacting water quality, distillation, deionization, reverse osmosis systems, cleaning chemicals, and various methods of cleaning and decontamination.

Prerequisite: SPT2100

**SPT2150 Surgical Processing Clinical Practicum**

8

Offers supervised practical work experience in a sterile processing environment, which provides students with hands-on experience. Didactic and laboratory skills acquired in the program are applied in the clinical setting.

Prerequisite: Departmental permission

Corequisite: SPT2151

**SPT2151 Surgical Processing Clinical Seminar**

2

Focuses on integrating the skills learned throughout the program with the work experience while also participating in focused discussions and special projects. This course stresses entry-level job requirements and upward career paths, resume writing skills, interviewing techniques, and networking.

Corequisite: SPT2150

**LIBERAL ARTS AND SCIENCES CORE COURSES****SCI1120 Human Biology**

3

Study of the structure and function of the human body. Students are introduced to the various body systems, including the integumentary, skeletal, muscular, nervous, special senses, endocrine, respiratory, digestive, urinary, reproductive, hematological/immunological, and cardiovascular. Course includes definitions, terminology, chemical basis of life, and energy, as well as microbiology.

**SCI2228 Microbiology**

3

The morphology and function of microorganisms, especially viruses and bacteria, are studied. The characteristics of microorganisms, the disease process, and the immune response are discussed.

**33 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION**

Governing regulations may disqualify individuals from obtaining professional certification in this field based upon health or criminal records. Therefore, in addition to meeting the **immunization requirements** of Berkeley College and the State of New Jersey, students applying to the Health Sciences program must provide authorization for a criminal background check prior to registration and submit a physical assessment by a licensed medical professional prior to participating in clinical rotations.

Extensive criminal background checks may be repeated after admission at the request of clinical facilities, and positive findings may prevent students from completing the clinical portion of the program, graduating, and participating in certification exams. Health requirements required for clinical courses are extensive and may total several hundred dollars. The costs of these health requirements are borne by the student.

To qualify for graduation, students enrolled in the Surgical Processing Technician (SPT) specialization must pass all SPT courses and Microbiology with a minimum grade of C+, as well as participate in the Certified Registered Central Service Technician (CRCST) certification examination. Passing this examination is required to work as a Surgical Processing Technician in some states, including New Jersey and New York.

This program also requires students to obtain specific supplies. Detailed information describing the required supplies and listing typical prices is available at [BerkeleyCollege.edu/gainful-employment/surgical\\_processing\\_technician\\_certificate\\_statistics\\_sem.htm](http://BerkeleyCollege.edu/gainful-employment/surgical_processing_technician_certificate_statistics_sem.htm).

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**SAMPLE PROGRAM SEQUENCE****Surgical Processing Technician Certificate Program Statistics (Day Program)**





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## Health Services Management

### Help manage the business of health.

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

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

Benefit from:

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

### Degree Programs

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

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

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### PROGRAM LEARNING OBJECTIVES

## Course Requirements

### MAJOR CORE COURSES

### Semester credits

**HEA1101 Foundations of Health Services** 3

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

**HEA2200 Medical Terminology** 3

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

**HEA2203 Ethical and Legal Aspects of Health Services** 3

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

**HSM2205 Managed Care and Health Insurance** 3

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

**HSM2215 Health Communications** 3

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

**HSM2220 Management of Healthcare Delivery Services** 3

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

Prerequisites: HEA1101, MGT2220

### BUSINESS CORE COURSES

**ACC1111 Financial Accounting I** 3

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

<b>BUS2293 Internship</b>	3
Students work in a position related to their course of study while at the same time completing online course requirements – including focused online discussions and special online projects – that integrate the skills and knowledge learned through their degree program.	
Prerequisite: Departmental permission	
<b>CIS1115 Computer Applications</b>	3
Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel.	
<b>IBS2201 International Business</b>	3
Explores the diverse environment, management concerns, financial issues, and marketing questions faced by international business organizations. Students gain a heightened global awareness as they seek the knowledge and skills needed to function competitively in an increasingly interdependent world.	
<b>MGT2220 Principles of Management</b>	3
Examines operational theories of management under the functions of planning, organizing, staffing, directing, and controlling. Emphasizes the manager's role in creating and maintaining an internal environment for performance. Students discuss cases in detail.	
<b>MKT2220 Principles of Marketing</b>	3
Provides an introduction to fundamental principles and practices in the marketing process, including a detailed study of each marketing mix tool (product, price, place, promotion), along with an introduction to marketing research, target marketing, SWOT construction and analysis, strategic marketing planning, and consumer behavior. This is the gateway course to the Marketing Communications Program.	
<b>CAREER DEVELOPMENT COURSES</b>	
<b>CDV2000 Career Development I</b>	3
Introduces students to the fundamentals of career development and planning. Students focus on setting appropriate career goals based on self-assessment in alignment with skills and competencies. Students learn how to write a professional resume and cover letter, how to communicate effectively in multiple media, and how to develop time management skills to help them succeed both academically and professionally.	
*Note: CDV2000 and CDV3000 are only offered as 7 week courses.	
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<b>LIBERAL ARTS AND SCIENCE CORE COURSES</b>	
<b>ENG1105 Writing and Research</b>	3
An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.	
<b>ENG2205 Writing Through Literature</b>	3
Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres.	
Prerequisite: ENG1105	
<b>HUM2225 Introduction to Ethics</b>	3
Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.	
<b>MAT2215 Statistics I</b>	3
Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.	
<b>SOC1123 Psychology of Adjustment</b>	3

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

**SOC2231 Human Relations**

3

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

Mathematics/Science Elective

3

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**60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION**

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

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**SAMPLE PROGRAM SEQUENCE****[A.A.S., Health Services Administration New Jersey Program Statistics](#)****[A.A.S., Health Services Administration New York Program Statistics](#)**

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

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

## PROGRAM LEARNING OBJECTIVES

## Course Requirements

### MAJOR CORE COURSES

### Semester credits

<b>HEA1101 Foundations of Health Services</b>	3
Provides students with a comprehensive introduction to the American healthcare system. This course explains the structures and operations of healthcare organizations, explores the forces responsible for shaping the system, and considers the policies influencing the system's current and future performance.	
<b>HEA2200 Medical Terminology</b>	3
Provides a solid foundation and understanding of the medical language used by healthcare professionals through the introduction, reinforcement, and combination of medical word parts including prefixes, suffixes, and combining forms. Emphasis is placed on word building, analysis of word parts, spelling, special endings, plural forms, correct pronunciation of terminology related to procedures, and diseases of the various body systems. Commonly used abbreviations and symbols will also be introduced.	
<b>HEA2203 Ethical and Legal Aspects of Health Services</b>	3
An introduction to the principles of law as applied to the healthcare field. Students learn ethical standards and issues as related to healthcare.	
<b>HSM2205 Managed Care and Health Insurance</b>	3
Provides an overview of the principles and practices of managed care and health insurance. Students analyze and evaluate private and government-sponsored programs with relation to systems in other countries.	
<b>HSM2215 Health Communications</b>	3
Provides the effective health communication skills necessary for employment and career success in the health services industry. Students learn to write accurate and concise health reports, develop familiarity with terms commonly used in healthcare, and practice verbal communication skills.	
<b>HSM2220 Management of Healthcare Delivery Services</b>	3
Provides an introduction to health insurance products and various approaches to the delivery of healthcare services. Students learn how to manage the issues of consumers, providers, and insurers and explore the organization and structure of the current healthcare system with a view toward options for its future direction. Prerequisites: HEA1101, MGT2220	
<b>HSM3309 Health Services Finance</b>	3
Introduces the foundations of financing health services in a dynamically changing environment. Topics include healthcare costs, reimbursement systems, insurance issues, the roles of budgeting and accounts, the multifunctionality of financial services within the health services industry, and trends in health services financing. Prerequisites: FIN3302, HEA1101	
<b>HSM4410 Research Methods for Health Services</b>	3

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

Prerequisites: ENG1105, HEA1101

**HSM4440 Health Policy and Politics** 3

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

Prerequisite: HEA2220

**HSM4470 Health Services Management Capstone** 3

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

Prerequisites: HEA2203, HEA2220, HEA3309

Health Services Management Electives\* 6

**BUSINESS CORE COURSES**

**ACC1111 Financial Accounting I** 3

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

**BUS2231 Business Law I** 3

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

**BUS4483 Internship** 3

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

Prerequisite: Departmental permission

**CIS1115 Computer Applications** 3

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

**CIS2201 Advanced Spreadsheets** 3

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

Prerequisite: CIS1115

**ECO2200 Principles of Economics** 3

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

**FIN3302 Corporate Finance** 3

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

Prerequisites: ACC1111, MAT2215

**IBS2201 International Business** 3

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

**MGT2220 Principles of Management** 3

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

**MKT2220 Principles of Marketing** 3

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

**CAREER DEVELOPMENT COURSES**

**CDV2000 Career Development I** 3

Introduces students to the fundamentals of career development and planning. Students focus on setting appropriate career goals based on self-assessment in alignment with skills and competencies. Students learn how to write a professional resume and cover letter, how to communicate effectively in multiple media, and how to develop time management skills to help them succeed both academically and professionally.

\*Note: CDV2000 and CDV3000 are only offered as 7 week courses.

**CDV3000 Career Development II** 3

Focuses on the job application and interview process. Students learn how to develop a field search for employment opportunities and apply for jobs in their fields of study. Students observe and critique mock interviews and learn how to negotiate salary offers.

Prerequisite: CDV2000

\*Note: CDV2000 and CDV3000 are only offered as 7 week courses.

**LIBERAL ARTS AND SCIENCE CORE COURSES\*\***

**ENG1105 Writing and Research** 3

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

**ENG2205 Writing Through Literature** 3

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

Prerequisite: ENG1105

**ENG2215 Public Speaking** 3

Supports students in the development of oral communication skills. This course emphasizes the identification of good and poor speech habits, techniques for improving speech, oral interpretation, effective speech planning and delivery, and interpersonal communication.

Prerequisite or Corequisite: ENG2205

**ENG3315 Advanced Writing** 3

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

Prerequisite: ENG2205

**HUM2225 Introduction to Ethics** 3

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

**MAT2215 Statistics I** 3

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

**SOC1123 Psychology of Adjustment** 3

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

**SOC2231 Human Relations** 3

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

English Elective 3

Humanities Elective 3

Liberal Arts Electives 3

Mathematics/Science Elective 3

Science Elective 3

Social Science Elective 3

**FREE ELECTIVES** 6**120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION**

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

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

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.

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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 develop knowledge and skills in the following three areas:

- Network security
- Database management
- Web design

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

Benefit from:

- Learning how businesses use information technology resources to perform business functions and gain competitive advantage
- Working with current web, networking, and database technologies
- Integrating technical and business applications in course projects
- Exceptional faculty, including information technology professionals with industry experience
- 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**

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

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## PROGRAM LEARNING OBJECTIVES

## Course Requirements

### MAJOR CORE COURSES

### Semester credits

#### ITM1100 Introduction to Information Technology

3

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

#### ITM2200 Introduction to Networking

3

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

#### ITM2210 Introduction to Database Management

3

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

#### ITM2220 Introduction to Web Design and Graphics

3

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

#### ITM2240 Information Systems Analysis and Design

3

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

Prerequisites: ITM2200, ITM2210, ITM2220

### BUSINESS CORE COURSES

#### ACC1111 Financial Accounting I

3

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

#### BUS2293 Internship

3

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

Prerequisite: Departmental permission

**CIS1115 Computer Applications** 3

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

**IBS2201 International Business** 3

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

**MGT2220 Principles of Management** 3

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

**MKT2220 Principles of Marketing** 3

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

**CAREER DEVELOPMENT COURSE**

**CDV2000 Career Development I** 3

Introduces students to the fundamentals of career development and planning. Students focus on setting appropriate career goals based on self-assessment in alignment with skills and competencies. Students learn how to write a professional resume and cover letter, how to communicate effectively in multiple media, and how to develop time management skills to help them succeed both academically and professionally.

\*Note: CDV2000 and CDV3000 are only offered as 7 week courses.

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**LIBERAL ARTS AND SCIENCE CORE COURSES**

**ENG1105 Writing and Research** 3

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

**ENG2205 Writing Through Literature** 3

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

Prerequisite: ENG1105

**HUM2225 Introduction to Ethics** 3

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

**MAT2215 Statistics I** 3

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

**SOC1123 Psychology of Adjustment** 3

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

**SOC2231 Human Relations** 3

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

Liberal Arts Elective	3
Mathematics/Science Elective	3

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60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

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**SAMPLE PROGRAM SEQUENCE** 

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

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### PROGRAM LEARNING OBJECTIVES

## Course Requirements

### MAJOR CORE COURSES

### Semester credits

#### ITM1100 Introduction to Information Technology

3

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

#### ITM2200 Introduction to Networking

3

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

#### ITM2210 Introduction to Database Management

3

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

#### ITM2220 Introduction to Web Design and Graphics

3

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

#### ITM2240 Information Systems Analysis and Design

3

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

Prerequisites: ITM2200, ITM2210, ITM2220

#### ITM4498 Capstone Senior Project

3

Provides an independent capstone experience. Students select a topic and conduct an exploratory research project utilizing guidelines provided by the professor. Topics will be related to computer architecture and networking, information security, database management systems, or web design and development.

Prerequisites: ITM1100, ITM2240

Information Technology Management Electives\*

6

### BUSINESS CORE COURSES

#### ACC1111 Financial Accounting I

3

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

statements, accounting for merchandising operations, valuation of inventories, purpose and significant features of internal controls, preparation of bank reconciliations and the valuation of receivables.

**BUS4451 Business Strategy and Policy** 3

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

Prerequisites: FIN3302, IBS2201, MGT2220, MKT2220

**BUS4483 Internship** 3

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

Prerequisite: Departmental permission

**CIS1115 Computer Applications** 3

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

**CIS2201 Advanced Spreadsheets** 3

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

Prerequisite: CIS1115

**ECO2200 Principles of Economics** 3

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

**FIN3302 Corporate Finance** 3

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

Prerequisites: ACC1111, MAT2215

**IBS2201 International Business** 3

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

**MGT2220 Principles of Management** 3

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

**MKT2220 Principles of Marketing** 3

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

**CAREER DEVELOPMENT COURSES**

**CDV2000 Career Development I** 3

Introduces students to the fundamentals of career development and planning. Students focus on setting appropriate career goals based on self-assessment in alignment with skills and competencies. Students learn how to write a professional resume and cover letter, how to communicate effectively in multiple media, and how to develop time management skills to help them succeed both academically and professionally.

\*Note: CDV2000 and CDV3000 are only offered as 7 week courses.

<b>CDV3000 Career Development II</b>	3
Focuses on the job application and interview process. Students learn how to develop a field search for employment opportunities and apply for jobs in their fields of study. Students observe and critique mock interviews and learn how to negotiate salary offers.	
Prerequisite: CDV2000	
*Note: CDV2000 and CDV3000 are only offered as 7 week courses.	

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#### LIBERAL ARTS AND SCIENCE CORE COURSES

<b>ENG1105 Writing and Research</b>	3
An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.	
<b>ENG2205 Writing Through Literature</b>	3
Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres.	
Prerequisite: ENG1105	
<b>ENG2215 Public Speaking</b>	3
Supports students in the development of oral communication skills. This course emphasizes the identification of good and poor speech habits, techniques for improving speech, oral interpretation, effective speech planning and delivery, and interpersonal communication.	
Prerequisite or Corequisite: ENG2205	
<b>ENG3315 Advanced Writing</b>	3
Explores a wide variety of professional and creative writing modes, from personal profiles to blogging and beyond. Students build their reading, writing, and researching skills while reinforcing the fundamental concepts and current developments associated with the areas of their respective majors.	
Prerequisite: ENG2205	
<b>HUM2225 Introduction to Ethics</b>	3
Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.	
<b>MAT2215 Statistics I</b>	3
Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.	
<b>SOC1123 Psychology of Adjustment</b>	3
Explores the psychological principles involved in coping with the challenges of moving through changes in life stages and life circumstances. Topics include stress management, communication, time management, healthy relationships, positive thinking, conflict management, and balancing home, education, and work.	
<b>SOC2231 Human Relations</b>	3
Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.	
English Elective	3
Liberal Arts Electives**	24
Mathematics/Science Elective	3
Science Elective	3

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**120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION**

\*Information Technology Management Electives must be at the 3000/4000 level.

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

This program also requires online degree students only to obtain specific supplies, the cost of which totals approximately \$160.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at [BerkeleyStore.BerkeleyCollege.edu](http://BerkeleyStore.BerkeleyCollege.edu) and/or [BerkeleyCollege.edu/gainful-employment/bs\\_information\\_technology\\_management\\_nj\\_statistics.htm](http://BerkeleyCollege.edu/gainful-employment/bs_information_technology_management_nj_statistics.htm) and [BerkeleyCollege.edu/gainful-employment/bs\\_information\\_technology\\_management\\_ny\\_statistics.htm](http://BerkeleyCollege.edu/gainful-employment/bs_information_technology_management_ny_statistics.htm).

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**SAMPLE PROGRAM SEQUENCE**

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## Interior Design

### The art and technique of creating functional and aesthetic environments for living and working.

Interior Design degree programs at Berkeley College (CIDA Accredited) focus on the creative and technical aspects of this exciting industry. Graduates are prepared with the necessary skills and practical knowledge to enter the industry in a range of roles.

Bachelor of Fine Arts (B.F.A.) and Associate's degree programs prepare students to pursue careers in creative positions, as residential or commercial interior designers, exhibit designers, designers in architectural firms, and more.

Faculty members in this program are selected for both academic excellence and relevant professional experience in interior design. They combine firsthand knowledge and know-how with classroom instruction for a thorough education for entry into the professional world.

Benefit from:

- A curriculum that focuses on exploring design fundamentals, theory, visual communication, culture, and history
- Studio-based, hands-on projects, exploring all aspects of design through sketching, drafting, and color composition
- Modern computer-aided design learning current programs used in the design industry, such as AutoCAD, Revit, SketchUp Pro, Rhino, and rendering with V-Ray
- Valuable, practical experience through program-related, faculty-monitored internships or job-related assignments
- A seamless transition between Associate's and Bachelor's degrees

Berkeley College collects and publishes the following information to maintain accreditation with the Council for Interior Design Accreditation (CIDA). To view the CIDA information, [click here](#). Note: this data is separate and apart from the retention, graduation, and employment rates calculated and disclosed in accordance with federal law. To view the federal disclosure information, see the [Berkeley College Academic Program Statistics page](#).

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## Interior Design

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

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### PROGRAM LEARNING OBJECTIVES

## Course Requirements

### MAJOR CORE COURSES

### Semester credits

#### INT1100 Architectural Visualization

3

Provides a solid foundation in basic drafting techniques through hands-on instruction in the proper use of drafting materials and tools. Topics include plan, elevation, section, and scale.

#### INT1110 Sketching and Color Composition

3

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

#### INT1120 Studio I: Conceptual Design

3

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

#### INT1150 CAD I

3

Introduces AutoCAD as a drafting tool. Students learn to use CAD to create and edit plans, elevations, and section views of designs for use in design studies and presentations. Students also learn presentation styles, drawing organization, and other techniques used in professional practice.

Prerequisite: INT1100

#### INT1160 Studio II: Space Planning

3

Introduces space planning with an emphasis upon conceptual analysis. Students learn space planning and furniture arrangement from a functional and aesthetic viewpoint. This course addresses the major parameters of interior design, including human factors, ADA, and universal design as well as design theory.

Prerequisite: INT1120

#### INT1170 History of Architecture and Interior Design I

3

Surveys the history of architecture and interior design from the earliest civilizations through the late 18th century. The material will be presented chronologically, and various themes in the development of interior design will be traced throughout the period covered. Influence and originality in a design context will be examined.

#### INT2200 CAD II

3

Instructs students in the use of Advanced 3D modeling and rendering tools to create, manipulate, and render three dimensional views of interior spaces. Students master modeling, materials, and lighting to develop striking renderings of their design solutions.

Prerequisite: INT1150

**INT2220 Studio III: Residential I** 3

Introduces the study of residential environments and the planning of interior spaces. This course emphasizes the design process from initial client contact/programming through final design. Topics include space planning/presentation skills, review of human factors, and the needs of clients and the public.

Prerequisite: INT1160

**INT2230 Materials, Textiles, and Finishes** 3

Explores the appropriate selection, application, and installation of materials and finishes used in the interior environment. This course emphasizes the basic materials, manufacturing, and specification processes and characteristics of goods specified by the interior designer.

Prerequisite: INT1150

**INT2240 History of Architecture and Interior Design II** 3

Provides a survey of the history of architecture and interior design from the 19th century to the present. Course material will be presented chronologically and various themes in the development of interior design will be traced throughout the period covered. Influence and originality in a design context will be examined.

Prerequisite: INT1170

**INT2250 Studio IV: Commercial I** 3

Presents the fundamentals of commercial design through lectures, discussions, readings, and studio projects. This course provides an introduction and expert guidance on practical, aesthetic, and social issues involved in designing non-residential interiors.

Prerequisite: INT2220

**INT2260 Architectural Construction and Methods I** 3

Studies the relationship between Interior Design and Architectural systems. Topics include construction methods and materials. This course covers foundation, floor and wall systems; construction techniques and building materials; and elements of site analysis, regulatory factors, and zoning ordinances.

Prerequisite: INT1150

**INT2293 Internship** 3

Provides a field-based internship experience. Students work for an interior design/architecture firm under the direction of a mentor, who provides necessary guidance/direction to meet job requirements. Student interns meet/communicate weekly with a faculty instructor to assess/evaluate their programs.

Prerequisite: Departmental permission

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

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

**ENG2205 Writing Through Literature** 3

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

Prerequisite: ENG1105

**HUM2225 Introduction to Ethics** 3

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

**MAT2215 Statistics I** 3

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

**SOC1123 Psychology of Adjustment**

3

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

**SOC2231 Human Relations**

3

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

Mathematics/Science Elective

3

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**60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION**

This program also requires students to obtain specific supplies, the cost of which totals approximately \$200.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at [BerkeleyStore.BerkeleyCollege.edu](http://BerkeleyStore.BerkeleyCollege.edu) and/or [BerkeleyCollege.edu/gainful-employment/aas\\_interior\\_design\\_statistics.htm](http://BerkeleyCollege.edu/gainful-employment/aas_interior_design_statistics.htm).

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# Interior Design

## Bachelor of Fine Arts Degree (B.F.A.)

The Interior Design program leading to the Bachelor of Fine Arts degree is accredited by the Council for Interior Design Accreditation, [www.accredit-id.org](http://www.accredit-id.org), 206 Grandville Avenue, Suite 350, Grand Rapids, MI, 49503-4014; telephone: 616-458-0400.

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**PROGRAM LEARNING OBJECTIVES**

### Course Requirements

**MAJOR CORE COURSES**
**Semester credits**
**INT1100 Architectural Visualization**

3

Provides a solid foundation in basic drafting techniques through hands-on instruction in the proper use of drafting materials and tools. Topics include plan, elevation, section, and scale.

**INT1110 Sketching and Color Composition**

3

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

**INT1120 Studio I: Conceptual Design**

3

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

**INT1150 CAD I**

3

Introduces AutoCAD as a drafting tool. Students learn to use CAD to create and edit plans, elevations, and section views of designs for use in design studies and presentations. Students also learn presentation styles, drawing organization, and other techniques used in professional practice.

Prerequisite: INT1100

**INT1160 Studio II: Space Planning**

3

Introduces space planning with an emphasis upon conceptual analysis. Students learn space planning and furniture arrangement from a functional and aesthetic viewpoint. This course addresses the major parameters of interior design, including human factors, ADA, and universal design as well as design theory.

Prerequisite: INT1120

**INT1170 History of Architecture and Interior Design I**

3

Surveys the history of architecture and interior design from the earliest civilizations through the late 18th century. The material will be presented chronologically, and various themes in the development of interior design will be traced throughout the period covered. Influence and originality in a design context will be examined.

**INT2200 CAD II**

3

Instructs students in the use of Advanced 3D modeling and rendering tools to create, manipulate, and render three dimensional views of interior spaces. Students master modeling, materials, and lighting to develop striking renderings of their design solutions.

Prerequisite: INT1150

<b>INT2220 Studio III: Residential I</b>	3
<p>Introduces the study of residential environments and the planning of interior spaces. This course emphasizes the design process from initial client contact/programming through final design. Topics include space planning/presentation skills, review of human factors, and the needs of clients and the public.</p> <p>Prerequisite: INT1160</p>	
<b>INT2230 Materials, Textiles, and Finishes</b>	3
<p>Explores the appropriate selection, application, and installation of materials and finishes used in the interior environment. This course emphasizes the basic materials, manufacturing, and specification processes and characteristics of goods specified by the interior designer.</p> <p>Prerequisite: INT1150</p>	
<b>INT2240 History of Architecture and Interior Design II</b>	3
<p>Provides a survey of the history of architecture and interior design from the 19th century to the present. Course material will be presented chronologically and various themes in the development of interior design will be traced throughout the period covered. Influence and originality in a design context will be examined.</p> <p>Prerequisite: INT1170</p>	
<b>INT2250 Studio IV: Commercial I</b>	3
<p>Presents the fundamentals of commercial design through lectures, discussions, readings, and studio projects. This course provides an introduction and expert guidance on practical, aesthetic, and social issues involved in designing non-residential interiors.</p> <p>Prerequisite: INT2220</p>	
<b>INT2260 Architectural Construction and Methods I</b>	3
<p>Studies the relationship between Interior Design and Architectural systems. Topics include construction methods and materials. This course covers foundation, floor and wall systems; construction techniques and building materials; and elements of site analysis, regulatory factors, and zoning ordinances.</p> <p>Prerequisite: INT1150</p>	
<b>INT2290 Lighting</b>	3
<p>Introduces the student to the basic principles of lighting design. This will include technical, sustainable, and creative aspects of producing reflected ceiling plans and integrating light into the fabric of architecture. This course also covers the design and model making process of light fixtures.</p> <p>Prerequisite: INT2230</p>	
<b>INT3310 Building Codes and Regulations</b>	3
<p>Provides students with an overall understanding of codes, standards, and federal regulations with an emphasis on interior projects. This course utilizes real-life design examples to explain how specific codes and standards apply to a variety of building and project types.</p> <p>Prerequisite: INT2260</p>	
<b>INT3330 Studio V: Residential II</b>	3
<p>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.</p> <p>Prerequisite: INT2250</p>	
<b>INT3340 Sustainable Design</b>	3
<p>Presents the fundamentals of sustainable design and its critical role in the design process. This course provides an understanding of green building philosophies, assessment tools, materials and methods, and design strategies for incorporating sustainable principles and materials into design projects.</p> <p>Prerequisite: INT2250</p>	
<b>INT3350 Architectural Construction and Methods II</b>	3
<p>Builds on the concepts presented in Architectural Construction and Methods I. Students are introduced to the various components and systems used in the construction and assembly of buildings. Types, differences, and features of interior environmental systems as well as traffic circulation systems are discussed.</p> <p>Prerequisite: INT2260</p>	

**INT3360 Studio VI: Commercial II** 3

Focuses on design strategies and treatments for user populations and project types that have special needs. Students complete advanced level commercial design studio projects. This course explores practical, aesthetic, and social issues involved in designing non-residential interiors with a focus on special need user populations.

Prerequisite: INT3330

**INT3370 CAD III: Working Drawings** 3

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

Prerequisite: INT3350

**INT3380 Furniture Design** 3

Focuses on the design concepts, functionality, materials, and construction documents to build furniture. The creative process of furniture design is covered through the studio projects assigned. Anthropometric and ergonomics are covered in depth.

Prerequisites: INT3350

**INT4400 Studio VII: Special Topics** 3

Focuses on current areas of special interest in interior design. This course allows students to explore and research in detail carefully chosen projects while working in groups and individually. These projects will focus on selected real-world design competitions.

Prerequisite: INT3360

**INT4410 Career Management** 3

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

Prerequisite: INT3330

**INT4420 Capstone: Research and Program** 3

Provides instruction in individual design program development, including project and site selection. This course is the first of two capstone courses. The approved program developed in this course will be used as the basis of design for continuation of the project in INT4460 Studio VIII: Capstone Project.

Prerequisite: INT3360

Co-requisite: INT4400

**INT4430 Professional Practice** 3

Introduces the professional practices of the interior design profession. This course emphasizes professional ethics, contracts, design fees, budgets, project management, marketing, and client/contractor/designer/trade relationships.

Prerequisite: INT3360

**INT4460 Studio VIII: Capstone Project** 3

Continues the research and design of the interior design project based upon the building type approved in INT4420 Capstone: Research and Program course. Students apply all the skills and knowledge developed throughout their course of study in interior design.

Prerequisite: INT4420

**INT4483 Internship** 3

Provides a field-based internship experience. Students work for an interior design/architecture firm under the direction of a mentor, who provides necessary guidance/direction to meet job requirements. Student interns meet/communicate weekly with a faculty instructor to assess/evaluate their programs.

Prerequisite: Departmental permission

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

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical

principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

**ENG2205 Writing Through Literature** 3

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

Prerequisite: ENG1105

**ENG3315 Advanced Writing** 3

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

Prerequisite: ENG2205

**HUM2225 Introduction to Ethics** 3

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

**MAT2215 Statistics I** 3

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

**SOC1123 Psychology of Adjustment** 3

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

**SOC2231 Human Relations** 3

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

**SOC3350 Psychology of Design** 3

Introduces the role and value of design in our lives. We create the environments in which we live and are greatly influenced by them. Our choices are often an unconscious desire to express or validate certain personal and social identities. In this course, students think, experience, research, discuss, and create.

English Elective 3

Humanities Elective 3

Liberal Arts Electives 6

Mathematics/Science Elective 3

Science Elective 3

**120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION**

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

Berkeley College collects and publishes student achievement data specific to B.F.A. Interior Design graduates in connection with an application for special accreditation. This data is separate and apart from the employment rates calculated and disclosed in accordance with federal law. To view the student achievement data, visit [BerkeleyCollege.edu/interior-design.htm](http://BerkeleyCollege.edu/interior-design.htm). For information about employment rate methodology, visit [BerkeleyCollege.edu/employment-rate-methodology.htm](http://BerkeleyCollege.edu/employment-rate-methodology.htm).

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**SAMPLE PROGRAM SEQUENCE** ↻

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**B.F.A., Interior Design Program Statistics** ↻

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## International Business

### Degrees designed to make you successful in global markets.

To take advantage of emerging and current global business opportunities, organizations must understand the effects of globalization. In the Berkeley College International Business degree programs, students gain critical knowledge, skills and experience that prepare them for a variety of roles in the global market place. Potential career paths include positions in various types of corporations, as well as government, non-government, and nonprofit organizations.

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

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

- A strong international business core
- Upper-level, discipline-specific courses
- Career management training

Benefit from:

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

### Degree Programs

- **A.A.S., International Business**
- **A.S., International Business**
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# International Business Associate in Applied Science Degree (A.A.S.)

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## PROGRAM LEARNING OBJECTIVES

## Course Requirements

### MAJOR CORE COURSES

### Semester credits

<b>IBS2226 International Trade and Economic Analysis</b>	3
Examines various international trade theories, policies, practices and current controversies regarding national trade policies. This course also explores international economic analysis and the influences of the World Trade Organization and international trade agreements on government and corporate trade practices	
Prerequisites: IBS2201	
<b>IBS2230 International Marketing</b>	3
Introduces concepts of marketing in an international setting. This course addresses the global issues that challenge marketers. Topics include techniques for entering and exploiting international markets, the elements of an international marketing mix, and the cultural influences on marketing management and strategies.	
Prerequisites: IBS2201, MKT2220	
<b>IBS2240 International Management</b>	3
Introduces the various aspects of international management. Topics include the challenges of managing international organizations, the impact of culture on organizations, and the management of cultural diversity at home and abroad.	
Prerequisites: IBS2201, MGT2220	
Business Electives	9

### BUSINESS CORE COURSES

<b>ACC1111 Financial Accounting I</b>	3
Introduces the basic structure of accounting terminology and procedures of a business organization. Students learn about recording and reporting functions, adjusting entries and closing entries, the preparation of financial statements, accounting for merchandising operations, valuation of inventories, purpose and significant features of internal controls, preparation of bank reconciliations and the valuation of receivables.	
<b>BUS2293 Internship</b>	3
Students work in a position related to their course of study while at the same time completing online course requirements – including focused online discussions and special online projects – that integrate the skills and knowledge learned through their degree program.	
Prerequisite: Departmental permission	
<b>CIS1115 Computer Applications</b>	3
Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel.	
<b>IBS2201 International Business</b>	3

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

**MGT2220 Principles of Management**

3

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

**MKT2220 Principles of Marketing**

3

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

**CAREER DEVELOPMENT COURSE**

**CDV2000 Career Development I**

3

Introduces students to the fundamentals of career development and planning. Students focus on setting appropriate career goals based on self-assessment in alignment with skills and competencies. Students learn how to write a professional resume and cover letter, how to communicate effectively in multiple media, and how to develop time management skills to help them succeed both academically and professionally.

\*Note: CDV2000 and CDV3000 are only offered as 7 week courses.

**LIBERAL ARTS AND SCIENCE CORE COURSES**

**ENG1105 Writing and Research**

3

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

**ENG2205 Writing Through Literature**

3

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

Prerequisite: ENG1105

**HUM2225 Introduction to Ethics**

3

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

**MAT2215 Statistics I**

3

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

**SOC1123 Psychology of Adjustment**

3

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

**SOC2231 Human Relations**

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

Mathematics/Science Elective

3

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

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**SAMPLE PROGRAM SEQUENCE** 

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

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

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### PROGRAM LEARNING OBJECTIVES

## Course Requirements

### MAJOR CORE COURSES

### Semester credits

#### **IBS2226 International Trade and Economic Analysis**

3

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

Prerequisites: IBS2201

#### **IBS2230 International Marketing**

3

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

Prerequisites: IBS2201, MKT2220

#### **IBS2240 International Management**

3

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

Prerequisites: IBS2201, MGT2220

### BUSINESS CORE COURSES

#### **ACC1111 Financial Accounting I**

3

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

#### **BUS2293 Internship**

3

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

Prerequisite: Departmental permission

#### **CIS1115 Computer Applications**

3

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

#### **IBS2201 International Business**

3

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

**MGT2220 Principles of Management** 3

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

**MKT2220 Principles of Marketing** 3

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

**CAREER DEVELOPMENT COURSE****CDV2000 Career Development I** 3

Introduces students to the fundamentals of career development and planning. Students focus on setting appropriate career goals based on self-assessment in alignment with skills and competencies. Students learn how to write a professional resume and cover letter, how to communicate effectively in multiple media, and how to develop time management skills to help them succeed both academically and professionally.

\*Note: CDV2000 and CDV3000 are only offered as 7 week courses.

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

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

**ENG2205 Writing Through Literature** 3

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

Prerequisite: ENG1105

**HUM2225 Introduction to Ethics** 3

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

**MAT2215 Statistics I** 3

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

**SOC1123 Psychology of Adjustment** 3

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

**SOC2205 World Cultures** 3

Introduces cultural anthropology. In order to better understand humanity, the course examines norms, values, and practices of a variety of cultures.

**SOC2231 Human Relations** 3

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

## Foreign Language Elective 3

Liberal Arts Elective	3
Mathematics/Science Elective	3

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60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

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**SAMPLE PROGRAM SEQUENCE** 

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



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Supplement****Patient Care  
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Supplement****Surgical Processing  
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# International Business Bachelor of Business Administration Degree (B.B.A.)

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

## PROGRAM LEARNING OBJECTIVES

## Course Requirements

### MAJOR CORE COURSES

### Semester credits

<b>IBS2226 International Trade and Economic Analysis</b>	3
Examines various international trade theories, policies, practices and current controversies regarding national trade policies. This course also explores international economic analysis and the influences of the World Trade Organization and international trade agreements on government and corporate trade practices	
Prerequisites: IBS2201	
<b>IBS2230 International Marketing</b>	3
Introduces concepts of marketing in an international setting. This course addresses the global issues that challenge marketers. Topics include techniques for entering and exploiting international markets, the elements of an international marketing mix, and the cultural influences on marketing management and strategies.	
Prerequisites: IBS2201, MKT2220	
<b>IBS2240 International Management</b>	3
Introduces the various aspects of international management. Topics include the challenges of managing international organizations, the impact of culture on organizations, and the management of cultural diversity at home and abroad.	
Prerequisites: IBS2201, MGT2220	
<b>IBS3341 International Banking and Finance</b>	3
Provides an introduction to international banking, financial markets, global government, and private financial institutions. This course covers the financial functions that multinational corporations, government agencies, and other organizations use in their funding and investment activities.	
Prerequisites: IBS2201, FIN3302	
<b>IBS4440 International Strategic Management</b>	3
Integrates the concepts and practices of using the various functional areas of business to build and consolidate a sustainable competitive advantage in the global arena. This course examines the framework needed for the successful formulation of a corporate mission and global corporate strategies.	
Prerequisites: IBS2226, IBS2240, IBS3341	
<b>IBS4450 International Business Simulation</b>	3
Utilizes a robust simulation model to expose students to the complexities of managing a business in the global environment. Students develop expertise by creating various scenarios. 'Venture Strategy' provides a realistic visual environment, multimedia content, and built-in tools for real-time team collaboration.	
Prerequisites: IBS2226, IBS2240, IBS3341	
Business/Management Elective	3

International Business Electives\* 9

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**BUSINESS CORE COURSES**

**ACC1111 Financial Accounting I** 3

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

**BUS2231 Business Law I** 3

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

**BUS4483 Internship** 3

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

Prerequisite: Departmental permission

**CIS1115 Computer Applications** 3

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

**CIS2201 Advanced Spreadsheets** 3

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

Prerequisite: CIS1115

**ECO2200 Principles of Economics** 3

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

**FIN3302 Corporate Finance** 3

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

Prerequisites: ACC1111, MAT2215

**IBS2201 International Business** 3

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

**MGT2220 Principles of Management** 3

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

**MKT2220 Principles of Marketing** 3

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

**CAREER DEVELOPMENT COURSE**

**CDV2000 Career Development I** 3

Introduces students to the fundamentals of career development and planning. Students focus on setting appropriate career goals based on self-assessment in alignment with skills and competencies. Students learn how to write a professional resume and cover letter, how to communicate effectively in multiple media, and how to develop time management skills to help them succeed both academically and professionally.

\*Note: CDV2000 and CDV3000 are only offered as 7 week courses.

#### **CDV3000 Career Development II**

3

Focuses on the job application and interview process. Students learn how to develop a field search for employment opportunities and apply for jobs in their fields of study. Students observe and critique mock interviews and learn how to negotiate salary offers.

Prerequisite: CDV2000

\*Note: CDV2000 and CDV3000 are only offered as 7 week courses.

### **LIBERAL ARTS AND SCIENCE CORE COURSES\*\***

#### **ENG1105 Writing and Research**

3

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

#### **ENG2205 Writing Through Literature**

3

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

Prerequisite: ENG1105

#### **ENG2215 Public Speaking**

3

Supports students in the development of oral communication skills. This course emphasizes the identification of good and poor speech habits, techniques for improving speech, oral interpretation, effective speech planning and delivery, and interpersonal communication.

Prerequisite or Corequisite: ENG2205

#### **ENG3315 Advanced Writing**

3

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

Prerequisite: ENG2205

#### **HUM2225 Introduction to Ethics**

3

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

#### **MAT2215 Statistics I**

3

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

#### **SOC1123 Psychology of Adjustment**

3

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

#### **SOC2231 Human Relations**

3

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

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

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**FREE ELECTIVES** 9

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120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

\*International Business Electives must be at the 3000/4000 level.

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

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**SAMPLE PROGRAM SEQUENCE** 

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

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

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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**

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

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### PROGRAM LEARNING OBJECTIVES

## Course Requirements

### MAJOR CORE COURSES

### Semester credits

#### CIS1115 Computer Applications

3

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

#### JUS1100 Introduction to Justice Studies

3

Introduces the major institutions of justice in society. Topics include justice in a free society, the police, courts, correctional services, the balance of individual rights and public order, law and public policy, and factors affecting the future of the justice system.

#### JUS1110 Communication Skills for Criminal Justice Professionals

3

Examines the nature and importance of communication within the criminal justice system. Students develop report-writing skills and an understanding of the impact report writing has on the investigation and prosecution of crime, as well as on the administration of justice.

#### JUS2201 Criminal Procedure

3

Introduces the methods and body of rules by which criminal law functions in a free society. Topics include the collection and handling of evidence in a crime, police procedure in regard to search and seizure, emergency police searches, vehicle searches, confessions, and arrest and interrogation procedures.

Prerequisite: JUS1100

#### JUS2205 Criminal Law

3

Introduces the study of criminal law. Students will learn about general categories of criminal law (felonies and misdemeanors) and the various defenses to criminal charges (alibi, justification, excuse, conspiracy, and legal insanity).

Prerequisite: JUS1100

#### JUS2293 Internship

3

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

Prerequisite: Departmental permission

#### SOC2218 Police and Society

3

Introduces the history and traditions of American policing. Examines the role of the police in advancing justice in a democratic society. Topics include law enforcement operations and strategies, such as profiling, organizational structure, community affairs, police use of force, and various major concerns in public policy.

### CAREER DEVELOPMENT COURSE

**SOC2220 Criminology** 3

Introduces the various causes of crime in a free society. This course considers factors such as free will, biology, and other possible causes, such as DNA, nutrition, hormones, and subcultures of violence.

Justice Studies Elective 3

**CDV2000 Career Development I** 3

Introduces students to the fundamentals of career development and planning. Students focus on setting appropriate career goals based on self-assessment in alignment with skills and competencies. Students learn how to write a professional resume and cover letter, how to communicate effectively in multiple media, and how to develop time management skills to help them succeed both academically and professionally.

\*Note: CDV2000 and CDV3000 are only offered as 7 week courses.

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

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

**ENG2205 Writing Through Literature** 3

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

Prerequisite: ENG1105

**HUM2225 Introduction to Ethics** 3

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

**MAT2215 Statistics I** 3

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

**SCI2230 Forensic Science** 3

Focuses on the application of science to law. This course introduces students to the field of forensic science through a hands-on approach in its applications to criminal investigations. Students are presented with clear explanations of the techniques, abilities, and limitations of the modern crime laboratory and crime scene.

**SOC1123 Psychology of Adjustment** 3

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

**SOC2210 Introduction to Sociology** 3

Introduces the study of sociology. Examines the social institutions that shape and influence the behavior of the individual and groups in society, with emphasis on examining contemporary social problems. Topics include the study of human social life, theories and methods of sociology, and basic sociological concepts.

**SOC2231 Human Relations** 3

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

Liberal Arts Elective 3

**FREE ELECTIVES**

3

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**60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION**

Eligibility for some internships required to obtain a Berkeley College degree and employment opportunities in fields related to this program may require candidates to meet specific health requirements or pass criminal background checks prescribed by law. Applicants for whom such requirements may be matters of concern are strongly advised to contact an Admissions counselor prior to enrolling in this program. Note that law enforcement jobs typically require the candidate to be physically and mentally fit and have a valid driver's license, a clean driving record, no felony criminal record, no domestic violence charges (felony or misdemeanor), no loan/credit card defaults, and the ability to be licensed (via your agency or department) to carry a firearm. A selection process involving qualifying examination and/or supplementary training may also be required. Job requirements for non-sworn personnel in criminal justice and related agencies vary.

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

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### PROGRAM LEARNING OBJECTIVES

## Course Requirements

### MAJOR CORE COURSES

	<u>Semester credits</u>
<b>CIS1115 Computer Applications</b>	3
Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel.	
<b>JUS1100 Introduction to Justice Studies</b>	3
Introduces the major institutions of justice in society. Topics include justice in a free society, the police, courts, correctional services, the balance of individual rights and public order, law and public policy, and factors affecting the future of the justice system.	
<b>JUS1110 Communication Skills for Criminal Justice Professionals</b>	3
Examines the nature and importance of communication within the criminal justice system. Students develop report-writing skills and an understanding of the impact report writing has on the investigation and prosecution of crime, as well as on the administration of justice.	
<b>JUS2201 Criminal Procedure</b>	3
Introduces the methods and body of rules by which criminal law functions in a free society. Topics include the collection and handling of evidence in a crime, police procedure in regard to search and seizure, emergency police searches, vehicle searches, confessions, and arrest and interrogation procedures. Prerequisite: JUS1100	
<b>JUS2205 Criminal Law</b>	3
Introduces the study of criminal law. Students will learn about general categories of criminal law (felonies and misdemeanors) and the various defenses to criminal charges (alibi, justification, excuse, conspiracy, and legal insanity). Prerequisite: JUS1100	
<b>JUS2293 Internship</b>	3
Students work in a position related to their course of study while at the same time completing online course requirements – including focused online discussions and special online projects – that integrate the skills and knowledge learned through their degree program. Prerequisite: Departmental permission	
<b>JUS3307 Corrections, Probation, and Parole</b>	3
Introduces the history and current state of corrections, probation, and parole in the United States. Topics include the roles of corrections, probation, and parole officers; different types of jails and prisons; restorative justice; community-based correctional models; and extra-institutional supervision of convicted offenders. Prerequisite: JUS1100	
<b>JUS4406 Research Methods in Criminal Justice</b>	3

Examines the process of academic research with particular attention to research designs, data collection, and sampling. This course will address the procedures and methods necessary to conduct a research study in criminal justice. Methodological problems and ethical issues will be considered in detail.

Prerequisites: JUS1100, SOC2220, MAT2215

**JUS4483 Internship** 3

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

Prerequisite: Departmental permission

**SOC2218 Police and Society** 3

Introduces the history and traditions of American policing. Examines the role of the police in advancing justice in a democratic society. Topics include law enforcement operations and strategies, such as profiling, organizational structure, community affairs, police use of force, and various major concerns in public policy.

**SOC2220 Criminology** 3

Introduces the various causes of crime in a free society. This course considers factors such as free will, biology, and other possible causes, such as DNA, nutrition, hormones, and subcultures of violence.

Justice Studies Electives\* 9

**CAREER DEVELOPMENT COURSES**

**CDV2000 Career Development I** 3

Introduces students to the fundamentals of career development and planning. Students focus on setting appropriate career goals based on self-assessment in alignment with skills and competencies. Students learn how to write a professional resume and cover letter, how to communicate effectively in multiple media, and how to develop time management skills to help them succeed both academically and professionally.

\*Note: CDV2000 and CDV3000 are only offered as 7 week courses.

**CDV3000 Career Development II** 3

Focuses on the job application and interview process. Students learn how to develop a field search for employment opportunities and apply for jobs in their fields of study. Students observe and critique mock interviews and learn how to negotiate salary offers.

Prerequisite: CDV2000

\*Note: CDV2000 and CDV3000 are only offered as 7 week courses.

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**LIBERAL ARTS AND SCIENCE CORE COURSES**

**ENG1105 Writing and Research** 3

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

**ENG2205 Writing Through Literature** 3

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

Prerequisite: ENG1105

**ENG3315 Advanced Writing** 3

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

Prerequisite: ENG2205

**HUM2225 Introduction to Ethics** 3

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

**MAT2215 Statistics I** 3

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

**SCI2230 Forensic Science** 3

Focuses on the application of science to law. This course introduces students to the field of forensic science through a hands-on approach in its applications to criminal investigations. Students are presented with clear explanations of the techniques, abilities, and limitations of the modern crime laboratory and crime scene.

**SOC1123 Psychology of Adjustment** 3

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

**SOC2210 Introduction to Sociology** 3

Introduces the study of sociology. Examines the social institutions that shape and influence the behavior of the individual and groups in society, with emphasis on examining contemporary social problems. Topics include the study of human social life, theories and methods of sociology, and basic sociological concepts.

**SOC2231 Human Relations** 3

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

English Elective 3

Humanities Elective 3

Liberal Arts Electives\*\* 24

**FREE ELECTIVES** 15**120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION**

\*Nine credits of Justice Studies Electives must be at the 3000/4000 level.

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

Eligibility for some internships required to obtain a Berkeley College degree and employment opportunities in fields related to this program may require candidates to meet specific health requirements or pass criminal background checks prescribed by law. Applicants for whom such requirements may be matters of concern are strongly advised to contact an Admissions counselor prior to enrolling in this program. Note that law enforcement jobs typically require the candidate to be physically and mentally fit and have a valid driver's license, a clean driving record, no felony criminal record, no domestic violence charges (felony or misdemeanor), no loan/credit card defaults, and the ability to be licensed (via your agency or department) to carry a firearm. A selection process involving qualifying examination and/or supplementary training may also be required. Job requirements for non-sworn personnel in criminal justice and related agencies vary.

**SAMPLE PROGRAM SEQUENCE**

**B.S., Justice Studies - Criminal Justice New Jersey Program Statistics**

**B.S., Justice Studies - Criminal Justice New York Program Statistics**

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## Legal Studies

### Learn the skills needed to enter legal support professions.

To meet growing needs for legal support, today's firms and organizations are seeking qualified graduates with broad knowledge of the law and legal practices. At Berkeley College, the Bachelor's and Associate's degree programs in Legal Studies are designed to prepare students who are interested in careers in legal support services with government, nonprofit organizations, regulatory/compliance offices, or other law-related careers, as well as those students considering law school and other advanced studies in law.

Courses focus on developing skills in critical reasoning and analysis, communication, research, writing, and more.

Benefit from:

- Performing law-related work in a wide range of disciplines
- Courses that focus on legal theory and practical application with attorneys in both private and public practice
- Exceptional faculty, including experienced corporate, litigation, and government attorneys who bring firsthand knowledge
- Instruction in current technology used in law-related applications and electronic legal research databases
- Valuable, practical experience through program-related, faculty-monitored internships or job-related assignments
- A seamless transition between Associate's and Bachelor's degrees

Graduates will be prepared to perform law-related work under the supervision of a lawyer, such as:

- Identifying and analyzing legal issues
- Investigating and evaluating facts
- Preparing pleadings, contracts, forms, legal memoranda, and other documents
- Interviewing clients and witnesses
- Case management
- Conducting legal research
- And many other law-related duties

## Degree Programs

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

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## Legal Studies

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

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### PROGRAM LEARNING OBJECTIVES

## Course Requirements

### MAJOR CORE COURSES

#### CIS1115 Computer Applications

3

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

#### LAW1100 Introduction to Law

3

Introduces the United States legal system. This course examines the structure and administration of the state and federal courts; the function of the trial and appellate courts; the sources of law; the differentiation between procedural and substantive law; and the legal principles of torts, contracts, criminal, civil and property law.

#### LAW1110 Contract Law

3

Examines the common law of contracts and the intricacies of the Uniform Commercial Code. The course covers the formation and performance of contracts; the role of the parties and the role of the court; defects in formation of contracts; failure of performance; and the rights and remedies of the parties upon breach.

#### LAW2200 Professional Responsibilities and Legal Ethics

3

Introduces students to the defining ethical issues faced by lawyers and the legal community. Topics include access to justice; issues in the attorney-client relationship; and ethics in particular context, such as criminal practice, government, and corporate law.

Prerequisite: LAW1100

#### LAW2210 Legal Research and Writing

3

Examines legal research and writing. Students locate and identify primary and secondary sources of law using traditional and computer-assisted research techniques, including Lexis, Westlaw, and the Internet. Students use databases to formulate searches, retrieve and display documents, and validate findings.

Prerequisite: LAW1100 or BUS2231

#### LAW2215 Torts

3

Provides an introduction to civil wrongs. Topics include negligence, international torts, strict liability, products liability, defamation, and toxic torts. Students will examine relevant statutes as well as case law regarding various areas of torts.

Prerequisite: LAW1100

#### LAW2225 Real Property Law

3

Explores fundamental topics related to the petition, ownership, and transfer of real property interest. Topics will include closings of residential property real estate financing including mortgages, insurance, foreclosure, and short sales. Students will relate theory to practice through a simulated real estate closing exercise.

Prerequisite: LAW1100

<b>LAW2230 Civil Litigation</b>	3
Introduces the rules governing the civil litigation process in both the state and federal civil courts. Topics will include all aspects of civil litigation including preparation of pleadings, discovery methods, motion practice, trial documents, and the appellate process.	
Prerequisite: LAW1100	
<b>LAW2293 Internship</b>	3
Students work in a position related to their course of study while at the same time completing online course requirements – including focused online discussions and special online projects – that integrate the skills and knowledge learned through their degree program.	
Prerequisite: Departmental permission	
Major Electives	3
<b>CAREER DEVELOPMENT COURSE</b>	
<b>CDV2000 Career Development I</b>	3
Introduces students to the fundamentals of career development and planning. Students focus on setting appropriate career goals based on self-assessment in alignment with skills and competencies. Students learn how to write a professional resume and cover letter, how to communicate effectively in multiple media, and how to develop time management skills to help them succeed both academically and professionally.	
*Note: CDV2000 and CDV3000 are only offered as 7 week courses.	
<hr/>	
<b>LIBERAL ARTS AND SCIENCE CORE COURSES</b>	
<b>ENG1105 Writing and Research</b>	3
An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.	
<b>ENG2205 Writing Through Literature</b>	3
Further develops the writing, reading, and interpretive abilities introduced in ENG1105 through critical engagement with literary texts from a myriad of genres.	
Prerequisite: ENG1105	
<b>HUM2225 Introduction to Ethics</b>	3
Introduces the study of ethics and moral philosophy, including its historical development, the major figures within that history, and ethical and moral issues that face us today. This course presents the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues.	
<b>MAT2215 Statistics I</b>	3
Introduces statistical methods and procedures. Students become acquainted with the collection, analysis, and presentation of quantitative data. Topics include basic concepts of probability, frequency distributions, binomial distributions, sampling theory, hypothesis testing, and regression and correlation.	
<b>SOC1123 Psychology of Adjustment</b>	3
Explores the psychological principles involved in coping with the challenges of moving through changes in life stages and life circumstances. Topics include stress management, communication, time management, healthy relationships, positive thinking, conflict management, and balancing home, education, and work.	
<b>SOC2231 Human Relations</b>	3
Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with a focus on the challenges of workplace relationships involving coworkers, supervisors, and customers/clients. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors.	
Mathematics/Science Elective	3
<hr/>	
<b>FREE ELECTIVES</b>	6

60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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**SAMPLE PROGRAM SEQUENCE** 

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**[A.A.S., Legal Studies New Jersey Program Statistics](#)** 

**[A.A.S., Legal Studies New York Program Statistics](#)** 

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# Legal Studies

## Bachelor of Science Degree (B.S.)

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**PROGRAM LEARNING OBJECTIVES**

### Course Requirements

**MAJOR CORE COURSES**
**Semester credits**
**CIS1115 Computer Applications**

3

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

**LAW1100 Introduction to Law**

3

Introduces the United States legal system. This course examines the structure and administration of the state and federal courts; the function of the trial and appellate courts; the sources of law; the differentiation between procedural and substantive law; and the legal principles of torts, contracts, criminal, civil and property law.

**LAW1110 Contract Law**

3

Examines the common law of contracts and the intricacies of the Uniform Commercial Code. The course covers the formation and performance of contracts; the role of the parties and the role of the court; defects in formation of contracts; failure of performance; and the rights and remedies of the parties upon breach.

**LAW2200 Professional Responsibilities and Legal Ethics**

3

Introduces students to the defining ethical issues faced by lawyers and the legal community. Topics include access to justice; issues in the attorney-client relationship; and ethics in particular context, such as criminal practice, government, and corporate law.

Prerequisite: LAW1100

**LAW2210 Legal Research and Writing**

3

Examines legal research and writing. Students locate and identify primary and secondary sources of law using traditional and computer-assisted research techniques, including Lexis, Westlaw, and the Internet. Students use databases to formulate searches, retrieve and display documents, and validate findings.

Prerequisite: LAW1100 or BUS2231

**LAW2215 Torts**

3

Provides an introduction to civil wrongs. Topics include negligence, international torts, strict liability, products liability, defamation, and toxic torts. Students will examine relevant statutes as well as case law regarding various areas of torts.

Prerequisite: LAW1100

**LAW2225 Real Property Law**

3

Explores fundamental topics related to the petition, ownership, and transfer of real property interest. Topics will include closings of residential property real estate financing including mortgages, insurance, foreclosure, and short sales. Students will relate theory to practice through a simulated real estate closing exercise.

Prerequisite: LAW1100

**LAW2230 Civil Litigation**

3



Introduces the rules governing the civil litigation process in both the state and federal civil courts. Topics will include all aspects of civil litigation including preparation of pleadings, discovery methods, motion practice, trial documents, and the appellate process.

Prerequisite: LAW1100

**LAW4430 Advanced Legal Research, Writing, and Advocacy** 3

Develops and refines the research, analysis, citation, and writing skills introduced in Legal Research and Writing. Students will prepare either a complex trial brief or appellate brief, and present oral argument.

Prerequisite: LAW2210

**LAW4483 Internship** 3

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

Prerequisite: Departmental permission

Legal Studies Electives\* 12

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**CAREER DEVELOPMENT COURSES**

**CDV2000 Career Development I** 3

Introduces students to the fundamentals of career development and planning. Students focus on setting appropriate career goals based on self-assessment in alignment with skills and competencies. Students learn how to write a professional resume and cover letter, how to communicate effectively in multiple media, and how to develop time management skills to help them succeed both academically and professionally.

\*Note: CDV2000 and CDV3000 are only offered as 7 week courses.

**CDV3000 Career Development II** 3

Focuses on the job application and interview process. Students learn how to develop a field search for employment opportunities and apply for jobs in their fields of study. Students observe and critique mock interviews and learn how to negotiate salary offers.

Prerequisite: CDV2000

\*Note: CDV2000 and CDV3000 are only offered as 7 week courses.

**LIBERAL ARTS AND SCIENCE CORE COURSES**

**ENG1105 Writing and Research** 3

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

**ENG2205 Writing Through Literature** 3

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

Prerequisite: ENG1105

**ENG2215 Public Speaking** 3

Supports students in the development of oral communication skills. This course emphasizes the identification of good and poor speech habits, techniques for improving speech, oral interpretation, effective speech planning and delivery, and interpersonal communication.

Prerequisite or Corequisite: ENG2205

**ENG3315 Advanced Writing** 3

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

Prerequisite: ENG2205

**HUM2225 Introduction to Ethics** 3

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

**MAT2215 Statistics I** 3

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

**SOC1123 Psychology of Adjustment** 3

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

**SOC2215 Introduction to Political Science** 3

Provides an overview of the American political system, the ideas that shaped it, and the conflicts that continue to redefine the relationship between people and political power.

**SOC2231 Human Relations** 3

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

Humanities Elective 3

Liberal Arts Electives\*\* 24

Mathematics/Science Elective 3

Science Elective 3

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**FREE ELECTIVES** 12

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120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

\*12 credits of Legal Studies Electives must be at the 3000/4000 level.

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

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

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**SAMPLE PROGRAM SEQUENCE** 

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**B.S., Legal Studies New Jersey Program Statistics** 

**B.S., Legal Studies New York Program Statistics** 

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## Management

### Degrees designed to make you an effective manager.

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

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

Benefit from:

- Insight into the constantly changing patterns and trends of the business world
- Knowledge of how the various functions of an organization operate
- Courses in leadership and developing managerial competence
- Experience making managerial decisions using computer-based simulations
- The development of critical-thinking and problem-solving skills, along with the ability to produce and present effective oral and written forms of communication
- A curriculum that incorporates managing cultural diversity, forecasting, and strategic planning
- Hands-on experience with the technology used in businesses
- Valuable, practical experience through program-related, faculty-monitored internships or job-related assignments
- An online B.B.A. option, which gives students the opportunity to take concentrated courses in 7-week intervals
- A seamless transition between Associate's and Bachelor's degrees
- The ability to advance career options by continuing directly into the Berkeley College M.B.A. in Management program

### Degree Programs

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

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

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### PROGRAM LEARNING OBJECTIVES

## Course Requirements

### MAJOR CORE COURSES

### Semester credits

#### **BUS2255 Entrepreneurship**

3

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

#### **MGT2240 Human Resources and Organizational Behavior**

3

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

Prerequisite: MGT2220

#### **MGT2268 Sales and Customer Service Management**

3

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

Prerequisite: MGT2220

Management Elective

3

### BUSINESS CORE COURSES

#### **ACC1111 Financial Accounting I**

3

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

#### **BUS2293 Internship**

3

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

Prerequisite: Departmental permission

#### **CIS1115 Computer Applications**

3

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

#### **IBS2201 International Business**

3

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

**MGT2220 Principles of Management** 3

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

**MKT2220 Principles of Marketing** 3

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

**CAREER DEVELOPMENT COURSE**

**CDV2000 Career Development I** 3

Introduces students to the fundamentals of career development and planning. Students focus on setting appropriate career goals based on self-assessment in alignment with skills and competencies. Students learn how to write a professional resume and cover letter, how to communicate effectively in multiple media, and how to develop time management skills to help them succeed both academically and professionally.

\*Note: CDV2000 and CDV3000 are only offered as 7 week courses.

**LIBERAL ARTS AND SCIENCE CORE COURSES**

**ENG1105 Writing and Research** 3

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

**ENG2205 Writing Through Literature** 3

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

Prerequisite: ENG1105

**HUM2225 Introduction to Ethics** 3

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

**MAT2215 Statistics I** 3

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

**SOC1123 Psychology of Adjustment** 3

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

**SOC2231 Human Relations** 3

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

Mathematics/Science Elective 3

**FREE ELECTIVES** 6

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60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

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**SAMPLE PROGRAM SEQUENCE** ↕

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

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

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### PROGRAM LEARNING OBJECTIVES

## Course Requirements

### MAJOR CORE COURSES

### Semester credits

#### **BUS2255 Entrepreneurship**

3

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

#### **BUS4451 Business Strategy and Policy**

3

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

Prerequisites: FIN3302, IBS2201, MGT2220, MKT2220

#### **MGT2240 Human Resources and Organizational Behavior**

3

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

Prerequisite: MGT2220

#### **MGT2268 Sales and Customer Service Management**

3

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

Prerequisite: MGT2220

#### **MGT3332 Operations Management**

3

Explores production and operations management systems from the perspective of their ability to enhance value within organizations. Topics include the issue of performance and productivity, cost, competitive metrics, quality, and customer expectations.

Prerequisites: MGT2220, MAT2215

#### **MGT4425 Management Simulation**

3

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

Prerequisites: FIN3302, MGT2220, MKT2220

Management Electives\*

12

**BUSINESS CORE COURSES****ACC1111 Financial Accounting I** 3

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

**BUS2231 Business Law I** 3

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

**BUS4483 Internship** 3

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

Prerequisite: Departmental permission

**CIS1115 Computer Applications** 3

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

**CIS2201 Advanced Spreadsheets** 3

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

Prerequisite: CIS1115

**ECO2200 Principles of Economics** 3

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

**FIN3302 Corporate Finance** 3

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

Prerequisites: ACC1111, MAT2215

**IBS2201 International Business** 3

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

**MGT2220 Principles of Management** 3

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

**MKT2220 Principles of Marketing** 3

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

**CAREER DEVELOPMENT COURSES****CDV2000 Career Development I** 3

Introduces students to the fundamentals of career development and planning. Students focus on setting appropriate career goals based on self-assessment in alignment with skills and competencies. Students learn how to write a



professional resume and cover letter, how to communicate effectively in multiple media, and how to develop time management skills to help them succeed both academically and professionally.

\*Note: CDV2000 and CDV3000 are only offered as 7 week courses.

### **CDV3000 Career Development II**

3

Focuses on the job application and interview process. Students learn how to develop a field search for employment opportunities and apply for jobs in their fields of study. Students observe and critique mock interviews and learn how to negotiate salary offers.

Prerequisite: CDV2000

\*Note: CDV2000 and CDV3000 are only offered as 7 week courses.

## **LIBERAL ARTS AND SCIENCE CORE COURSES\*\***

### **ENG1105 Writing and Research**

3

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

### **ENG2205 Writing Through Literature**

3

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

Prerequisite: ENG1105

### **ENG2215 Public Speaking**

3

Supports students in the development of oral communication skills. This course emphasizes the identification of good and poor speech habits, techniques for improving speech, oral interpretation, effective speech planning and delivery, and interpersonal communication.

Prerequisite or Corequisite: ENG2205

### **ENG3315 Advanced Writing**

3

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

Prerequisite: ENG2205

### **HUM2225 Introduction to Ethics**

3

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

### **MAT2215 Statistics I**

3

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

### **SOC1123 Psychology of Adjustment**

3

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

### **SOC2231 Human Relations**

3

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

English Elective

3

Humanities Elective

3

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

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**FREE ELECTIVES** 9

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120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

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**SAMPLE PROGRAM SEQUENCE - BBA**

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

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

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## Marketing Communications

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

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

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

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

Benefit from:

- A program that provides a strong foundation in broader marketing principles, taking a 360° look at integrated marketing communications, along with a specialized focus on traditional and emerging marketing
- Hands-on learning from accomplished instructors with professional marketing experience
- Courses designed to develop the skills and abilities that are relevant in today's marketplace
- The ability to participate in, and make connections through, student chapters of several industry associations
- Participation in a capstone project designed to put theory into practice
- 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**

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

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## PROGRAM LEARNING OBJECTIVES

## Course Requirements

### MAJOR CORE COURSES

### Semester credits

#### MKT2222 Fundamentals of Marketing Research 3

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

Prerequisites: MKT2220, MAT2215

#### MKT2241 Consumer Behavior 3

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

Prerequisite: MKT2220

#### MKT2242 Branding 3

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

Prerequisite: MKT2220

Marketing Electives 6

### BUSINESS CORE COURSES

#### ACC1111 Financial Accounting I 3

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

#### BUS2293 Internship 3

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

Prerequisite: Departmental permission

#### CIS1115 Computer Applications 3

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

**IBS2201 International Business** 3

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

**MGT2220 Principles of Management** 3

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

**MKT2220 Principles of Marketing** 3

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

**CAREER DEVELOPMENT COURSE****CDV2000 Career Development I** 3

Introduces students to the fundamentals of career development and planning. Students focus on setting appropriate career goals based on self-assessment in alignment with skills and competencies. Students learn how to write a professional resume and cover letter, how to communicate effectively in multiple media, and how to develop time management skills to help them succeed both academically and professionally.

\*Note: CDV2000 and CDV3000 are only offered as 7 week courses.

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

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

**ENG2205 Writing Through Literature** 3

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

Prerequisite: ENG1105

**HUM2225 Introduction to Ethics** 3

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

**MAT2215 Statistics I** 3

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

**SOC1123 Psychology of Adjustment** 3

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

**SOC2231 Human Relations** 3

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

Mathematics/Science Elective 3

**FREE ELECTIVE**

3

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60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

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**SAMPLE PROGRAM SEQUENCE** 

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

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

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### PROGRAM LEARNING OBJECTIVES

## Course Requirements

### MAJOR CORE COURSES

### Semester credits

<b>MKT2222 Fundamentals of Marketing Research</b>	3
Provides an in-depth review of the marketing research function in a contemporary business environment. The course will discuss the market research process, focus on secondary data, and introduce students to quantitative and qualitative primary data collection methods. Prerequisites: MKT2220, MAT2215	
<b>MKT2241 Consumer Behavior</b>	3
Introduces the nature and determinants of consumer behavior. Primary emphasis is placed on developing an understanding of psychological characteristics (needs and personality) that influence and shape consumer purchase decisions. Prerequisite: MKT2220	
<b>MKT2242 Branding</b>	3
Provides students with a comprehensive treatment of brands, brand equity, and brand management. This course includes the design and implementation of marketing programs and activities to build, measure, and manage brand equity. This is the capstone course for the A.A.S. in Marketing Communications. Prerequisite: MKT2220	
<b>MKT3310 Services Marketing</b>	3
Provides students with an understanding of how the marketing process for services is conducted. Students will learn how to develop a services marketing plan and utilize elements for various types of services. Prerequisite: MKT2220	
<b>MKT4465 Strategic Marketing Capstone</b>	3
Focuses on the long-term implications of strategic market planning, including analysis of marketing opportunities, development of marketing strategies, shaping of marketing offers, and the management and delivery of marketing programs. This is the capstone course for the B.B.A. in Marketing Communications. Prerequisites: MGT2220, MKT2222, MKT2241, MKT2242, MKT3310	
Marketing Electives*	15

### BUSINESS CORE COURSES

<b>ACC1111 Financial Accounting I</b>	3
Introduces the basic structure of accounting terminology and procedures of a business organization. Students learn about recording and reporting functions, adjusting entries and closing entries, the preparation of financial statements, accounting for merchandising operations, valuation of inventories, purpose and significant features of internal controls, preparation of bank reconciliations and the valuation of receivables.	

<b>BUS2231 Business Law I</b>	3
Provides students with detailed knowledge of the laws relating to contracts, commerce, property, sales, negotiable instruments, and employment. Students develop an awareness of business situations requiring legal counsel and a familiarization with the overall structure of the legal system.	
<b>BUS4483 Internship</b>	3
Students work in a position related to their course of study while at the same time completing online course requirements – including focused online discussions and special online projects – that integrate the skills and knowledge learned through their degree program. Prerequisite: Departmental permission	
<b>CIS1115 Computer Applications</b>	3
Provides an introduction to computer technology with an emphasis on applications. Students learn to use software, such as Microsoft Windows, Word, PowerPoint, and Excel.	
<b>CIS2201 Advanced Spreadsheets</b>	3
Provides students with experience using spreadsheet applications, such as Microsoft Excel. Topics include building complex worksheets; importing and exporting data; using mathematical, financial, and statistical functions; developing macros; consolidating spreadsheets; creating templates; and utilizing “what if” analyses. Prerequisite: CIS1115	
<b>ECO2200 Principles of Economics</b>	3
Introduces the core principles of micro and macroeconomic theory while emphasizing real-world personal, business, and governmental applications. Topics include tradeoffs and opportunity costs, gains from specialization and trade, supply and demand, the role of government in the economy, inflation and unemployment, and the monetary system of the United States.	
<b>FIN3302 Corporate Finance</b>	3
Provides an overview of the fundamental principles relating to the study of finance, including theories and practices in financial management. Students become familiar with the financial organization and operation of a business. Topics include financial analysis, planning and control, budgeting and forecasting, and financing. Prerequisites: ACC1111, MAT2215	
<b>IBS2201 International Business</b>	3
Explores the diverse environment, management concerns, financial issues, and marketing questions faced by international business organizations. Students gain a heightened global awareness as they seek the knowledge and skills needed to function competitively in an increasingly interdependent world.	
<b>MGT2220 Principles of Management</b>	3
Examines operational theories of management under the functions of planning, organizing, staffing, directing, and controlling. Emphasizes the manager’s role in creating and maintaining an internal environment for performance. Students discuss cases in detail.	
<b>MKT2220 Principles of Marketing</b>	3
Provides an introduction to fundamental principles and practices in the marketing process, including a detailed study of each marketing mix tool (product, price, place, promotion), along with an introduction to marketing research, target marketing, SWOT construction and analysis, strategic marketing planning, and consumer behavior. This is the gateway course to the Marketing Communications Program.	
<b>CAREER DEVELOPMENT COURSES</b>	
<b>CDV2000 Career Development I</b>	3
Introduces students to the fundamentals of career development and planning. Students focus on setting appropriate career goals based on self-assessment in alignment with skills and competencies. Students learn how to write a professional resume and cover letter, how to communicate effectively in multiple media, and how to develop time management skills to help them succeed both academically and professionally. *Note: CDV2000 and CDV3000 are only offered as 7 week courses.	
<b>CDV3000 Career Development II</b>	3



Focuses on the job application and interview process. Students learn how to develop a field search for employment opportunities and apply for jobs in their fields of study. Students observe and critique mock interviews and learn how to negotiate salary offers.

Prerequisite: CDV2000

\*Note: CDV2000 and CDV3000 are only offered as 7 week courses.

### **LIBERAL ARTS AND SCIENCE CORE COURSES\*\***

#### **ENG1105 Writing and Research**

3

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

#### **ENG2205 Writing Through Literature**

3

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

Prerequisite: ENG1105

#### **ENG2215 Public Speaking**

3

Supports students in the development of oral communication skills. This course emphasizes the identification of good and poor speech habits, techniques for improving speech, oral interpretation, effective speech planning and delivery, and interpersonal communication.

Prerequisite or Corequisite: ENG2205

#### **ENG3315 Advanced Writing**

3

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

Prerequisite: ENG2205

#### **HUM2225 Introduction to Ethics**

3

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

#### **MAT2215 Statistics I**

3

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

#### **SOC1123 Psychology of Adjustment**

3

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

#### **SOC2231 Human Relations**

3

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

English Elective

3

Humanities Elective

3

Liberal Arts Electives

6

Mathematics/Science Elective

3

Science Elective

3

Social Science Elective

3

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**FREE ELECTIVES**

9

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120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

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

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

The program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. This is accomplished by providing curriculum relating to patient care skills, general study, and administrative/business skills.

The Associate in Applied Science degree program is an extension of the career-track Certificate program.

Graduates of the Medical Assistant programs are eligible to sit for a variety of certification examinations, including:

- Certified Medical Assistant - CMA (American Association of Medical Assistants)
- Registered Medical Assistant - RMA (American Medical Technologists)
- Certified Clinical Medical Assistant - CCMA (National Healthcareer Association)
- Certified Electrocardiography - CET (National Healthcareer Association)
- Certified Phlebotomy - CPT (National Healthcareer Association)
- Basic Life Support for Healthcare Providers - BLS (American Heart Association)

Students gain experience in a wide variety of areas, including:

- Clinical procedures such as electrocardiography (EKG), venipuncture, and specimen collection
- Medical office administration
- Medical terminology
- Pharmacology and human diseases

Benefit from:

- A strong foundation in both the theory and practice of clinical care
- Hands-on learning in on-site medical laboratories that simulate the clinical environment
- Instruction in the use of relevant medical devices and software
- Valuable, practical experience through a program-related, faculty-monitored practicum

## Certification

The Medical Assistant Certificate program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Graduates of CAAHEP-accredited Medical Assistant programs are eligible to sit for the Certified Medical Assistant - CMA (AAMA) exam. The CMA (AAMA) designation is a national credential awarded by the American Association of Medical Assistants (AAMA), indicating that the Medical Assistant meets certain standards of competence as determined by the AAMA. Although certification is not required to work in most states, employers prefer to hire certified Medical Assistants. In the State of New Jersey, Medical Assistants who hold the CMA (AAMA) credential are permitted to administer injections.

As reported on the 2018 Annual Report for the MAERB, the examination pass rate for individuals who graduated during calendar year 2016 was 85 percent, which far exceeds the 60 percent threshold set forth by the MAERB.

Graduates of Berkeley College's Medical Assistant program who were admitted into the program in calendar year 2016 were satisfied with the level of education they received, as the 2018 Annual Report indicated a 99.09 percent graduate survey satisfaction rate. Employers also were satisfied with the graduates they hired as indicated by the 88.1 percent survey satisfaction rate. These rates far exceed the 80 percent threshold set forth by the MAERB.

## Academic Programs

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



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

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### PROGRAM LEARNING OBJECTIVES

## Course Requirements

### MAJOR CORE COURSES

### Semester credits

#### HEA1101 Foundations of Health Services

3

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

#### HEA2200 Medical Terminology

3

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

#### HEA2203 Ethical and Legal Aspects of Health Services

3

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

#### HEA2255 Computer Applications in Health Services

3

Familiarizes students with computerized billing and electronic health records using practice management software. Students learn to enter and edit patient personal history information, enter charges and post payments to financial accounts, and print statements. The importance of accuracy is stressed throughout this course.

Prerequisite: HEA1101

#### MED1100 Clinical and Surgical Office Procedures

3

Students learn the skills needed to function in a clinical office setting including patient relations, laboratory procedures and safety, maintaining medical asepsis, recognizing surgical instrumentation, conducting proper autoclaving and disinfecting, obtaining vital signs, draping patients, assisting with examinations and treatments, and performing diagnostic procedures. Students also learn to prepare and maintain a sterile surgical environment, prepare a patient for minor surgery, and assist during minor surgical procedures.

Prerequisites or Corequisites: HEA2200, SCI1120

#### MED1120 Medical Office Administration

3

Introduction to the healthcare industry and the medical assistant profession. Emphasizes patient relations as well as efficient procedures and administration of the professional office. Telephone techniques, patient scheduling, medical records management, and patient privacy within the practice are covered. Explores career development opportunities and strategies. Stresses entry-level job requirements and upward career paths.

#### MED1130 Medical Emergencies and Electrocardiography

3

Introduction to the anatomy and physiology of the cardiac system. Students learn how to perform electrocardiogram (EKG) on patients, troubleshoot EKG machine problems, and recognize basic cardiac arrhythmias. Spirometry testing

is performed. Students will also learn to respond to common emergency situations, administer first aid in accordance with Occupational Safety and Health Administration (OSHA) standards, recognize the effect of stress on all persons involved in emergency situations, and demonstrate self-awareness in responding to emergency situations. Emphasis is placed on professional attitudes and the principles and basic concepts of ethics and laws involved in providing medical services. Students must obtain Basic Life Support (BLS) for Healthcare Providers certification through the American Heart Association.

Prerequisites or Corequisites: HEA2200, SCI1120

#### **MED1140 Specimen Collection and Procedures**

3

Students learn a variety of laboratory procedures, specimen collection, Clinical Laboratory Improvement Amendment Waiver Test, and Point of Care Testing (PoCT). Includes performing proper venipuncture and finger-stick techniques for obtaining human blood specimens, as well as other methods of collecting body fluid specimens while complying with OSHA Standards.

Prerequisites or Corequisites: HEA2200, SCI1120

#### **MED1160 Principles of Pharmacology and Human Diseases**

3

Basic principles of pharmacology and human pathophysiology are combined to further the understanding of medication administration, as well as the therapeutic and non-therapeutic effects of various medication classifications. This course covers the pharmacokinetics, pharmacodynamics, drug preparation, and dose calculation as well as the various routes of drug administration. Also covered are the etiology, pathogenesis, pathophysiology, and treatment of the common pathologies.

Prerequisites or Corequisites: HEA2200, SCI1120

#### **MED2280 Medical Assistant Capstone and Practicum**

6

This course requires the student to integrate the knowledge, skills, and techniques learned throughout the Medical Assistant program. The practicum component provides students with 165 hours of hands-on work experience in a supervised ambulatory healthcare environment. The on-campus component elicits reflection on the application of principles and practices learned throughout the entire Medical Assistant program. This course is designed to reinforce the knowledge and skills necessary to sit for industry-specific certifications examinations such as the Certified Medical Assistant – CMA (American Association of Medical Assistants), Registered Medical Assistant - RMA, and/or Certified Clinical Medical Assistant - CCMA.

Prerequisite or Corequisite: HEA2200, SCI1120, and departmental permission

### **BUSINESS CORE COURSES**

#### **CIS1115 Computer Applications**

3

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

### **LIBERAL ARTS AND SCIENCE CORE COURSES**

#### **ENG1105 Writing and Research**

3

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

#### **MAT2215 Statistics I**

3

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

#### **SCI1120 Human Biology**

3

Study of the structure and function of the human body. Students are introduced to the various body systems, including the integumentary, skeletal, muscular, nervous, special senses, endocrine, respiratory, digestive, urinary, reproductive, hematological/immunological, and cardiovascular. Course includes definitions, terminology, chemical basis of life, and energy, as well as microbiology.

#### **SCI2228 Microbiology**

3

The morphology and function of microorganisms, especially viruses and bacteria, are studied. The characteristics of microorganisms, the disease process, and the immune response are discussed.

#### **SOC2231 Human Relations**

3

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

Humanities Elective	3
Social Science Elective	3
<hr/>	
<b>FREE ELECTIVE</b>	3

#### 60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

In addition to meeting the **immunization requirements** of Berkeley College and the State of New Jersey, additional vaccinations such as a tetanus shot administered within the past 10 years and the Hepatitis B vaccination are recommended for students enrolled in the Medical Assistant program.

The minimum passing grade required for Medical (MED) courses is a C. Any grade below a C is a failing grade. In order to pass a MED course that consists of both didactic and clinical/laboratory portions, students must receive at least a C for the didactic portion of the course and a P for the clinical/laboratory portion. A failure in either the didactic or clinical/laboratory portion of a MED course will result in a failing grade for the entire course. Therefore, only a MED course in which students receive at least a C will satisfy the course requirements for the Medical Assistant program.

To qualify for graduation, students must pass all MED courses with a minimum grade of C, as well as participate in a national credential examination accredited by the National Commission for Certifying Agencies (NCCA) such as the Certified Medical Assistant - CMA (AAMA), Registered Medical Assistant - RMA (AMT), or Certified Clinical Medical Assistant - CCMA (NHA). The American Association of Medical Assistants (AAMA) guidelines require students to meet certain criteria in order to participate in the CMA (AAMA) exam. A full explanation of these guidelines can be found on the AAMA website (<http://www.aama-ntl.org/cma-aama-exam/application-steps/eligibility>). Although certification is not required to work in most states.

This program also requires students to obtain specific supplies. Detailed information describing the required supplies and listing typical prices is available at [BerkeleyCollege.edu/gainful-employment/aas\\_medical\\_assistant\\_statistics\\_sem.htm](http://BerkeleyCollege.edu/gainful-employment/aas_medical_assistant_statistics_sem.htm).

Any required traditional textbooks and/or some required supplies are included as part of the charge for tuition and fees and will be distributed to students. Please note, however, that students have the right to obtain traditional textbooks, and/or certain required items, from other sources. Students who demonstrate that they have obtained required item(s) from another source may return the items distributed by the College and receive a refund of the amount charged by the College for the specific item.

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# Medical Assistant Certificate Program

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**PROGRAM LEARNING OBJECTIVES**

## Course Requirements

**MAJOR CORE COURSES**
**Semester credits**
**HEA2200 Medical Terminology**

3

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

**MED1100 Clinical and Surgical Office Procedures**

3

Students learn the skills needed to function in a clinical office setting including patient relations, laboratory procedures and safety, maintaining medical asepsis, recognizing surgical instrumentation, conducting proper autoclaving and disinfecting, obtaining vital signs, draping patients, assisting with examinations and treatments, and performing diagnostic procedures. Students also learn to prepare and maintain a sterile surgical environment, prepare a patient for minor surgery, and assist during minor surgical procedures.

Prerequisites or Corequisites: HEA2200, SCI1120

**MED1120 Medical Office Administration**

3

Introduction to the healthcare industry and the medical assistant profession. Emphasizes patient relations as well as efficient procedures and administration of the professional office. Telephone techniques, patient scheduling, medical records management, and patient privacy within the practice are covered. Explores career development opportunities and strategies. Stresses entry-level job requirements and upward career paths.

**MED1130 Medical Emergencies and Electrocardiography**

3

Introduction to the anatomy and physiology of the cardiac system. Students learn how to perform electrocardiogram (EKG) on patients, troubleshoot EKG machine problems, and recognize basic cardiac arrhythmias. Spirometry testing is performed. Students will also learn to respond to common emergency situations, administer first aid in accordance with Occupational Safety and Health Administration (OSHA) standards, recognize the effect of stress on all persons involved in emergency situations, and demonstrate self-awareness in responding to emergency situations. Emphasis is placed on professional attitudes and the principles and basic concepts of ethics and laws involved in providing medical services. Students must obtain Basic Life Support (BLS) for Healthcare Providers certification through the American Heart Association.

Prerequisites or Corequisites: HEA2200, SCI1120

**MED1140 Specimen Collection and Procedures**

3

Students learn a variety of laboratory procedures, specimen collection, Clinical Laboratory Improvement Amendment Waiver Test, and Point of Care Testing (PoCT). Includes performing proper venipuncture and finger-stick techniques for obtaining human blood specimens, as well as other methods of collecting body fluid specimens while complying with OSHA Standards.

Prerequisites or Corequisites: HEA2200, SCI1120

**MED1160 Principles of Pharmacology and Human Diseases**

3

Basic principles of pharmacology and human pathophysiology are combined to further the understanding of medication administration, as well as the therapeutic and non-therapeutic effects of various medication classifications. This course covers the pharmacokinetics, pharmacodynamics, drug preparation, and dose calculation



as well as the various routes of drug administration. Also covered are the etiology, pathogenesis, pathophysiology, and treatment of the common pathologies.

Prerequisites or Corequisites: HEA2200, SCI1120

### **MED2280 Medical Assistant Capstone and Practicum**

6

This course requires the student to integrate the knowledge, skills, and techniques learned throughout the Medical Assistant program. The practicum component provides students with 165 hours of hands-on work experience in a supervised ambulatory healthcare environment. The on-campus component elicits reflection on the application of principles and practices learned throughout the entire Medical Assistant program. This course is designed to reinforce the knowledge and skills necessary to sit for industry-specific certifications examinations such as the Certified Medical Assistant - CMA (American Association of Medical Assistants), Registered Medical Assistant - RMA, and/or Certified Clinical Medical Assistant - CCMA.

Prerequisite or Corequisite: HEA2200, SCI1120, and departmental permission

## **LIBERAL ARTS AND SCIENCES CORE COURSES**

### **SCI1120 Human Biology**

3

Study of the structure and function of the human body. Students are introduced to the various body systems, including the integumentary, skeletal, muscular, nervous, special senses, endocrine, respiratory, digestive, urinary, reproductive, hematological/immunological, and cardiovascular. Course includes definitions, terminology, chemical basis of life, and energy, as well as microbiology.

### **SOC2231 Human Relations**

3

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

## **30 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION**

In addition to meeting the **immunization requirements** of Berkeley College and the State of New Jersey, additional vaccinations such as a tetanus shot administered within the past 10 years and the Hepatitis B vaccination are recommended for students enrolled in the Medical Assistant program.

The minimum passing grade required for Medical (MED) courses is a C. Any grade below a C is a failing grade. In order to pass a MED course that consists of both didactic and clinical/laboratory portions, students must receive at least a C for the didactic portion of the course and a P for the clinical/laboratory portion. A failure in either the didactic or clinical/laboratory portion of a MED course will result in a failing grade for the entire course. Therefore, only a MED course in which students receive at least a C will satisfy the course requirements for the Medical Assistant program.

To qualify for graduation, students must pass all MED courses with a minimum grade of C, as well as participate in a national credential examination accredited by the National Commission for Certifying Agencies (NCCA) such as the Certified Medical Assistant - CMA (AAMA), Registered Medical Assistant - RMA (AMT), or Certified Clinical Medical Assistant - CCMA (NHA). The American Association of Medical Assistants (AAMA) guidelines require students to meet certain criteria in order to participate in the CMA (AAMA) exam. A full explanation of these guidelines can be found on the AAMA website (<http://www.aama-ntl.org/cma-aama-exam/application-steps/eligibility>). Although certification is not required to work in most states, employers prefer to hire certified Medical Assistants.

This program also requires students to obtain specific supplies. Detailed information describing the required supplies and listing typical prices is available at [BerkeleyCollege.edu/gainful-employment/medical\\_assistant\\_certificate\\_statistics\\_sem.htm](http://BerkeleyCollege.edu/gainful-employment/medical_assistant_certificate_statistics_sem.htm).

Any required traditional textbooks and/or some required supplies are included as part of the charge for tuition and fees and will be distributed to students. Please note, however, that students have the right to obtain traditional textbooks, and/or certain required items, from other sources. Students who demonstrate that they have obtained required item(s) from another source may return the items distributed by the College and receive a refund of the amount charged by the College for the specific item.

## **SAMPLE PROGRAM SEQUENCE**

### **Medical Assistant Certificate Program Statistics (Day Program)**

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## Medical Insurance, Billing, and Coding

### Keeping a healthy bottom line for healthcare organizations.

Managing vast amounts of medical insurance and billing information is critical to the success of any healthcare organization. Berkeley College offers degree and certificate programs to prepare students with the important business and technology skills needed for positions in medical insurance, billing, and coding. Courses provide students with the required knowledge and skills to become nationally certified.

Graduates of the Medical Insurance Billing and Coding (MIBC) degree and certification programs are eligible to participate in field-specific certification examinations.

Although certification is not required to work in most states, employers prefer to hire certified Medical Insurance, Billing, and Coding graduates.

Faculty members in this program are selected for both academic excellence and relevant professional experience. They combine firsthand knowledge with teaching experience to help prepare students to enter this in-demand field.

Benefit from:

- Curricula that focus on the structure and dynamics of the healthcare industry
- An emphasis on technology and specialized software to collect, process, and use information essential to the healthcare industry and its clients
- Training in communications between healthcare providers and private and governmental funding agencies
- Valuable, practical experience through program-related, faculty-monitored internships or job-related assignments if enrolled in the Associate's degree program
- A seamless transition between the Certificate and Associate's degree programs

### Academic Programs

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

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

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## PROGRAM LEARNING OBJECTIVES

## Course Requirements

### MAJOR CORE COURSES

### Semester credits

#### HEA1101 Foundations of Health Services

3

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

#### HEA2200 Medical Terminology

3

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

#### HEA2203 Ethical and Legal Aspects of Health Services

3

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

#### HEA2230 Health Information Management

3

Provides the student with an overview of the health information management (HIM) segment of the healthcare industry. This course addresses job responsibilities, legal and ethical standards, clinical data management, technology, and the wide variety of responsibilities of management.

Prerequisite: HEA1101

#### HEA2255 Computer Applications in Health Services

3

Familiarizes students with computerized billing and electronic health records using practice management software. Students learn to enter and edit patient personal history information, enter charges and post payments to financial accounts, and print statements. The importance of accuracy is stressed throughout this course.

Prerequisite: HEA1101

#### HEA2293 Internship

3

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

Prerequisites: Departmental permission

#### MBC1100 Medical Coding - ICD

2

Introduces the development of medical nomenclature and classification systems. Topics include coding of diseases and procedures, an overview of coding systems, and basic coding rules and conventions.

Prerequisite: HEA2200

Prerequisite or Corequisite: SCI2100 or SCI1120

#### **MBC1110 Medical Coding - CPT**

2

Teaches procedural coding, the assignment of DRGs, the relationship between coding to reimbursement, and selected nomenclature and classification systems.

Prerequisite: HEA2200

Prerequisite or Corequisite: SCI2100 or SCI1120

#### **MBC2200 Medical Coding - Hospital Coding**

2

Introduces the student to the new coding system used by hospitals for coding inpatient procedures. Students will learn how to analyze, assign, and sequence coding procedures in the ICD-10-PCS coding system and/or ICD-9-CM volume 3 procedure codes.

Prerequisites: HEA2200, MBC1100

Prerequisite or Corequisite: SCI2100 or SCI1120

#### **MBC2210 Medical Billing and Reimbursement Methods**

2

Prepares students to be skilled health professionals in the business areas of health facilities. Students learn to interpret insurance payment documents, organize financial records, follow up on claims, handle denials and rejections, understand billing and collection guidelines, and monitor the cash flow cycle.

Prerequisite: HEA1101

#### **MBC2220 Clinical Documentation and Compliance**

2

Provides in-depth coverage of ICD, CPT, and HCPCS coding rubrics, conventions, principles, and updates as they apply to the coding of complex case studies. Students will assign codes and prospective payment categories using the required manuals.

Prerequisite: HEA2200, SCI2100, or SCI1120

Prerequisite or Corequisite: MBC2200

#### **MBC2280 Medical Insurance, Billing, and Coding Capstone**

5

Focuses on the integration of knowledge, skills, and techniques learned throughout the Medical Insurance, Billing, and Coding program. This course reinforces the knowledge and skills needed to sit for a national certification exam.

Prerequisites: MBC1110, MBC2220, and departmental permission

#### **MED1000 Basic Pharmacology and Pathophysiology**

3

This course explores the causes, diagnosis, and treatment of common diseases as well as the basic principles of pharmacology. Focus is placed on the description of conditions and diseases of the organ systems, including etiology, signs and symptoms, methods of diagnosis, and treatment. The classification, actions, side effects, adverse reactions, sources, and forms of medications will also be explored.

Prerequisite: HEA2200

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### **BUSINESS CORE COURSES**

#### **CIS1115 Computer Applications**

3

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

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### **LIBERAL ARTS AND SCIENCE CORE COURSES**

#### **ENG1105 Writing and Research**

3

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

#### **ENG2205 Writing Through Literature**

3

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

Prerequisite: ENG1105

### **ENG2215 Public Speaking**

3

Supports students in the development of oral communication skills. This course emphasizes the identification of good and poor speech habits, techniques for improving speech, oral interpretation, effective speech planning and delivery, and interpersonal communication.

Prerequisite or Corequisite: ENG2205

### **SCI1100 Anatomy and Physiology I**

3

Study of the structure, function, and pathology (disease) of the human body. Students are introduced to various body systems including the musculoskeletal, digestive, nervous, and integumentary, as well as the special senses.

### **SCI2100 Anatomy and Physiology II**

3

Study of the structure, function, and pathology (disease) of the human body. Students are introduced to various body systems including the cardiovascular, respiratory, urinary, endocrine, lymphatic, and reproductive systems.

Prerequisite: SCI1100

### **SOC2231 Human Relations**

3

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

Science/Humanities Elective

3

#### **60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION**

Internship eligibility and employment opportunities in the healthcare field may be contingent upon the results of a medical examination, which may include drug and alcohol testing, as well as receipt of satisfactory references. Applicants for whom such requirements may be matters of concern are strongly advised to contact an Admissions counselor prior to enrolling in this program.

Any required traditional textbooks and/or some required supplies are included as part of the charge for tuition and fees and will be distributed to students. Please note, however, that students have the right to obtain traditional textbooks, and/or certain required items, from other sources. Students who demonstrate that they have obtained required item(s) from another source may return the items distributed by the College and receive a refund of the amount charged by the College for the specific item.

#### **SAMPLE PROGRAM SEQUENCE**

**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**

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# Medical Insurance, Billing, and Coding Certificate Program

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**PROGRAM LEARNING OBJECTIVES**

## Course Requirements

**MAJOR CORE COURSES**
**Semester credits**
**HEA1101 Foundations of Health Services** 3

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

**HEA2200 Medical Terminology** 3

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

**HEA2203 Ethical and Legal Aspects of Health Services** 3

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

**HEA2230 Health Information Management** 3

Provides the student with an overview of the health information management (HIM) segment of the healthcare industry. This course addresses job responsibilities, legal and ethical standards, clinical data management, technology, and the wide variety of responsibilities of management.

Prerequisite: HEA1101

**HEA2255 Computer Applications in Health Services** 3

Familiarizes students with computerized billing and electronic health records using practice management software. Students learn to enter and edit patient personal history information, enter charges and post payments to financial accounts, and print statements. The importance of accuracy is stressed throughout this course.

Prerequisite: HEA1101

**MBC1100 Medical Coding - ICD** 2

Introduces the development of medical nomenclature and classification systems. Topics include coding of diseases and procedures, an overview of coding systems, and basic coding rules and conventions.

Prerequisite: HEA2200

Prerequisite or Corequisite: SCI2100 or SCI1120

**MBC1110 Medical Coding - CPT** 2

Teaches procedural coding, the assignment of DRGs, the relationship between coding to reimbursement, and selected nomenclature and classification systems.

Prerequisite: HEA2200

Prerequisite or Corequisite: SCI2100 or SCI1120

**MBC2210 Medical Billing and Reimbursement Methods**

2

Prepares students to be skilled health professionals in the business areas of health facilities. Students learn to interpret insurance payment documents, organize financial records, follow up on claims, handle denials and rejections, understand billing and collection guidelines, and monitor the cash flow cycle.

Prerequisite: HEA1101

**BUSINESS CORE COURSES****CIS1115 Computer Applications**

3

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

**LIBERAL ARTS AND SCIENCES CORE COURSES****ENG1105 Writing and Research**

3

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

**SCI1120 Human Biology**

3

Study of the structure and function of the human body. Students are introduced to the various body systems, including the integumentary, skeletal, muscular, nervous, special senses, endocrine, respiratory, digestive, urinary, reproductive, hematological/immunological, and cardiovascular. Course includes definitions, terminology, chemical basis of life, and energy, as well as microbiology.

**30 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION**

Any required traditional textbooks and/or some required supplies are included as part of the charge for tuition and fees and will be distributed to students. Please note, however, that students have the right to obtain traditional textbooks, and/or certain required items, from other sources. Students who demonstrate that they have obtained required item(s) from another source may return the items distributed by the College and receive a refund of the amount charged by the College for the specific item.

**SAMPLE PROGRAM SEQUENCE****Medical Insurance, Billing, and Coding Certificate in New Jersey Program Statistics (Day Program)**

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## Nursing

The Berkeley College School of Health Studies is committed to excellence in nursing education. Current programs prepare students to enter this rewarding, in-demand field and to enhance their skills and expand their career opportunities.

The Practical Nurse Certificate program prepares students to sit for the NCLEX-PN licensure examination, which is required to become a Licensed Practical Nurse (LPN). Students learn to provide basic medical care and perform administrative tasks. Graduates often begin careers in physicians' offices, clinics, nursing homes, assisted living facilities, rehabilitation centers, or home healthcare settings.

The LPN to B.S.N. program is the only on-site LPN to B.S.N. program in New Jersey. Licensed, experienced LPNs can earn a Bachelor of Science in Nursing (B.S.N.) degree and prepare to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). With advanced skills and training, graduates can qualify for higher-level positions and pursue graduate degrees.

Berkeley College's Nursing programs meet the educational requirements for licensure in the state of New Jersey. Licensure, however, is not automatic. In addition to successfully passing the National Council Licensure Examination (NCLEX-RN or NCLEX-PN), the New Jersey Board of Nursing requires that applicants be of a good moral character. Applicants wishing to become licensed in another state are encouraged to explore licensure requirements, which vary from state to state.

## Academic Programs

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



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

### The only on-site LPN to B.S.N. program in New Jersey!

#### *(LPN License Required)*

Berkeley College's LPN to B.S.N. program grants experienced LPNs the opportunity to transition into the role of a baccalaureate-prepared Registered Nurse. Graduates of the program are awarded a Bachelor of Science in Nursing (B.S.N.) degree and are eligible to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). In the rapidly changing world of healthcare, a B.S.N. can expand employment and earning opportunities. In fact, many hospitals and other healthcare facilities now require RNs to possess a B.S.N. The B.S.N. also prepares nurses to pursue graduate degrees.

Berkeley College's LPN to B.S.N. program meets the educational requirements for licensure in the state of New Jersey. Licensure, however, is not automatic. In addition to successfully passing the National Council Licensure Examination for Registered Professional Nurses (NCLEX-RN), the New Jersey Board of Nursing requires that applicants be of a good moral character. Applicants wishing to become licensed in another state are encouraged to explore licensure requirements, which vary from state to state.

Nurses with a B.S.N. are qualified to perform advanced tasks, including:

- Developing nursing care treatment plans
- Providing care to patients who are ill, injured, or suffering from other medical conditions
- Providing support and education to patients and families
- Supervising nurses and other professionals
- Administering medications and injections
- Assisting doctors during surgical and other medical procedures

Benefit from:

- A strong foundation in both the theory and practice of clinical care
- The practical experience of hands-on labs and faculty monitored clinical or job-related assignments
- A supportive faculty selected on the basis of academic excellence and relevant professional experience in the nursing field
- Eligibility to sit for the NCLEX-RN examination and to apply for graduate programs in nursing

Applicants to the LPN to B.S.N. program must a) have completed an accredited Practical Nurse program in the United States, b) possess an unrestricted active or inactive practical nurse license, and c) have completed a minimum of 2,080 hours of work as an LPN within the last two years.

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

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

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#### PROGRAM LEARNING OBJECTIVES

### Course Requirements

#### MAJOR CORE COURSES

#### Semester credits

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

3

Focuses on the introduction of research with an emphasis on its application in nursing practice. The steps of the research process for qualitative and quantitative design will be examined. Students will review and critique scholarly, peer-reviewed nursing and inter-professional research studies. Ethical implications of research and translational scholarship will be discussed.

Prerequisites: MAT2215, SCI2100, SCI2110, SCI2228, ENG2205

Prerequisite or Corequisite: SCI3310

### **NUR3320 Transition to Professional Nursing**

3

Focuses on the transition of the Licensed Practical Nurse to Registered Nurse within the healthcare environment. The development of professional values, critical thinking, and clinical judgment will be emphasized. Integration of nursing theory and evidence-based practice into nursing care will be explored. Concepts of social, political, and economic influences on nursing practice will be examined. Legal issues, organ and tissue donation, the nurse practice act, concepts of leadership, and appropriate delegation will be introduced.

Prerequisites: MAT2215, SCI2100, SCI2110, SCI2228, ENG2205

Prerequisite or Corequisite: SCI3310

### **NUR3330 Health Assessment Across the Lifespan**

3

Using didactic and simulated clinical experiences, skills needed to conduct comprehensive physical assessment for individuals across the lifespan in a variety of settings are developed. Emphasis is placed on critical thinking, analysis, and the integration of systematic data collection for effective decision making in nursing practice. Use of evidence-based assessment tools for risk reduction is emphasized. A transcultural approach is used to assess the holistic human being.

Prerequisites or Corequisites: NUR3310, NUR3320

### **NUR3360 Advanced Mental Health Nursing**

3

This course focuses on understanding the role of the professional nurse who cares for clients with mental health needs. Students will participate in clinical care of those in need of mental health services across a spectrum of care settings. Emphasis is placed on clinical judgment skills and professional values within a legal and ethical framework. Current issues in caring for individuals, families, and communities managing mental health challenges will be discussed. Topics may include, but are not limited to, abuse and neglect, chemical dependence, coping mechanisms, therapeutic communication, stress management, support systems, and cultural and religious influences.

Prerequisite: NUR3330

### **NUR4410 Advanced Maternal-Child Nursing**

3

This didactic and clinical course focuses on the role of the professional nurse in meeting the holistic health needs of the childbearing and childrearing family. The nursing process is utilized to provide family-centered psychosocial and culturally sensitive care. Topics include, but are not limited to, maternal health, newborn and pediatric assessment, and pediatric growth and development (well/ill care). Students are provided the opportunity to utilize an evidence-based approach to critical thinking and nursing practice in various healthcare settings.

Prerequisite: NUR3330

### **NUR4420 Nursing Leadership and Management**

3

This course explores management and leadership skills for the professional registered nurse in designing, coordinating, directing, and evaluating safe and quality healthcare. The role of the RN will be emphasized as a change agent and transformational leader. Students will demonstrate the application of nursing theory, evidence-based practice, information systems, problem solving, and effective communication strategies for best practices within a nursing organization.

Prerequisites: NUR3360, NUR4410, NUR4450

### **NUR4430 Community Health Nursing**

3

Focuses on the application of the nursing process for a vulnerable population or community group in the promotion and protection of public health using health promotion, risk reduction, and disease management strategies. Community assessment, epidemiologic, environmental, change, political action, and case management frameworks are used to guide evidence-based nursing care delivery to persons, families, and populations in community settings. The nurse's role on the community health team and an understanding of healthcare needs of different cultural groups will be studied.

Prerequisites: NUR3360, NUR4410, NUR4450

### **NUR4440 Advanced Nursing Pharmacology**

3

This course builds upon basic nursing knowledge of pharmacology. In-depth review of drug classifications will be emphasized. Students will apply critical thinking skills to the calculation and administration of medications. A case study approach will be used to focus on the nursing role of promoting safe, high-quality pharmacological care. Advance concepts such as chemotherapy, blood administration, and critical care medications will also be explored.

Prerequisite: NUR3330

### **NUR4450 Advanced Adult Health Nursing**

3

This didactic and clinical course builds on the basic concepts of critical care related to multi-organ/system function and dysfunction, requiring the development of critical thinking. Nursing care relating to physiology, assessment, pathophysiology, system failure, end of life, and clinical management of the cardiovascular system, neurological system, pulmonary system, endocrine system, and renal system are addressed. Core concepts of complex

pathophysiology, evidence-based treatment modalities, and advanced LPN nursing roles are integrated in discussions of providing care to critically ill patients.

Prerequisite or Corequisite: NUR4440

#### **NUR4460 Professional Nursing Seminar**

3

Knowledge and skills from previous courses will be integrated into case studies and simulations focused on building critical thinking and clinical judgment. Individual student plans will be developed through testing to identify strengths and opportunities for learning. Test-taking strategies will be reviewed and utilized. Preparation for the transition to professional nursing practice will be emphasized.

Prerequisites or Corequisites: NUR4420, NUR4430

### **SCIENCE CORE COURSES**

#### **SCI1100 Anatomy and Physiology I**

3

Study of the structure, function, and pathology (disease) of the human body. Students are introduced to various body systems including the musculoskeletal, digestive, nervous, and integumentary, as well as the special senses.

#### **SCI1110 Anatomy and Physiology Laboratory I**

1

An introduction to the basic principles of human anatomy and physiology as explored through laboratory sessions. Laboratory activities coincide with lectures to enhance understanding of each topic by providing visual and hands-on experiments for the concepts learned in the lecture. Laboratory sessions include microscopy, dissections, and elementary physiological experiments. Among the topics considered are various body systems including the musculoskeletal, digestive, nervous, and integumentary, as well as the general and special senses.

Corequisite: SCI1100

#### **SCI2100 Anatomy and Physiology II**

3

Study of the structure, function, and pathology (disease) of the human body. Students are introduced to various body systems including the cardiovascular, respiratory, urinary, endocrine, lymphatic, and reproductive systems.

Prerequisite: SCI1100

#### **SCI2110 Anatomy and Physiology Laboratory II**

1

Continues the study of human anatomy and physiology through laboratory exploration. Laboratory activities coincide with lectures to enhance understanding of each topic by providing visual and hands-on experiments for the concepts learned in the lecture. Laboratory sessions include microscopy, dissections, and elementary physiological experiments. Among the topics covered are the cardiovascular, respiratory, urinary, endocrine, lymphatic, and reproductive systems.

Prerequisite: SCI1110

Corequisite: SCI2100

#### **SCI2228 Microbiology**

3

The morphology and function of microorganisms, especially viruses and bacteria, are studied. The characteristics of microorganisms, the disease process, and the immune response are discussed.

#### **SCI3000 Chemistry for Healthcare Professionals**

4

An introduction to chemistry, organic chemistry, and biological chemistry for students in nursing and other health science programs. This course expands on foundational knowledge of physiological processes and treatment modalities in human beings. A case study approach will be integrated into the course.

Prerequisite: MAT2211

#### **SCI3310 Nutrition for Healthcare Professionals**

3

An introduction to the basic principles of nutrition and a foundation for wellness. Practical application of essential information and the interrelationships between nutrition, food, and the environment as they impact health status will be explored. Culture/religious beliefs, ethnicity, socio-economic status, and nutritional trends and how they influence the nutritional health of the person will be examined. The nutritional needs associated with obesity and eating disorders, enteral and parenteral nutrition, metabolic and respiratory stress, gastrointestinal disorders, diabetes, cardiovascular disorders, renal disorders, cancer, and HIV/AIDS across the lifespan will be discussed.

### **LIBERAL ARTS AND SCIENCE CORE COURSES**

#### **ENG1105 Writing and Research**

3

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

**ENG2205 Writing Through Literature** 3

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

Prerequisite: ENG1105

**ENG3315 Advanced Writing** 3

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

Prerequisite: ENG2205

**HUM2225 Introduction to Ethics** 3

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

**MAT2211 College Algebra** 3

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

Prerequisite: CSK85 or placement-based score

**MAT2215 Statistics I** 3

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

**SOC2225 Introduction to Psychology** 3

Survey of the basic principles of psychology and their direct application to the understanding of human behavior so as to allow students to gain an understanding and awareness of their own everyday existence. Topics include human development, learning, memory, thinking, intelligence, creativity, motivation, emotion, adjustment, perception, abnormal behavior, and therapy.

**SOC2231 Human Relations** 3

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

**SOC3305 Marriage and Family** 3

Explores the traditional and changing family as a social institution with multicultural and crosscultural differences. Family roles and patterns are examined with emphasis on the forms they assume in different cultures and subcultures, including ethnic and class variations.

English Elective 3

Humanities Electives\* 6

Liberal Arts Elective 3

Social Science Elective 3

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**Credits Granted upon Acceptance into the LPN to B.S.N. Program** 30

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120 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION

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

Governing regulations may disqualify individuals from obtaining professional certification in this field based upon certain health conditions or results of criminal background checks. Therefore, in addition to meeting the **immunization requirements** of Berkeley College and the state of New Jersey, students applying to the LPN to B.S.N. program must provide authorization for a criminal background check prior to registration and submit a physical assessment by a licensed medical professional prior to participating in clinical rotations. Students enrolled in the LPN to B.S.N. program are required to purchase their own malpractice insurance.

Extensive criminal background checks may be repeated after admission at the request of clinical facilities, and positive findings may prevent students from completing the clinical portion of the program and graduating. Health requirements required for clinical courses are extensive and may total several hundred dollars. The costs of these health requirements are borne by the student.

Effective with the Fall 2018 entering class, students must pass all Science (SCI) courses with a minimum grade of C+. To qualify for graduation, students must pass all Nursing (NUR) courses with a minimum grade of B. Graduates of the LPN to B.S.N. program are eligible to sit for the NCLEX-RN licensure examination. Passing this exam is required to work as a Registered Nurse (RN)

This program also requires students to obtain specific supplies. Detailed information describing the required supplies and listing typical prices is available at [BerkeleyCollege.edu/gainful-employment/bsn\\_lpn\\_to\\_bsn\\_nj\\_statistics\\_sem.htm](http://BerkeleyCollege.edu/gainful-employment/bsn_lpn_to_bsn_nj_statistics_sem.htm).

Any required traditional textbooks and/or some required supplies are included as part of the charge for tuition and fees and will be distributed to students. Please note, however, that students have the right to obtain traditional textbooks, and/or certain required items, from other sources. Students who demonstrate that they have obtained required item(s) from another source may return the items distributed by the College and receive a refund of the amount charged by the College for the specific item.

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## Practical Nurse Certificate

### Provide vital care to patients in need.

The Practical Nurse program provides students with the knowledge and clinical skills necessary to enter the healthcare field as a Practical Nurse. Graduates of the Practical Nurse program are eligible to sit for the NCLEX-PN licensure examination. Passing this exam is required to become a Licensed Practical Nurse (LPN).

Berkeley College's Practical Nurse program meets the educational requirements for licensure in the state of New Jersey. Licensure, however, is not automatic. In addition to successfully passing the National Council Licensure Examination for Practical Nurses (NCLEX-PN), the New Jersey Board of Nursing requires that applicants be of a good moral character. Applicants wishing to become licensed in another state are encouraged to explore licensure requirements, which vary from state to state.

Practical Nurses provide basic medical care, including:

- Monitoring a patient's health by checking vital signs
- Administering wound care and inserting catheters
- Providing for the basic comfort of patients, such as helping them bathe or dress
- Reporting a patient's medical status to the registered nurse and/or physician
- Maintaining patient health records
- Collecting specimens

Practical Nurse graduates provide care to their patients in a variety of healthcare environments, including physicians' offices, clinics, nursing homes, assisted living facilities, rehabilitation centers, and home healthcare settings.

Benefit from:

- A strong foundation in both the theory and techniques of clinical nursing
- Hands-on learning in on-site nursing laboratories that simulate various clinical environments
- Opportunities to practice communication and interpersonal skills needed for developing a rapport with colleagues and patients
- Valuable, practical experience gained through the completion of clinical rotations at off-campus healthcare facilities, under the supervision of New Jersey licensed Registered Nurse (RN) instructors

## Practical Nurse Certificate Program

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

### PROGRAM LEARNING OBJECTIVES

## Course Requirements

### MAJOR CORE COURSES

### Semester credits

#### NUR1100 Foundations of Nursing

8

Students learn the components of nursing and the application of techniques and procedures to provide care to patients. Topics include the nursing process; communication skills; legal and ethical aspects of nursing; physical and psychosocial development; health promotion; safety skills; infection control; basic normal assessment; pain management; and concepts of loss, grief, and death. Hands-on demonstration, practice, and validation of skills are conducted in the nursing lab and in the clinical setting.

#### NUR1200 Pharmacology

3

Students study the different drug categories and the methods of administration, including oral and by injection. Includes the proper use of the Physician's Desk Reference (PDR) and how to accurately read, prepare, and call in written prescriptions.

Prerequisite: SCI2215

Prerequisite or Corequisite: NUR1100

#### NUR1300 Nursing Concepts I

8

Students learn the concepts underlying health and wellness of individuals and families. Students will apply concepts to exemplars addressing basic nutrition, fluid and electrolytes, surgery, oxygenation, and the cardiovascular, gastrointestinal, genitourinary, endocrine, eye and ear, neurological and muscular systems. Direct clinical practice provides opportunities for students to demonstrate successful application of these concepts in a patient care setting.

Prerequisites: NUR1100, SCI2215, SOC2225, CPR certification, and completion of all departmental physical forms, including purchase of malpractice insurance.

Prerequisite or Corequisite: NUR1200

#### **NUR1400 Special Topics in Nursing**

6

Students explore special topics in nursing addressing the nursing process as applied to the provision of nursing care for individuals and families with mental health challenges, childbearing families, and children. Topics include anatomy and physiology, assessment, diseases and disorders, pharmacology, diet therapy, and special considerations across the life span. Students study the needs and care of patients from conception through childhood. Topics include conception, embryology, maternal and newborn health, nursing care from pre-conception to postpartum for childbearing families, reactions to hospitalization, childhood illnesses/disorders, outpatient settings, and federal legislation. Hands-on care and management of patients via the nursing process are conducted in the clinical setting.

Prerequisites: NUR1100, SCI2215, SOC2225, CPR certification, and completion of all departmental physical forms, including purchase of malpractice insurance.

Prerequisite or Corequisite: NUR1200

#### **NUR2100 Nursing Concepts II**

10

Students build upon concepts explored in Nursing Concepts I, including nutrition, fluid and electrolytes, and oxygenation. Students also learn about complex disease processes in the cardiovascular, gastrointestinal, neurological, muscular, and genitourinary systems. Students begin to explore immunological diseases such as HIV and concepts related to oncology. Direct clinical practice provides opportunities for students to demonstrate successful application of these concepts in a patient care setting.

Prerequisites: NUR1200, CPR certification, and completion of all departmental physical forms, including purchase of malpractice insurance

#### **NUR2200 Transition into Practice**

6

Students examine professional practice issues such as delegation and use of SBAR (Situation, Background, Assessment, and Recommendation). Legal/ethical issues concerning clients' rights, use of restraints/seclusion, and advance directives and palliative care are explored through case discussions, recent news events, practice updates, and legislative mandates.

Prerequisites: NUR1300, CPR certification, and completion of all departmental physical forms, including purchase of malpractice insurance

Prerequisites or Corequisites: NUR1400, NUR2100

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### **LIBERAL ARTS AND SCIENCES CORE COURSES**

#### **SCI2215 Life Sciences**

6

Students are introduced to the various body systems including the integumentary, skeletal, muscular, nervous, sensory, endocrine, respiratory, digestive, urinary, reproductive, hematological/immunological, and cardiovascular. Course includes definitions, terminology, chemical basis of life, and energy as well as microbiology.

#### **SOC2225 Introduction to Psychology**

3

Survey of the basic principles of psychology and their direct application to the understanding of human behavior so as to allow students to gain an understanding and awareness of their own everyday existence. Topics include human development, learning, memory, thinking, intelligence, creativity, motivation, emotion, adjustment, perception, abnormal behavior, and therapy.

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### **50 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION**

Governing regulations may disqualify individuals from obtaining professional certification in this field based upon health or criminal records. Therefore, in addition to meeting the **immunization requirements** of Berkeley College and the state of New Jersey, students applying to the Practical Nurse program must provide authorization for a criminal background check prior to registration and submit a physical assessment by a licensed medical professional prior to participating in clinical rotations. Students enrolled in the Practical Nurse program are required to purchase their own malpractice insurance.

Extensive criminal background checks may be repeated after admission at the request of clinical facilities, and positive findings may prevent students from completing the clinical portion of the program, graduating, and participating in certification exams. Health requirements required for clinical courses are extensive and may total several hundred dollars. The costs of these health requirements are borne by the student.

To qualify for graduation, students must pass all Nursing (NUR) courses, Life Sciences, and Introduction to Psychology with a minimum grade of C+.

Graduates of the Practical Nurse program are eligible to sit for the NCLEX-PN licensure examination. Passing this exam is required to work as a Licensed Practical Nurse (LPN).

This program also requires students to obtain specific supplies. Detailed information describing the required supplies and listing typical prices is available at [BerkeleyCollege.edu/gainful-employment/practical\\_nurse\\_certificate\\_statistics\\_sem.htm](https://www.berkeleycollege.edu/gainful-employment/practical_nurse_certificate_statistics_sem.htm).

Any required traditional textbooks and/or some required supplies are included as part of the charge for tuition and fees and will be distributed to students. Please note, however, that students have the right to obtain traditional textbooks, and/or certain required items, from other sources. Students who demonstrate that they have obtained required item(s) from another source may return the items distributed by the College and receive a refund of the amount charged by the College for the specific item.

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#### [SAMPLE PROGRAM SEQUENCE](#) ↗

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#### [Practical Nurse Certificate Program Statistics \(Day Program\)](#) ↗



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## Surgical Technology

### Specialized training for a specialized career.

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

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

Benefit from:

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

## 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). 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). Seventy percent of Berkeley College's Surgical Technology students who graduated between August 1, 2016, and July 31, 2017, passed the Certified Surgical Technologist (CST) exam on their first attempt. This pass rate is higher than the national average of 58.6 percent, according to statistics from the National Board of Surgical Technology and Surgical Assisting.

## Degree Program

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

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

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

## PROGRAM LEARNING OBJECTIVES

## Course Requirements

### MAJOR CORE COURSES

### Semester credits

#### HEA2200 Medical Terminology

3

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

#### HEA2203 Ethical and Legal Aspects of Health Services

3

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

#### SUR1100 Fundamentals of Surgical Technology

6

Students are introduced to the role and responsibilities of the surgical technologist, the healthcare team, and the clinical environment. Topics include environment and workplace safety, patient care and safety, age-extreme patients, and patients with special needs. Students learn the basic techniques for scrubbing, gowning, and gloving. An on-campus operating room laboratory provides students with such hands-on experience as vital signs, patient transporting, and positioning.

#### SUR2112 Surgical Techniques

6

Provides an in-depth study of the principles of aseptic techniques. Topics include wound healing, specimen care, safe use of surgical equipment, surgical counts, and prepping and draping the patient. Various types of sutures, needles, stapling devices, sponges, dressings, packings, drains, and catheters are presented. Students are introduced to robotics, physics, and electricity. Focuses on diagnostic procedures as well as general, genitourinary, orthopedics, obstetrics and gynecological, ear, nose, and throat surgical procedures. Emphasis is placed on developing an effective operative routine as students set up for mock surgical procedures and role play the members of the perioperative team.

Prerequisite: SUR1100

#### SUR2120 Surgical Specialty Intervention Procedures

3

Focuses on the following surgical specialties: ophthalmology, plastic, neurosurgery, thoracic surgery, peripheral vascular, cardiovascular, organ and tissue recovery, and pediatric surgery.

Prerequisite: SUR2112

Corequisite: SUR2280

#### SUR2251 Pharmacology and Anesthesiology

2

The rationale for use of specific drugs, their therapeutic effects, major side effects on the surgical patient, and how these drugs may alter or influence surgical intervention are defined. Emphasis is on the role and responsibilities of the surgical technologist regarding pharmaceuticals in the operating room.

Prerequisite: SUR2112

**SUR2280 Operating Room Clinical Practicum I** 5

Students apply the didactic and laboratory skills learned throughout the program to the clinical setting, gain clinical work experience in surgical procedures and operating room practices, and scrub on surgical cases in various surgical specialties. Students also participate in focused discussions and special projects.

Prerequisites: SUR2112, Basic Cardiac Life Support/Automated External Defibrillation Certification

Corequisite: SUR2120

**SUR2290 Operating Room Clinical Practicum II** 5

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

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

Corequisite: SUR2292

**SUR2292 Surgical Technology Capstone** 4

Designed to elicit reflection and application to the whole of the Surgical Technology program. The course requires the student to apply the knowledge, skills, and techniques attained throughout the Surgical Technology program. The capstone course provides an opportunity for the assessment of surgical technologist critical thinking skills and teamwork skills through case studies that present experiences often encountered in the surgical technologist's workplace. The course reinforces the knowledge, skills, and strategies needed to sit for the national credentialing exam; and stresses entry-level job requirements and upward career paths, resume writing skills, interviewing techniques, and networking.

Prerequisite: Departmental permission

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

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

**ENG2205 Writing Through Literature** 3

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

Prerequisite: ENG1105

**SCI1100 Anatomy and Physiology I** 3

Study of the structure, function, and pathology (disease) of the human body. Students are introduced to various body systems including the musculoskeletal, digestive, nervous, and integumentary, as well as the special senses.

**SCI1110 Anatomy and Physiology Laboratory I** 1

An introduction to the basic principles of human anatomy and physiology as explored through laboratory sessions. Laboratory activities coincide with lectures to enhance understanding of each topic by providing visual and hands-on experiments for the concepts learned in the lecture. Laboratory sessions include microscopy, dissections, and elementary physiological experiments. Among the topics considered are various body systems including the musculoskeletal, digestive, nervous, and integumentary, as well as the general and special senses.

Corequisite: SCI1100

**SCI2100 Anatomy and Physiology II** 3

Study of the structure, function, and pathology (disease) of the human body. Students are introduced to various body systems including the cardiovascular, respiratory, urinary, endocrine, lymphatic, and reproductive systems.

Prerequisite: SCI1100

**SCI2110 Anatomy and Physiology Laboratory II** 1

Continues the study of human anatomy and physiology through laboratory exploration. Laboratory activities coincide with lectures to enhance understanding of each topic by providing visual and hands-on experiments for the concepts learned in the lecture. Laboratory sessions include microscopy, dissections, and elementary physiological experiments. Among the topics covered are the cardiovascular, respiratory, urinary, endocrine, lymphatic, and reproductive systems.

Prerequisite: SCI1110

Corequisite: SCI2100

**SCI2228 Microbiology**

3

The morphology and function of microorganisms, especially viruses and bacteria, are studied. The characteristics of microorganisms, the disease process, and the immune response are discussed.

**SOC2225 Introduction to Psychology**

3

Survey of the basic principles of psychology and their direct application to the understanding of human behavior so as to allow students to gain an understanding and awareness of their own everyday existence. Topics include human development, learning, memory, thinking, intelligence, creativity, motivation, emotion, adjustment, perception, abnormal behavior, and therapy.

Humanities Elective

3

**60 SEMESTER CREDIT HOURS REQUIRED FOR GRADUATION**

Governing regulations may disqualify individuals from obtaining 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. Students are required to purchase their own malpractice insurance.

Extensive criminal background checks may be repeated after admission at the request of clinical facilities; and positive findings may prevent students from completing the clinical portion of the program, graduating, and participating in the national certification exam. Health requirements required for clinical courses are extensive and may total several hundred dollars. The costs of these health requirements are borne by the student.

To qualify for employment as a Surgical Technologist in the State of New Jersey, a person must either complete a nationally or regionally accredited Surgical Technology program or meet other specified criteria. Requirements may vary by state. The Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredits Berkeley College's Surgical Technology program; therefore, students who complete this program are eligible to sit for the Certified Surgical Technologist (CST) exam.

To qualify for graduation, students must pass all Surgical (SUR) courses, as well as Anatomy and Physiology I and II, Anatomy and Physiology Laboratory I and II, and Microbiology, with a minimum grade of C+, as well as participate in the Certified Surgical Technologist (CST) National Certification Exam administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). Passing this examination is required to work as a Surgical Technologist in some states, including New Jersey and New York.

This program also requires students to obtain specific supplies. Detailed information describing the required supplies and listing typical prices is available at [BerkeleyCollege.edu/gainful-employment/aas\\_surgical\\_technology\\_statistics\\_sem.htm](http://BerkeleyCollege.edu/gainful-employment/aas_surgical_technology_statistics_sem.htm).

Any required traditional textbooks and/or some required supplies are included as part of the charge for tuition and fees and will be distributed to students. Please note, however, that students have the right to obtain traditional textbooks, and/or certain required items, from other sources. Students who demonstrate that they have obtained required item(s) from another source may return the items distributed by the College and receive a refund of the amount charged by the College for the specific item.

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



The Larry L. Luing School of Business at Berkeley College has received specialized accreditation for its business programs through the International Accreditation Council for Business Education (IACBE) located at 11374 Strang Line Road in Lenexa, Kansas, USA. The business programs in the following degrees are accredited by the IACBE:



- Bachelor of Business Administration in Accounting, Business Administration-Management, General Business, Fashion Merchandising and Management, Financial Services, Health Services Management, International Business, Marketing Communications
- Bachelor of Science in Information Technology Management
- Associate of Applied Science in Business Administration-Accounting, Business Administration-Management, Fashion Merchandising and Management, Financial Services, Health Services Administration, Information Technology Management, International Business, Marketing Communications
- Associate of Science in International Business

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/](http://BerkeleyCollege.edu/disclosures/).

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

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## School of Health Studies

The Berkeley College School of Health Studies provides outstanding career-focused education in many of today's most in-demand healthcare professions. School of Health Studies' degree and certificate programs are designed to meet the expanding industry needs, with a focus on direct patient care and healthcare administration. Our programs were developed with employer and industry input to prepare students for entry into and advancement through the growing healthcare field.

In-depth classroom instruction combines with practical, hands-on learning to provide students with the knowledge and skills needed to enter rewarding, fulfilling careers in a variety of healthcare facilities and organizations. Clinical students train with modern medical devices and technology in simulated healthcare environments, where they learn current industry practices and procedures. Students pursuing careers in healthcare administration learn the essential skills and technologies that keep healthcare facilities running smoothly, including medical insurance, billing, and coding.

The School of Health Studies faculty members bring both excellent academic credentials and professional experience to the classroom. Students benefit from the firsthand insight and expertise of the healthcare faculty. Clinical practicums are also an important part of the well-rounded healthcare education provided by Berkeley College. Students gain valuable experience working in healthcare facilities under the supervision of licensed and/or certified healthcare professionals. Career Services specialists assist students and graduates in identifying and pursuing job opportunities.

- **Health Sciences**
- **Medical Assistant**
- **Medical Insurance, Billing, and Coding**
- **Nursing**
- **Patient Care Technician**
- **Surgical Processing Technician**
- **Surgical Technology**

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/](https://berkeleycollege.edu/disclosures/).

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

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## 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.

The liberal arts curriculum works in concert with major program courses to develop students' proficiency in the **College Learning Objectives** in reading and written communication, oral communication, critical reasoning and analysis, information literacy, understanding of multiple perspectives, and integration of learning.

Berkeley students are expected to learn about the issues and achievements that shape our world and that will contribute to their success as humane, self-aware, and intellectually curious members of the global human community. The well-rounded programs at Berkeley College are designed to prepare intellectually curious students for both personal and professional success.

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## College Learning Objectives

Berkeley College's liberal arts curriculum and major programs are designed to foster skills in communication, reasoning and analysis, information literacy, understanding of multiple perspectives, and integration of learning, as well as knowledge across multiple disciplines and specialized areas related to the professional programs. Berkeley students are expected to learn about the issues and achievements that shape our world and that will contribute to their success as humane, self-aware, and intellectually curious members of the global human community.

Developing these essential skills in students is a responsibility shared across departments and among faculty, requiring time and careful planning to achieve. Most learning objectives will be introduced initially in the Liberal Arts core courses that are designed to be optimally supportive of the transition from high school to college. The learning objectives are then further developed through general study within the humanities, sciences, and arts. Finally, the learning objectives are applied within each student's specialized major courses.

Learning at Berkeley College covers general areas of knowledge, intellectual and practical skills, and personal and social responsibilities. Through their courses and co-curricular activities, students will have the experiences necessary for the acquisition and meaningful expression of the College Learning Objectives.

The Berkeley College Learning Objectives are:

**Reading and Written Communication:** Students will demonstrate competent writing and reading throughout their programs of study.

**Oral Communication:** Students will demonstrate effective oral communication skills in both general and major-specific contexts.

**Critical Analysis and Reasoning:** Students will use critical analysis and reasoning, supported by knowledge and skills learned throughout their degree programs, to enhance personal and professional decision-making:

- Quantitative analysis and reasoning
- Analysis and reasoning in the humanities, sciences, social sciences, and arts
- Ethical analysis and reasoning
- Reasoning in career-related contexts

**Knowledge and Skills for Living in a Diverse Society:** Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.

**Information Literacy:** Students will define and articulate their needs for information and access this information effectively and efficiently.

**Integration of Learning:** Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.



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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.

- **Graphic Design**
- **Interior Design**
- **Justice Studies - Criminal Justice**
- **Legal Studies**



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## The Berkeley College Honors Program

The Berkeley College Honors Program is a selective and voluntary 9 or 18-credit academic opportunity designed to educate, recognize, and retain our highly-motivated, high-achieving Associate and Bachelor degree-seeking students. The mission of the Honors Program is to provide a rigorous educational experience that focuses on theme-based seminars, community service engagement, and the development of student scholarship. Students are taught and mentored by Honors faculty, guest lecturers, writing consultants and librarians. Honors seminars are held at select New York and New Jersey campuses, and online. Each accepted Honors student is assigned to a particular location and learning community. Learning communities meet approximately once a week. Students must register for Honors seminars through their academic advisor.

The Honors Program is open to both incoming first-year students enrolled in an Associate or Bachelor degree program and continuing/transfer students enrolled in a Bachelor degree program. Students who meet the seminar, service, and scholarship requirements will receive the Honors Scholar distinction on their Berkeley College transcripts and diplomas. The distinction will be noted next to each student's name in the Commencement booklets. Students will also receive an Honors Scholar cord to be worn over their gowns at Commencement.

Berkeley College continuing/transfer students seeking a Bachelor's degree with a cumulative 3.50 grade point average (GPA) or higher, and a minimum of 18 semester credits, but no more than 80 semester credits by the next fall term, are eligible to apply for admission into the next honors continuing/transfer learning community. Continuing/Transfer Honors students starting the program will complete one honors seminar in each of the fall, winter, and spring semesters consecutively, culminating in a final Honors Thesis seminar in the spring semester. Transfer students must receive approval before applying to the Program.

Incoming first-year domestic or international students seeking Associate's or Bachelor's degrees who have either high school GPAs of at least 3.00 or special approval from the Honors Program Director are eligible to apply for the first-year Honors program.

Associate's degree-seeking first-year Honors students starting the program in the fall semester complete one first-year honors seminar in each of the fall, winter, and spring semesters consecutively.

Bachelor's degree-seeking first-year Honors students starting the program in the fall semester complete one first-year honors seminar in each of the fall, winter, and spring semesters consecutively. First-year students continue into the second year of the Honors Program.

All eligible students are invited to download an application via the Honors Program page on the Berkeley College website: [click here](#). The application deadline is June 1st for domestic applicants seeking to join the first-year Honors Program the following fall. Applications should be e-mailed directly to the relevant campus Admissions Director.

The application deadline is August 1st for international applicants seeking to join the first-year Honors Program the following fall. Applications should be emailed directly to the International Admissions Director.

The application deadline is June 1st for applicants seeking to join the Continuing/Transfer Honors Program the following fall. Applications should be emailed directly to the Honors Program Director.

The three-member Honors Faculty Admissions Committee will review each application and select the next learning community of Honors students for the fall term. Students admitted into the program will receive a written response from the Honors Program Director within one month following the application deadline.

Each student in the Honors Program must sign an Honors Program Acknowledgment that the student must maintain a cumulative 3.00 Berkeley College GPA to remain in the program, among other requirements. Credits earned in the Honors Program will contribute toward the fulfillment of students' liberal arts or free elective requirements.

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## Foundations of Learning

The Foundations of Learning Seminar may be required for students returning to Berkeley who have not achieved satisfactory academic progress. The seminar requires active participation, weekly discussions, and activities that focus on developing positive coping skills and learning strategies that promote optimal learning and functioning, both in college and in the professional workplace. Students who do not post to the weekly discussions or assignments may be withdrawn from the College.

Students must meet the requirements of their academic plan to remain enrolled. Students are encouraged to review the **Satisfactory Academic Progress** information in the Berkeley College Undergraduate Catalog.

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## Satisfactory Academic Progress (SAP)

### Satisfactory Academic Progress

**Qualitative Assessments:** Every matriculated student is required to maintain a minimum grade point average (GPA), which varies based on the number of credits the student has already attempted. Compliance with this qualitative requirement is measured every term. Continued failure to meet this standard after a warning (automatic) or probationary (when permitted) period, or failing to fulfill the requirements of a prescribed academic plan, will lead to dismissal from the College. Probation may be granted and academic plans may be prescribed at the sole discretion of the College, only after a successful appeal by the student. Some programs have more restrictive requirements using different thresholds for passing grades. The details can be viewed, by program, in the Catalog. All course grades below the minimum passing standard for that course will be treated as failures in calculating the student's GPA for qualitative assessment. Students will not be allowed to change programs without approval from the Academic Advisement Department.

**Quantitative Assessments:** Students are also required to pass a minimum percentage of the credits they attempt in order to remain eligible for enrollment. Quantitative progress assessments are subject to those same warning, probation, and academic plan procedures every term. Some programs have more restrictive requirements using different thresholds for passing grades. The details can be viewed, by program, in the Catalog. All course grades below the minimum passing standard for that course will be treated as credits attempted and not earned for purposes of quantitative assessment. Students will not be allowed to change programs without approval from the Academic Advisement Department.

#### QUALITATIVE STANDARDS

In order to remain in good academic standing, students must maintain the GPA specified below:

Qualitative Standards	
Degree Programs	
Credits Attempted	Required GPA
0-15	1.5
16-30	1.75
31 or more	2
LPN to B.S.N Program	
Required GPA	2.75
Certificate Programs	
Required GPA	2

For this purpose, credits attempted are all those completed that receive a letter grade (including an F, WP, and College Skills credits).

Students in the LPN to B.S.N. program must maintain a 2.75 GPA while enrolled in the program. Students in all other Baccalaureate programs must have a GPA of at least 2.00 after completing 31 or more credits.

#### QUANTITATIVE STANDARDS

In addition to the qualitative standards set forth above, students must meet quantitative standards of progress in order to remain eligible for enrollment.

##### 150 Percent Rule

In order to maintain the quantitative standards for satisfactory academic progress, students must be able to complete their programs by the time they have attempted 150 percent of the required credit hours necessary for graduation in their degree programs. The maximum timeframe for each program is listed below:

##### Maximum Timeframe Standards

Program	Credits Required for Graduation	Maximum Attempted Credits Allowed
---------	--	--

Associate's degree (A.A.S. and A.S.)	60	90
Bachelor's degree (B.B.A., B.F.A., B.S., and B.S.N.)	120	180
Patient Care Technician Certificate	33	49
Practical Nurse Certificate	50	75
Medical Assistant Certificate	30	45
Medical Insurance, Billing, and Coding Certificate	30	45
Surgical Processing Technician Certificate	33	49

#### Application of the 150 Percent Rule

The College includes test credits as "credits attempted" in applying the 150 percent metric. For students who have changed programs and/or have returned to complete additional degrees, only the attempted credits applicable to their current programs will be counted in the 150 percent calculation. Students will not be allowed to change programs without approval from the Academic Advisement Department.

Students for whom it is no longer possible to comply with the 150 percent rule before program completion will be declared ineligible to participate in Title IV or TAG programs. At the discretion of the Provost's Office, these students may be dismissed from the College. Such decisions are not appealable.

#### Progress Assessments

To help students avoid reaching the 150 percent point, the College tests student progress every term, based on attempted vs. earned benchmarks. The following standards are applied:

##### Degree Programs

Credits Attempted	Necessary % Passed (Earned/Attempted)
-------------------	--

0-30	50
------	----

31-45	65
-------	----

46 or more	67
------------	----

##### Certificate Programs

Credits Attempted	Necessary % Passed (Earned/Attempted)
-------------------	--

0-15	50
------	----

16 or more	67
------------	----

For this purpose, attempted credits include test credits, and all credits accepted in transfer. In addition, all credits for which a letter grade was received, including F, WP, and WF (withdrawn after tuition assessment), are counted as attempted credits. Credits earned include all coursework that was successfully completed (student received a passing grade).

Please note that in some certificate programs the grade of C is treated as a failing grade. Consult the Berkeley College Undergraduate Catalog or Student Handbook Supplements applicable to certain health studies programs for program-specific details.

#### WARNINGS AND APPEALS

##### Warning of Failure to Meet Satisfactory Academic Progress (SAP) Requirements

Students who, for the first time, fail to meet standards will automatically be placed on Warning status for the following term. Students on Warning status may continue to be enrolled and, if applicable, maintain their eligibility for financial aid. Students who meet the SAP standards during the Warning (subsequent) term will be restored to good standing.

##### Appeals for Probation

Students who fail to meet standards during the Warning term may appeal to be placed on Probation status for the subsequent term. Failure to submit an appeal if required will result in withdrawal from the College. Students on probation may continue to be enrolled and, if applicable, maintain their eligibility for financial aid. Students who have met the SAP standards by the end of the probationary term will be restored to good standing.

##### Appeals for Academic Plans

Students who fail to meet the SAP standards by the end of a probation term may appeal again to be given academic plans customized for their needs. Failure to submit an appeal if required will result in withdrawal from the College. Academic plans, to which students must agree, are designed to allow students to achieve compliance with SAP requirements within a reasonable period of time. Students on academic plans may continue to be enrolled and, if applicable, maintain their eligibility for financial aid programs as long as they satisfy the terms and conditions of their plans.

##### Academic Advisement

The College will promptly contact students placed on Warning, Probation, or Academic Plan status to offer additional academic support services.

##### Appeal Procedures

Students dismissed for failure to meet qualitative standards or prescribed quantitative benchmarks may appeal those dismissals by timely submission of online eForms. Dismissals for failure to satisfy the 150 percent rule are not appealable.

Students will be notified when their appeals have been submitted successfully. The appeals will be reviewed, as needed, by the SAP Review Committee, which is comprised of representatives appointed by the Provost's Office. Decisions made by the SAP Review Committee will be based on several criteria, including any special circumstances that contributed to the failure to satisfy SAP requirements and material changes in such circumstances. Students who successfully appeal may be restored to good academic standing by meeting the SAP standards in the subsequent term or following their prescribed academic plans. Students whose appeals are granted will receive instructions from the Academic Advisement Department on how to proceed. Approved appeals will be honored for two terms, the term for which they are appealing and the subsequent term.

**Provisional Appeals**

Students on Warning or Probation status who are not succeeding in their studies are encouraged to submit provisional appeals even before the end of the term. Provisional appeals by students who go on to meet SAP standards in that term will be deemed withdrawn.

**Denial of an Appeal**

If a failing student's appeal is denied, the student will be notified and dismissed from the College.

**Reinstatement after Dismissal or Loss of Eligibility for Financial Aid Due to Failure to Meet SAP Standards**

The College will consider exceptional appeals for reinstatement of students who have not been enrolled for a minimum of one term. Students dismissed or declared ineligible for financial aid due to their failure to meet SAP standards may later experience positive changes in their personal circumstances that improve their chances for future academic success. Reinstatement of such students will be at the non-appealable discretion of the Provost's Office and will be conditioned upon adherence to prescribed academic plans. Only those whose student accounts are current will be considered for reinstatement.

**SAP and Transfer Credits**

In measuring compliance with SAP standards, transfer credits will be considered as credits attempted and earned. Therefore, since transfer credits are ungraded but are nevertheless counted in calculating SAP requirements, transfer students may be required to earn at least a 2.00 GPA in their first term (and all subsequent terms) at Berkeley in order to remain in good standing.

**SAP and Repeated Courses**

When a course is successfully repeated, the original failure(s) is not included in calculating the cumulative GPA or the qualitative requirements. For the quantitative SAP measure, however, each failed attempt will be included in the "courses attempted" portion of the evaluation.

**SAP and Incomplete Grades**

Effective January 1, 2012, initial calculations of SAP will treat incomplete grades as F grades until such incompletes are replaced with passing letter grades. After the first week of the following term, all unresolved incomplete grades will convert to F grades and will be treated as such in all SAP evaluations. To accommodate grade changes, final SAP calculations are made after all grades have been recorded.

**SAP and Course Withdrawal**

Students who drop courses will receive letter grades of either WP (withdrawn-passing) or WF (withdrawn-failing). These grades will not be considered in the application of qualitative requirements, but will be counted as credits attempted for quantitative purposes.

**SAP and College Skills Coursework**

Effective January 1, 2012, even though they are not applied toward the number of credits required to complete a program of study, College Skills credits will be included in both qualitative and quantitative SAP measurements.

**SAP and Non-Matriculated Students**

Students enrolled as non-matriculated students will not be held to the SAP standards. However, if non-matriculated students matriculate, then all coursework will be included in SAP calculations.

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Gateway is an optional program to assist students who have not met the College's admissions requirements. In this program, students develop the critical reading, writing, and study skills necessary in order to be successful in their academic coursework. The program is available every semester, at no additional cost. Students who satisfactorily complete all assessments will be eligible to register for regular college classes. However, they still must complete their developmental math requirements.

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## The Jumpstart Program

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

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



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# Accounting

**ACC1111 Financial Accounting I**
**3 Credit Hours**

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

**ACC1112 Financial Accounting II**
**3 Credit Hours**

Covers the corporate form of business organizations. Course introduces recording of plant assets, intangible assets, depreciation, current liabilities, and payroll by the accrual method. Students learn how to prepare and interpret cash flow statements. This class also introduces the use of accounting information for management planning and the evaluation of cost behavior.

Prerequisite: ACC1111

**ACC1113 Managerial Accounting**
**3 Credit Hours**

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

Prerequisite: ACC1111 or ACC1112

**ACC2201 Intermediate Accounting I**
**3 Credit Hours**

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

Prerequisite: ACC1112

**ACC2202 Intermediate Accounting II**
**3 Credit Hours**

Builds on the concepts presented in Intermediate Accounting I. Special attention is given to certain balance sheet classifications, including intangible assets, current and long-term liabilities, and stockholders' equity. Students explore contemporary accounting topics as enumerated in FASB pronouncements. Topics include investments in marketable securities, income taxes, leases, and statement of cash flows.

Prerequisite: ACC2201

**ACC2240 Cost Accounting**
**3 Credit Hours**

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

Prerequisite: ACC1112

**ACC3310 Advanced Accounting**
**3 Credit Hours**

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

Prerequisite: ACC2202

**ACC3330 Government and Nonprofit Accounting**
**3 Credit Hours**

Focuses on the theory, concepts, and procedures of government and nonprofit accounting and financial reporting. Examines concepts, standards, and procedures applicable to state, local, and federal governments, hospitals, voluntary health and welfare organizations, and various nonprofit organizations.

Prerequisite: ACC2202

**ACC3351 Federal Taxation I**
**3 Credit Hours**

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

Prerequisite: ACC2202

**ACC3352 Federal Taxation II****3 Credit Hours**

Builds on the concepts presented in Federal Taxation I. This course focuses on the study of advanced income taxation with a particular emphasis on the taxation of corporations, partnerships, and estates.

Prerequisite: ACC3351

**ACC4410 Auditing****3 Credit Hours**

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

Prerequisites: ACC3310, MAT2215

**ACC4425 Advanced Analysis of Financial Statements****3 Credit Hours**

Provides a broad understanding of and a practical approach to the use of financial statements to assess the financial viability of an organization. Students learn how to read and interpret financial statements from a user's perspective.

Prerequisite: ACC4410

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## Business Administration

**BUS1101 Career and Business Essentials**
**3 Credit Hours**

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

**BUS2210 Business Intelligence and Analytics**
**3 Credit Hours**

Introduces students to the fast-growing field of business intelligence and 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.

Prerequisites: CIS1115

**BUS2231 Business Law I**
**3 Credit Hours**

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

**BUS2245 Business Ethics**
**3 Credit Hours**

Examines the principles of ethics with relation to business decision-making and business strategies. Students learn how to integrate ethical decision-making into organizational behavior, strategy, and the challenges posed by the globalization of business practices.

**BUS2250 Computer Applications in Business**
**3 Credit Hours**

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

Prerequisites: CIS1115

**BUS2255 Entrepreneurship**
**3 Credit Hours**

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

**BUS2267 Management Information Systems**
**3 Credit Hours**

Examines the technical, economic, and organizational impact of complex interdependent work systems. Topics include analyzing short- and long-term information needs and communicating these needs to technical specialists and higher management.

Prerequisite: CIS2204

**BUS2270 Special Topics in Business**
**1 to 3 Credit Hours**

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

**BUS2281 Project Management**
**3 Credit Hours**

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

**BUS2293 Internship**
**3 Credit Hours**

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

Prerequisite: Departmental permission

**BUS3331 Business Law II****3 Credit Hours**

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

Prerequisite: BUS2231

**BUS4410 Business Research Methodology****3 Credit Hours**

Explores the processes and techniques of business research methods and their application to making effective and efficient decisions. Areas covered include defining a problem, selecting the method of research, ascertaining costs and benefits, and statistical tools and presentation.

Prerequisites: MAT2215

**BUS4420 Data-Mining for Business Analytics****3 Credit Hours**

This course provides overview of the fundamental principles and techniques of data-mining for business analytics. We will examine case studies to place data-mining techniques in context, and to develop data-analytic thinking. Emphasis will be placed on real-world applications to illustrate that proper application of data-mining is as much an art as it is a science. In addition, we will work "hands-on" with analytics/data mining software.

Prerequisites: BUS2210 or MAT2215

**BUS4451 Business Strategy and Policy****3 Credit Hours**

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

Prerequisites: FIN3302, IBS2201, MGT2220, MKT2220

**BUS4470 Special Topics in Business****1 to 3 Credit Hours**

Involves readings and discussions organized around selected topics in Business.

Prerequisite: Any 2000-level course in Business

**BUS4483 Internship****3 Credit Hours**

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

Prerequisite: Departmental permission

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# Computer Information Systems

**CIS1115 Computer Applications**
**3 Credit Hours**

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

**CIS2201 Advanced Spreadsheets**
**3 Credit Hours**

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

Prerequisite: CIS1115

**CIS2204 Database Management Systems**
**3 Credit Hours**

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

**CIS2212 Multimedia and Business Presentations**
**3 Credit Hours**

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

Prerequisite: CIS1115

**CIS2233 Web Design I**
**3 Credit Hours**

Provides an introduction to concepts of web design. Students are introduced to the use of powerful design software, such as Dreamweaver and Fireworks. Students work with tables, frames, objects, images, symbols, instances, and animated GIFs.

**CIS2234 Web Design II**
**3 Credit Hours**

Engages students in learning well-known coding and programming applications, such as HTML and Java Script, for the creation of web pages. Students develop basic hypertext elements including headings, titles, document body, paragraphs, lists, anchors, links, meta tags, and graphic design in order to create websites.

Prerequisite: CIS2233

**CIS2235 Web Design III**
**3 Credit Hours**

Develops a deeper knowledge of website development. Students create dynamic websites through advanced techniques using authoring software such as Director and Shockwave and advanced animation software such as Flash.

Prerequisite: CIS2234

**CIS2241 Graphic Development**
**3 Credit Hours**

Introduces students to the creation of elements for multimedia and the web, using software such as Adobe Photoshop. Topics include simple image conversions; creating and editing layers, splash screens, and transparent GIFs; adding text to images; image adjustment; and 3D effects and surfaces.

**CIS2270 Special Topics in Technology**
**1 to 3 Credit Hours**

Explores selected topics in technology through readings and discussions.

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## Economics

**ECO2200 Principles of Economics**
**3 Credit Hours**

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

**ECO2201 Applied Macroeconomics**
**3 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.

Prerequisites: ECO2200

**ECO4401 International Economics**
**3 Credit Hours**

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

Prerequisite: ECO2200

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# Fashion

**FAS1101 Introduction to the Fashion Business**
**3 Credit Hours**

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

**FAS2224 Fashion Product Knowledge**
**3 Credit Hours**

Provides an overview of key business categories within fashion, including women's, men's, and children's ready-to-wear, accessories, shoes, innerwear, and outerwear. This course focuses on consumer behavior, needs, technology, marketing, and sales. Students are also introduced to the basics of home furnishings, beauty, and cosmetics.

**FAS2230 Fashion Textiles for Apparel and Home**
**3 Credit Hours**

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

**FAS2240 Visual Merchandising**
**3 Credit Hours**

Examines the ways in which visual presentation is used in a variety of settings. Students learn color theory and principles of visual design and apply this knowledge in venues that include department and specialty stores, malls, and restaurants.

**FAS2245 Merchandise Planning and Buying**
**3 Credit Hours**

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

**FAS2250 Product Lifecycle Management and Sustainability**
**3 Credit Hours**

Provides an introduction to supply chain management and sourcing in a global fashion environment. This course focuses on sustainable business models and practices. Students learn about various cloud-based technologies and utilize software programs.

Prerequisites: CIS1115, FAS2245

**FAS2261 Trend Analysis and Product Development**
**3 Credit Hours**

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

Prerequisites: FAS1101, FAS2230, MKT2220

**FAS2270 Special Topics in Fashion**
**1 to 3 Credit Hours**

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

**FAS3321 Art's Influence on Fashion**
**3 Credit Hours**

Provides an overview of the major art movements and their relationship and influence on fashion. This course explores art's historic and present-day influence on fashion. Students learn how art can inspire and communicate fashion in a variety of ways by studying different art forms, including painting, music, sculpture, film, and performance art.

Prerequisite: FAS1101

**FAS3327 The Great Fashion Designers****3 Credit Hours**

Examines the aesthetics of major fashion designers from the 19th to the 21st centuries through lecture and study of museum clothing collections. Students will gain knowledge of historic fashion influences with application to contemporary and future fashion apparel.

Prerequisite: FAS1101

**FAS3335 Omni-Channel Retail Management****3 Credit Hours**

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

Prerequisites: FAS2261, MKT2220

**FAS3361 Fashion Public Relations and Events****3 Credit Hours**

Provides an overview of fashion public relations. Students learn skills and techniques to develop and present a fashion brand and collection to a target audience, with a focus on media communications, advertising, and sponsorship.

Prerequisites: FAS1101, FAS2261

**FAS3365 Interactive Fashion Communication****3 Credit Hours**

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

Prerequisites: MKT2220, FAS2261

**FAS4416 Fashion E-Commerce and Interactive Media****3 Credit Hours**

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

Prerequisite: FAS3335

**FAS4470 Special Topics in Fashion****1 to 3 Credit Hours**

Involves readings and discussions organized around selected topics in fashion.

Prerequisite: Any 200-level course in Fashion

**FAS4475 Fashion Innovation Capstone****3 Credit Hours**

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

Prerequisites: FAS2245, FAS2261, FAS3335

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## Finance

**FIN2200 Introduction to Financial Services**
**3 Credit Hours**

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

Prerequisite: ACC1111

**FIN2230 Personal Finance**
**3 Credit Hours**

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

**FIN3302 Corporate Finance**
**3 Credit Hours**

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

Prerequisites: ACC1111, MAT2215

**FIN3310 Insurance Planning**
**3 Credit Hours**

Presents the principles of risk management and insurance planning. Topics include risk exposure; property and casualty insurance; general business liability; and life, health, disability, and long-term care insurance.

Prerequisite: FIN2230

**FIN3315 Investment Planning**
**3 Credit Hours**

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

Prerequisite: FIN2230

**FIN3319 Money and Banking**
**3 Credit Hours**

Explores the relationship between the financial system and the level, growth, and stability of economic activity. This course emphasizes the theory, structure, and regulation of financial markets and institutions. Students examine investment yields and the role of financial markets as the mechanism for allocating financial resources.

Prerequisites: ECO2200, FIN3302

**FIN4400 Tax Planning**
**3 Credit Hours**

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

Prerequisite: FIN2230

**FIN4411 Retirement & Estate Planning**
**3 Credit Hours**

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

Prerequisite: FIN4400

**FIN4416 Advanced Corporate Finance**
**3 Credit Hours**

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

Prerequisite: FIN3302

**FIN4420 Comprehensive Financial Planning**

**3 Credit Hours**

Provides students with the skills necessary to construct a comprehensive personal financial plan based on client information. Students will develop plans that integrate all key areas of personal financial planning. Prerequisites: FIN2230, FIN3310, FIN3315, FIN4400, FIN4411

**FIN4421 Financial Statement Analysis**

**3 Credit Hours**

Provides a broad understanding of and a practical approach to the use of financial statements to assess the financial viability of an organization. Students learn how to read and interpret financial statements from a user's perspective.

Prerequisites: ACC1112, FIN3302

**FIN4425 Contemporary Issues in Financial Services**

**3 Credit Hours**

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

Prerequisites: FIN3315, FIN4400, FIN4416

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# Health Services Management

**HSM2205 Managed Care and Health Insurance**
**3 Credit Hours**

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

**HSM2215 Health Communications**
**3 Credit Hours**

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

**HSM2220 Management of Healthcare Delivery Services**
**3 Credit Hours**

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

Prerequisites: HEA1101, MGT2220

**HSM2260 Customer Service Management in Health Services**
**3 Credit Hours**

Introduces the various clients of the health services industry, including patients and their families, practitioners, and healthcare agencies. Students learn various strategies for defining and evaluating standards for customer satisfaction.

Prerequisite: HEA1101

**HSM3309 Health Services Finance**
**3 Credit Hours**

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

Prerequisites: FIN3302, HEA1101

**HSM3320 Community Health and Medical Care**
**3 Credit Hours**

Explores issues related to the design and delivery of healthcare programs to all segments of the community. This course focuses on public health and government-funded programs, as well as private healthcare.

Prerequisite: HEA1101

**HSM3350 Long-Term and Residential Care**
**3 Credit Hours**

Explores current long-term and residential care services and financing options. Students learn about alternate delivery systems and organizational structures proposed to accommodate an aging population.

Prerequisite: HEA1101

**HSM4410 Research Methods for Health Services**
**3 Credit Hours**

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

Prerequisites: ENG1105, HEA1101

**HSM4420 Introduction to Epidemiology**
**3 Credit Hours**

The modern health services management student needs to have a good working knowledge of how health and illness are distributed among populations. This course will familiarize the student with epidemiology

concepts and principles and also build a set of experiences, including analyses and projects, for students to draw upon when they enter the professional work force.

**HSM4430 Behavioral Health****3 Credit Hours**

This course is designed to provide students with a comprehensive overview of behavioral health. The awareness and acceptance of, as well as advances in, treatment for behavioral problems throughout history to present day will be explored. Case studies will examine behavioral health services in a variety of settings, including hospitals, prisons, colleges and universities, rural and urban communities, and western and developing countries.

**HSM4440 Health Policy and Politics****3 Credit Hours**

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

Prerequisite: HSM2220

**HSM4470 Health Services Management Capstone****3 Credit Hours**

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

Prerequisites: HEA2203, HSM2220, HSM3309

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# Information Technology Management

**ITM1100 Introduction to Information Technology**
**3 Credit Hours**

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

**ITM2200 Introduction to Networking**
**3 Credit Hours**

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

**ITM2210 Introduction to Database Management**
**3 Credit Hours**

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

**ITM2220 Introduction to Web Design and Graphics**
**3 Credit Hours**

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

**ITM2230 Fundamentals of Object-Oriented Programming**
**3 Credit Hours**

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

Prerequisite: ITM1100

**ITM2240 Information Systems Analysis and Design**
**3 Credit Hours**

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

Prerequisites: ITM2200, ITM2210, ITM2220

**ITM2250 Information Technology and Law**
**3 Credit Hours**

Explores legal and ethical issues that pertain to information technology management. This course covers topics such as digital property rights, data protection, identity protection, individual privacy, and systems integrity.

**ITM3300 Fundamentals of Network Security Management**
**3 Credit Hours**

Covers the design and implementation of an effective security strategy for networking environments. Topics include network security design concepts utilizing anti-virus tools, security policies and practices, and setting up and securing a VPN. Examines network configurations, password management, security through hardware, software, firewalls, and packet filtering.

**ITM3301 Network Protocols and Techniques**
**3 Credit Hours**

Explores communications protocols to connect Internet and intranet systems. Topics include link layers, logical addressing, physical address, Resolution Protocol, Reverse Address Resolution Protocol, Internet Control Message Protocol, Domain Name System, and topics related to transition, implementation, security, and mobility.

Prerequisite: ITM2200



**ITM3302 Disaster Recovery****3 Credit Hours**

Discusses disaster recovery methodologies and practices using a series of advanced tools. Students learn key measures to adhere to prior to a disaster. This course stresses the importance of business continuity in case of any disaster. Emphasis is placed on learning organizational skills and software tools for sound IT practice.

Prerequisites: ITM2200, ITM3300

**ITM3310 Principles of Database Management****3 Credit Hours**

Explores database terminology and concepts, logical system organization, data models, entity concepts, and data manipulation through SQL. Students are introduced to concepts of database security, networking, and database access.

Prerequisite: ITM2210

**ITM3311 Distributed Database Systems and Design****3 Credit Hours**

Explores the process and methodology for Distributed Database Systems and design. Topics include relational and hierarchical development, use of various database models, indexing, and database integrity. Students learn to translate business data requirements into database systems.

Prerequisite: ITM2210

**ITM3312 Database Programming****3 Credit Hours**

Covers the principles of relational database programming using a case-based, problem-solving approach. The use of tables, queries, forms, reports, embedded SQL, dynamic SQL, and ODBC interfaces are studied. Students learn the essentials of developing database applications, including design, creation, and maintenance.

Prerequisite: ITM3311

**ITM3320 Fundamentals of Website Management****3 Credit Hours**

Introduces students to principles of website management, including techniques, strategies, hardware, and software necessary to operate and maintain a successful and secure website.

Prerequisite: ITM2220

**ITM3321 Web Graphic Development****3 Credit Hours**

Explores web graphic development techniques including simple image conversions, creating and editing, layers, splash screens, transparent GIFs, adding text to images, image adjustment, and 3D effects and surfaces.

Prerequisite: ITM2220

**ITM3322 Web Development and Animation****3 Credit Hours**

Explores creating dynamic websites. Students will be introduced to techniques such as working with tables and frames; objects and images; symbols and instances; and adding animation image maps, rollovers, and animated GIFs. Character design, creation and motion, twining, effects, and storyboarding will also be explored.

Prerequisite: ITM3321

**ITM3330 Object-Oriented Programming****3 Credit Hours**

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

**ITM4400 Intrusion Detection and Management****3 Credit Hours**

Explores standard intrusion methodologies and forensics, such as discovery, foot-printing, targeting, penetration, escalation of privileges, and maintaining access. Concepts concerning means for countering and prevention are investigated.

Prerequisite: ITM3301

**ITM4410 Database Information Security and Privacy****3 Credit Hours**

Develops the issues and challenges related to database and content security and identifies possible solutions. This course examines database security methodologies for the control, protection, and access to the contents of a database, as well as the preservation of the integrity of the data.

Prerequisite: ITM3311

**ITM4420 Web Technologies****3 Credit Hours**

Covers applications for creating web pages using scripting language. Basic hypertext elements, including headings, titles, document body, paragraphs, lists, anchors, links, meta maps, and graphic design, enable students to work with documents and images for the creation of a website.

Prerequisite: ITM3321

**ITM4421 Web Services and Enterprise Application Integration****3 Credit Hours**

Covers web services and enterprise application technology. Topics include various approaches and architecture. Other technologies involve using web services as part of service-oriented architecture as a means of integration or using HTTP as a complete application protocol that defines the semantics for service behavior.

Prerequisite: ITM3320

**ITM4498 Capstone Senior Project****3 Credit Hours**

Provides an independent capstone experience. Students select a topic and conduct an exploratory research project utilizing guidelines provided by the professor. Topics will be related to computer architecture and networking, information security, database management systems, or web design and development.

Prerequisites: ITM1100, ITM2240

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## International Business

**IBS2201 International Business**
**3 Credit Hours**

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

**IBS2226 International Trade and Economic Analysis**
**3 Credit Hours**

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

Prerequisites: IBS2201

**IBS2230 International Marketing**
**3 Credit Hours**

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

Prerequisites: IBS2201, MKT2220

**IBS2240 International Management**
**3 Credit Hours**

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

Prerequisites: IBS2201, MGT2220

**IBS3320 International Business Law**
**3 Credit Hours**

Develops a working knowledge of the primary aspects of international business law. This course will include an examination of both public and private international law. Also studied will be treaties, compacts, and conventions that impact international business law and the role of the United Nations.

Prerequisites: BUS2231, IBS2201

**IBS3341 International Banking and Finance**
**3 Credit Hours**

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

Prerequisites: IBS2201, FIN3302

**IBS3342 Global Business Management**
**3 Credit Hours**

Develops an understanding of the global challenges of the 21st century. This course considers globalization within a historical, social, and political framework emphasizing the emergence of modernity.

Prerequisites: IBS2201, MGT2220

**IBS3344 Global Supply Chain Management and Logistics**
**3 Credit Hours**

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

Prerequisites: IBS2201, MGT2220

**IBS3345 Comparative International Management**
**3 Credit Hours**

Provides an overview of how business is conducted in different regions of the world. This course focuses on economic, cultural, and political influences affecting business operations and explores business in various regions, such as Asia, Latin America, and Europe.

Prerequisites: IBS2201, IBS2240

**IBS4410 Export and Import Policies and Practices****3 Credit Hours**

Introduces various procedural practices and methods for handling exports and imports. Topics include U.S. customs regulations and practices, tariff legislation and duties, marine and other insurance protection, and import and export documents applicable to specific countries.

Prerequisites: IBS2225, IBS2240

**IBS4415 Emerging Markets****3 Credit Hours**

Emphasizes business practices and characteristics of emerging markets. This course provides students with the competencies required to develop and flourish business in newly industrialized and developing nations.

Prerequisite: IBS2225

**IBS4419 Multinational Corporate Management****3 Credit Hours**

Introduces the globalization of markets and the challenges faced by multinational corporations. Topics include the management of international objectives/strategies, multinational corporate structures, corporate skills for international operations, managerial communications, and operating policies of the multinational corporation.

Prerequisite: IBS2240

**IBS4440 International Strategic Management****3 Credit Hours**

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

Prerequisites: IBS2225, IBS2240, IBS3341

**IBS4450 International Business Simulation****3 Credit Hours**

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

Prerequisites: IBS2225, IBS2240, IBS3341

**IBS4470 Special Topics in International Business****1 to 3 Credit Hours**

Involves readings and discussions organized around selected topics in International Business.

Prerequisite: Any 2000-level course in International Business

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## Management

**MGT2220 Principles of Management**
**3 Credit Hours**

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

**MGT2240 Human Resources and Organizational Behavior**
**3 Credit Hours**

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

Prerequisite: MGT2220

**MGT2250 Not-For-Profit Management**
**3 Credit Hours**

Introduces the theory and practice of management within nonprofit organizations. Students will consider best practices in managing various components of nonprofit organizations. Students examine the varying perspectives of nonprofit managers, volunteers, board members, policymakers, donors, and clients/customers.

Prerequisite: MGT2220

**MGT2252 Introduction to Sports Management**
**3 Credit Hours**

Explores various principles and practices in sports management. Emphasis is placed on career opportunities and strategies for general success for specific sports and in the field. Each student will research at least one professional sport played in the United States or internationally.

Prerequisite: MGT2220

**MGT2253 Fundraising and Resource Development for Nonprofit Organizations**
**3 Credit Hours**

Focuses on the theory and practice of philanthropy. Students are exposed to various methods of resource acquisition through ethical fundraising practices and innovative income producing approaches.

**MGT2268 Sales and Customer Service Management**
**3 Credit Hours**

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

Prerequisite: MGT2220

**MGT3318 Environmental Management**
**3 Credit Hours**

Examines the philosophical study of humans, businesses, and governments and their interactions both with other humans and their natural environment. This course explores a global perspective on environmental ethical issues and examines questions related to the responsibility of businesses as stewards of the planet.

Prerequisite: MGT2220

**MGT3332 Operations Management**
**3 Credit Hours**

Explores production and operations management systems from the perspective of their ability to enhance value within organizations. Topics include the issue of performance and productivity, cost, competitive metrics, quality, and customer expectations.

Prerequisites: MGT2220, MAT2215

**MGT3345 Managing with Information Systems**
**3 Credit Hours**

Explores and discusses the nature of information systems and how managers can access and utilize company information systems. Students will learn the principles behind information and decision support systems and will examine individual, group, and executive decision support systems.

Prerequisite: MGT2220

#### **MGT3346 Developing Managerial Competence**

**3 Credit Hours**

Introduces the theoretical and practical aspects of managing customers, people, and markets. Stresses a hands-on approach to improving a student's ability to manage people. Course material focuses on promoting effective business practices and provides guidance for a variety of contemporary management challenges.

Prerequisite: MGT2220

#### **MGT3347 Staffing**

**3 Credit Hours**

Introduces the methods and practices related to recruitment, selection, and retention of employees. Explores the strategic role of staffing in modern business organizations. Students will learn various techniques for attracting and retaining human talent in an organization.

Prerequisite: MGT2240

#### **MGT3348 Employee and Labor Relations**

**3 Credit Hours**

Examines the various legal aspects related to maintaining effective employee and employer relations. Students will explore the implications of various employment laws on employee and employer conduct and gain an understanding of labor-management relations through collective bargaining arrangements.

Prerequisite: MGT2240

#### **MGT3349 Compensation and Benefits**

**3 Credit Hours**

Introduces the role of compensation and benefits management in attracting and retaining talent in business organizations. Examines the theoretical and practical implications of various compensation models. Students will explore the rationale behind offering various benefit programs to employees.

Prerequisite: MGT2240

#### **MGT3350 Small Business Management**

**3 Credit Hours**

Explores the process of planning for, starting, and managing a small business. Topics include forms of ownership, management issues, financing the small business, the use of financial information as a decision tool, and legal aspects of running a small business.

Prerequisite: MGT2220

#### **MGT3351 Small Business Start-Up**

**3 Credit Hours**

Provides an overview of key factors entrepreneurs must consider in assessing a business opportunity, developing a plan, and preparing for start-up. Topics include feasibility analysis, concept testing, strategy development, and implementation. Students will be required to identify and assess business opportunities.

Prerequisites: FIN3302, MGT2220, MKT2220

#### **MGT3352 Managing the Family Business**

**3 Credit Hours**

Focuses on key management issues that frequently arise in family-run businesses. Topics include legal issues related to ownership, planning and organizational structure, insurance, liability, and financial management.

Prerequisites: FIN3302, MGT2220, MKT2220

#### **MGT3353 Financing the Entrepreneurial Venture**

**3 Credit Hours**

Explores the tools of financial valuation and their role in investment decisions faced by managers, entrepreneurs, and investors in small business. Topics include the assessment of capital requirements, cost of capital, financing sources, forecasting and cash flow, record keeping and accounting, and maximizing created value.

Prerequisites: FIN3302, MGT2220, MKT2220

#### **MGT3355 Training and Development**

**3 Credit Hours**

Presents a comprehensive, step-by-step approach to developing training programs based on a "needs-centered" model of training and performance improvement. This course provides students with a background in learning theory and instructional design required to develop organizational training programs.

Prerequisite: MGT3349

#### **MGT4420 Managing for Change**

**3 Credit Hours**

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

Prerequisite: MGT2220

**MGT4425 Management Simulation****3 Credit Hours**

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

Prerequisites: FIN3302, MGT2220, MKT2220

**MGT4430 Leadership****3 Credit Hours**

Examines the leadership variables that affect the achievement of organizational goals. Topics include theories of leadership, power, and influence as they affect organizational behavior; team building motivation; group dynamics; organizational communication processes; and change management.

Prerequisite: MGT2220

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# Marketing Communications

**MKT2220 Principles of Marketing**
**3 Credit Hours**

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

**MKT2222 Fundamentals of Marketing Research**
**3 Credit Hours**

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

Prerequisites: MKT2220, MAT2215

**MKT2223 Digital and Social Media Strategy**
**3 Credit Hours**

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

Prerequisite: MKT2220

**MKT2235 Business to Business Marketing**
**3 Credit Hours**

Addresses businesses that market products to other firms. Areas of focus include market, sales, and product strategies; creating the customer value proposition; and building and managing customer relationships. Emphasis is on organizational buying behavior, market segmentation and selection, channel design, management, and measurement.

Prerequisite: MKT2220

**MKT2241 Consumer Behavior**
**3 Credit Hours**

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

Prerequisite: MKT2220

**MKT2242 Branding**
**3 Credit Hours**

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

Prerequisite: MKT2220

**MKT2245 Professional Selling and Sales Management**
**3 Credit Hours**

Provides students with an understanding of the principles and techniques necessary to sell any of the three main types of products: goods, services, or ideas. Students develop sales presentations and use role playing to present their selling approaches in class.

Prerequisite: MKT2220

**MKT2247 Advertising Management**
**3 Credit Hours**

Provides students with a broad view of advertising principles and their relation to the marketing process. Students gain an understanding of the three key functional areas of advertising: account management, media planning, and creative design.

Prerequisite: MKT2220

**MKT3310 Services Marketing**
**3 Credit Hours**



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

Prerequisite: MKT2220

### **MKT3315 Sports and Events Marketing**

**3 Credit Hours**

Examines the application of marketing principles and processes to the sports industry as well as the role of marketing in analyzing, planning, implementing, and controlling of programs and events.

Prerequisite: MKT2220

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

**3 Credit Hours**

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

Prerequisite: MKT2223

### **MKT3330 Marketing Logistics**

**3 Credit Hours**

Acquaints students with a total systems approach to managing the activities involved in physically moving raw materials, process inventory, and finished goods inventory. Students learn how efficiently managed logistics can improve the marketing effort by establishing consistent and dependable customer service levels.

Prerequisite: MKT2220

### **MKT3351 Public Relations**

**3 Credit Hours**

Addresses the journalistic and marketing foundation of public relations practices. This course explores the practical applications of crisis management and examines the integration of public relations, marketing, and advertising into customer relationship management and broader marketing communications campaigns.

Prerequisite: MKT2220

### **MKT4410 New Product Development**

**3 Credit Hours**

Identifies the various steps through which new products are developed. Emphasis is placed on the activities through which cost estimates become budgets, prototypes become products, and sales plans become sales calls.

Prerequisite: MKT2220

### **MKT4446 Media Strategy and Metrics**

**3 Credit Hours**

Links target markets with advertising media through the development of media objectives, strategies, and tactics. This course addresses strategies such as target identification and audience matching with specific media and goals. Students are introduced to standard metrics such as CPM, reach, and frequency.

Prerequisite: MKT2247

### **MKT4460 Quantitative Research Design and Analysis**

**3 Credit Hours**

Teaches the fundamentals of effective survey construction and experimental design to capture quantitative data, and the primary means by which data is analyzed. Acquaints students with state-of-the-art quantitative techniques for forecasting, product design, market segmentation, concept testing, and test marketing.

Prerequisite: MKT2222

### **MKT4461 Qualitative Research Design and Analysis**

**3 Credit Hours**

Provides students with a conceptual knowledge structure for qualitative marketing research. Students will learn the techniques of observational research, interviewing, focus groups, and projective techniques and how to analyze the data collected to aid in making effective marketing decisions.

Prerequisite: MKT2222

### **MKT4465 Strategic Marketing Capstone**

**3 Credit Hours**

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

Prerequisites: MGT2220, MKT2222, MKT2241, MKT2242, MKT3310

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## Health Services Administration

**HEA1101 Foundations of Health Services**
**3 Credit Hours**

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

**HEA2200 Medical Terminology**
**3 Credit Hours**

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

**HEA2203 Ethical and Legal Aspects of Health Services**
**3 Credit Hours**

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

**HEA2230 Health Information Management**
**3 Credit Hours**

Provides the student with an overview of the health information management (HIM) segment of the healthcare industry. This course addresses job responsibilities, legal and ethical standards, clinical data management, technology, and the wide variety of responsibilities of management.

Prerequisite: HEA1101

**HEA2255 Computer Applications in Health Services**
**3 Credit Hours**

Familiarizes students with computerized billing and electronic health records using practice management software. Students learn to enter and edit patient personal history information, enter charges and post payments to financial accounts, and print statements. The importance of accuracy is stressed throughout this course.

Prerequisite: HEA1101

**HEA2293 Internship**
**3 Credit Hours**

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

Prerequisites: Departmental permission

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## Medical Assistant

**MED1000 Basic Pharmacology and Pathophysiology**
**3 Credit Hours**

This course explores the causes, diagnosis, and treatment of common diseases as well as the basic principles of pharmacology. Focus is placed on the description of conditions and diseases of the organ systems, including etiology, signs and symptoms, methods of diagnosis, and treatment. The classification, actions, side effects, adverse reactions, sources, and forms of medications will also be explored.

Prerequisite: HEA2200

**MED1100 Clinical and Surgical Office Procedures**
**3 Credit Hours**

Students learn the skills needed to function in a clinical office setting including patient relations, laboratory procedures and safety, maintaining medical asepsis, recognizing surgical instrumentation, conducting proper autoclaving and disinfecting, obtaining vital signs, draping patients, assisting with examinations and treatments, and performing diagnostic procedures. Students also learn to prepare and maintain a sterile surgical environment, prepare a patient for minor surgery, and assist during minor surgical procedures.

Prerequisites or Corequisites: HEA2200, SCI1120

**MED1120 Medical Office Administration**
**3 Credit Hours**

Introduction to the healthcare industry and the medical assistant profession. Emphasizes patient relations as well as efficient procedures and administration of the professional office. Telephone techniques, patient scheduling, medical records management, and patient privacy within the practice are covered. Explores career development opportunities and strategies. Stresses entry-level job requirements and upward career paths.

**MED1130 Medical Emergencies and Electrocardiography**
**3 Credit Hours**

Introduction to the anatomy and physiology of the cardiac system. Students learn how to perform electrocardiogram (EKG) on patients, troubleshoot EKG machine problems, and recognize basic cardiac arrhythmias. Spirometry testing is performed. Students will also learn to respond to common emergency situations, administer first aid in accordance with Occupational Safety and Health Administration (OSHA) standards, recognize the effect of stress on all persons involved in emergency situations, and demonstrate self-awareness in responding to emergency situations. Emphasis is placed on professional attitudes and the principles and basic concepts of ethics and laws involved in providing medical services. Students must obtain Basic Life Support (BLS) for Healthcare Providers certification through the American Heart Association.

Prerequisites or Corequisites: HEA2200, SCI1120

**MED1140 Specimen Collection and Procedures**
**3 Credit Hours**

Students learn a variety of laboratory procedures, specimen collection, Clinical Laboratory Improvement Amendment Waiver Test, and Point of Care Testing (PoCT). Includes performing proper venipuncture and finger-stick techniques for obtaining human blood specimens, as well as other methods of collecting body fluid specimens while complying with OSHA Standards.

Prerequisites or Corequisites: HEA2200, SCI1120

**MED1160 Principles of Pharmacology and Human Diseases**
**3 Credit Hours**

Basic principles of pharmacology and human pathophysiology are combined to further the understanding of medication administration, as well as the therapeutic and non-therapeutic effects of various medication classifications. This course covers the pharmacokinetics, pharmacodynamics, drug preparation, and dose calculation as well as the various routes of drug administration. Also covered are the etiology, pathogenesis, pathophysiology, and treatment of the common pathologies.

Prerequisites or Corequisites: HEA2200, SCI1120

**MED2280 Medical Assistant Capstone and Practicum**
**6 Credit Hours**

This course requires the student to integrate the knowledge, skills, and techniques learned throughout the Medical Assistant program. The practicum component provides students with 165 hours of hands-on work experience in a supervised ambulatory healthcare environment. The on-campus component elicits reflection on the application of principles and practices learned throughout the entire Medical Assistant program. This course is designed to reinforce the knowledge and skills necessary to sit for industry-specific certifications examinations such as the Certified Medical Assistant – CMA (American Association of Medical Assistants), Registered Medical Assistant - RMA, and/or Certified Clinical Medical Assistant - CCMA.

Prerequisite or Corequisite: HEA2200, SCI1120, and departmental permission

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## Medical Billing and Coding

**MBC1100 Medical Coding - ICD**
**2 Credit Hours**

Introduces the development of medical nomenclature and classification systems. Topics include coding of diseases and procedures, an overview of coding systems, and basic coding rules and conventions.

Prerequisite: HEA2200

Prerequisite or Corequisite: SCI2100 or SCI1120

**MBC1110 Medical Coding - CPT**
**2 Credit Hours**

Teaches procedural coding, the assignment of DRGs, the relationship between coding to reimbursement, and selected nomenclature and classification systems.

Prerequisite: HEA2200

Prerequisite or Corequisite: SCI2100 or SCI1120

**MBC2200 Medical Coding - Hospital Coding**
**2 Credit Hours**

Introduces the student to the new coding system used by hospitals for coding inpatient procedures. Students will learn how to analyze, assign, and sequence coding procedures in the ICD-10-PCS coding system and/or ICD-9-CM volume 3 procedure codes.

Prerequisites: HEA2200, MBC1100

Prerequisite or Corequisite: SCI2100 or SCI1120

**MBC2210 Medical Billing and Reimbursement Methods**
**2 Credit Hours**

Prepares students to be skilled health professionals in the business areas of health facilities. Students learn to interpret insurance payment documents, organize financial records, follow up on claims, handle denials and rejections, understand billing and collection guidelines, and monitor the cash flow cycle.

Prerequisite: HEA1101

**MBC2220 Clinical Documentation and Compliance**
**2 Credit Hours**

Provides in-depth coverage of ICD, CPT, and HCPCS coding rubrics, conventions, principles, and updates as they apply to the coding of complex case studies. Students will assign codes and prospective payment categories using the required manuals.

Prerequisite: HEA2200, SCI2100, or SCI1120

Prerequisite or Corequisite: MBC2200

**MBC2280 Medical Insurance, Billing, and Coding Capstone**
**5 Credit Hours**

Focuses on the integration of knowledge, skills, and techniques learned throughout the Medical Insurance, Billing, and Coding program. This course reinforces the knowledge and skills needed to sit for a national certification exam.

Prerequisites: MBC1110, MBC2220, and departmental permission

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## Patient Care

**PCT1010 Foundations of Patient Care**
**6 Credit Hours**

Introduces students to the roles and responsibilities of healthcare providers in nursing care settings, as well as the associated legal and ethical considerations. This course also introduces students to the fundamental components of patient care and the application of techniques and procedures required to provide basic care.

**PCT1320 Advanced Patient Care**
**3 Credit Hours**

Builds the foundational knowledge required to provide safe and effective patient care; nutrition and fluid intake; comfort, rest and sleep; as well as the management of patients with injuries; and how to assist in the nursing process of patient admission, discharge, and transfer.

Prerequisite: PCT1010

**PCT2310 Patient Care Communication**
**3 Credit Hours**

Examines key communication techniques utilized to facilitate effective communication between healthcare workers and patients. Students are exposed to relevant federal regulations and accreditation standards, electronic medical records and language lines, as well as verbal and non-verbal communication techniques.

Prerequisite: PCT1010

**PCT2320 Patient Care Practicum**
**3 Credit Hours**

Provides students with the opportunity to apply the knowledge and skills learned in all previously completed courses to the acute care environment or laboratory with the supervision of a New Jersey Licensed Registered Nurse.

Prerequisite: CPR certification and completion of all departmental physical forms, including purchase of malpractice insurance

Corequisite: PCT2700

**PCT2700 Patient Care Capstone**
**3 Credit Hours**

Requires the integration of knowledge, skills, and techniques attained throughout the program. Critical thinking and teamwork skills are assessed through workplace-based case studies. This course stresses entry-level job requirements, upward career paths, resume writing skills, interviewing techniques, and networking.

Prerequisite or Corequisite: PCT1320



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## Nursing

**NUR1100 Foundations of Nursing**
**8 Credit Hours**

Students learn the components of nursing and the application of techniques and procedures to provide care to patients. Topics include the nursing process; communication skills; legal and ethical aspects of nursing; physical and psychosocial development; health promotion; safety skills; infection control; basic normal assessment; pain management; and concepts of loss, grief, and death. Hands-on demonstration, practice, and validation of skills are conducted in the nursing lab and in the clinical setting.

**NUR1200 Pharmacology**
**3 Credit Hours**

Students study the different drug categories and the methods of administration, including oral and by injection. Includes the proper use of the Physician's Desk Reference (PDR) and how to accurately read, prepare, and call in written prescriptions.

Prerequisite: SCI2215

Prerequisite or Corequisite: NUR1100

**NUR1300 Nursing Concepts I**
**8 Credit Hours**

Students learn the concepts underlying health and wellness of individuals and families. Students will apply concepts to exemplars addressing basic nutrition, fluid and electrolytes, surgery, oxygenation, and the cardiovascular, gastrointestinal, genitourinary, endocrine, eye and ear, neurological and muscular systems. Direct clinical practice provides opportunities for students to demonstrate successful application of these concepts in a patient care setting.

Prerequisites: NUR1100, SCI2215, SOC2225, CPR certification, and completion of all departmental physical forms, including purchase of malpractice insurance.

Prerequisite or Corequisite: NUR1200

**NUR1400 Special Topics in Nursing**
**6 Credit Hours**

Students explore special topics in nursing addressing the nursing process as applied to the provision of nursing care for individuals and families with mental health challenges, childbearing families, and children. Topics include anatomy and physiology, assessment, diseases and disorders, pharmacology, diet therapy, and special considerations across the life span. Students study the needs and care of patients from conception through childhood. Topics include conception, embryology, maternal and newborn health, nursing care from pre-conception to postpartum for childbearing families, reactions to hospitalization, childhood illnesses/disorders, outpatient settings, and federal legislation. Hands-on care and management of patients via the nursing process are conducted in the clinical setting.

Prerequisites: NUR1100, SCI2215, SOC2225, CPR certification, and completion of all departmental physical forms, including purchase of malpractice insurance.

Prerequisite or Corequisite: NUR1200

**NUR2100 Nursing Concepts II**
**10 Credit Hours**

Students build upon concepts explored in Nursing Concepts I, including nutrition, fluid and electrolytes, and oxygenation. Students also learn about complex disease processes in the cardiovascular, gastrointestinal, neurological, muscular, and genitourinary systems. Students begin to explore immunological diseases such as HIV and concepts related to oncology. Direct clinical practice provides opportunities for students to demonstrate successful application of these concepts in a patient care setting.

Prerequisites: NUR1200, NUR1300, CPR certification, and completion of all departmental physical forms, including purchase of malpractice insurance

**NUR2200 Transition into Practice**
**6 Credit Hours**

Students examine professional practice issues such as delegation and use of SBAR (Situation, Background, Assessment, and Recommendation). Legal/ethical issues concerning clients' rights, use of restraints/seclusion, and advance directives and palliative care are explored through case discussions, recent news events, practice updates, and legislative mandates.

Prerequisites: NUR1300, CPR certification, and completion of all departmental physical forms, including purchase of malpractice insurance

Prerequisites or Corequisites: NUR1400, NUR2100

**NUR3310 Nursing Research for Evidence-Based Practice****3 Credit Hours**

Focuses on the introduction of research with an emphasis on its application in nursing practice. The steps of the research process for qualitative and quantitative design will be examined. Students will review and critique scholarly, peer-reviewed nursing and inter-professional research studies. Ethical implications of research and translational scholarship will be discussed.

Prerequisites: MAT2215, SCI2100, SCI2110, SCI2228, ENG2205

Prerequisite or Corequisite: SCI3310

**NUR3320 Transition to Professional Nursing****3 Credit Hours**

Focuses on the transition of the Licensed Practical Nurse to Registered Nurse within the healthcare environment. The development of professional values, critical thinking, and clinical judgment will be emphasized. Integration of nursing theory and evidence-based practice into nursing care will be explored. Concepts of social, political, and economic influences on nursing practice will be examined. Legal issues, organ and tissue donation, the nurse practice act, concepts of leadership, and appropriate delegation will be introduced.

Prerequisites: MAT2215, SCI2100, SCI2110, SCI2228, ENG2205

Prerequisite or Corequisite: SCI3310

**NUR3330 Health Assessment Across the Lifespan****3 Credit Hours**

Using didactic and simulated clinical experiences, skills needed to conduct comprehensive physical assessment for individuals across the lifespan in a variety of settings are developed. Emphasis is placed on critical thinking, analysis, and the integration of systematic data collection for effective decision making in nursing practice. Use of evidence-based assessment tools for risk reduction is emphasized. A transcultural approach is used to assess the holistic human being.

Prerequisites or Corequisites: NUR3310, NUR3320

**NUR3360 Advanced Mental Health Nursing****3 Credit Hours**

This course focuses on understanding the role of the professional nurse who cares for clients with mental health needs. Students will participate in clinical care of those in need of mental health services across a spectrum of care settings. Emphasis is placed on clinical judgment skills and professional values within a legal and ethical framework. Current issues in caring for individuals, families, and communities managing mental health challenges will be discussed. Topics may include, but are not limited to, abuse and neglect, chemical dependence, coping mechanisms, therapeutic communication, stress management, support systems, and cultural and religious influences.

Prerequisite: NUR3330

**NUR4410 Advanced Maternal-Child Nursing****3 Credit Hours**

This didactic and clinical course focuses on the role of the professional nurse in meeting the holistic health needs of the childbearing and childrearing family. The nursing process is utilized to provide family-centered psychosocial and culturally sensitive care. Topics include, but are not limited to, maternal health, newborn and pediatric assessment, and pediatric growth and development (well/ill care). Students are provided the opportunity to utilize an evidence-based approach to critical thinking and nursing practice in various healthcare settings.

Prerequisite: NUR3330

**NUR4420 Nursing Leadership and Management****3 Credit Hours**

This course explores management and leadership skills for the professional registered nurse in designing, coordinating, directing, and evaluating safe and quality healthcare. The role of the RN will be emphasized as a change agent and transformational leader. Students will demonstrate the application of nursing theory, evidence-based practice, information systems, problem solving, and effective communication strategies for best practices within a nursing organization.

Prerequisites: NUR3360, NUR4410, NUR4450

**NUR4430 Community Health Nursing****3 Credit Hours**

Focuses on the application of the nursing process for a vulnerable population or community group in the promotion and protection of public health using health promotion, risk reduction, and disease management strategies. Community assessment, epidemiologic, environmental, change, political action, and case management frameworks are used to guide evidence-based nursing care delivery to persons, families, and populations in community settings. The nurse's role on the community health team and an understanding of healthcare needs of different cultural groups will be studied.

Prerequisites: NUR3360, NUR4410, NUR4450

**NUR4440 Advanced Nursing Pharmacology****3 Credit Hours**

This course builds upon basic nursing knowledge of pharmacology. In-depth review of drug classifications will be emphasized. Students will apply critical thinking skills to the calculation and administration of medications. A case study approach will be used to focus on the nursing role of promoting safe, high-quality pharmacological care. Advance concepts such as chemotherapy, blood administration, and critical care medications will also be explored.

Prerequisite: NUR3330

#### **NUR4450 Advanced Adult Health Nursing**

**3 Credit Hours**

This didactic and clinical course builds on the basic concepts of critical care related to multi-organ/system function and dysfunction, requiring the development of critical thinking. Nursing care relating to physiology, assessment, pathophysiology, system failure, end of life, and clinical management of the cardiovascular system, neurological system, pulmonary system, endocrine system, and renal system are addressed. Core concepts of complex pathophysiology, evidence-based treatment modalities, and advanced nursing roles are integrated in discussions of providing care to critically ill patients.

Prerequisite or Corequisite: NUR4440

#### **NUR4460 Professional Nursing Seminar**

**3 Credit Hours**

Knowledge and skills from previous courses will be integrated into case studies and simulations focused on building critical thinking and clinical judgment. Individual student plans will be developed through testing to identify strengths and opportunities for learning. Test-taking strategies will be reviewed and utilized. Preparation for the transition to professional nursing practice will be emphasized.

Prerequisites or Corequisites: NUR4420, NUR4430

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## Surgical Processing

**SPT1110 Fundamentals of Surgical Processing**
**4 Credit Hours**

Introduces the important role of the Central Service Department. Government regulations/standards, infection prevention/control, quality assurance, safety, communication, human relations skills, body systems and related surgical procedures, and medical terms and abbreviations used in surgery are discussed.

**SPT2100 Surgical Instrumentation**
**4 Credit Hours**

Examines the basic categories of surgical instruments (simple to complex), processing standards accompanying flash sterilization, concepts of inventory management, and management of commonly used patient care equipment. Students learn the sterile packaging process and factors impacting sterilization.

Prerequisite or Corequisite: SPT1110

**SPT2110 Basic Infection Control**
**3 Credit Hours**

Provides an overview of water purification systems, factors impacting water quality, distillation, deionization, reverse osmosis systems, cleaning chemicals, and various methods of cleaning and decontamination.

Prerequisite or Corequisite: SPT2100

**SPT2150 Surgical Processing Clinical Practicum**
**8 Credit Hours**

Offers supervised practical work experience in a sterile processing environment, which provides students with hands-on experience. Didactic and laboratory skills acquired in the program are applied in the clinical setting.

Prerequisite: Departmental permission

Corequisite: SPT2151

**SPT2151 Surgical Processing Clinical Seminar**
**2 Credit Hours**

Focuses on integrating the skills learned throughout the program with the work experience while also participating in focused discussions and special projects. This course stresses entry-level job requirements and upward career paths, resume writing skills, interviewing techniques, and networking.

Corequisite: SPT2150

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## Surgical Technology

**SUR1100 Fundamentals of Surgical Technology**
**6 Credit Hours**

Students are introduced to the role and responsibilities of the surgical technologist, the healthcare team, and the clinical environment. Topics include environment and workplace safety, patient care and safety, age-extreme patients, and patients with special needs. Students learn the basic techniques for scrubbing, gowning, and gloving. An on-campus operating room laboratory provides students with such hands-on experience as vital signs, patient transporting, and positioning.

**SUR2112 Surgical Techniques**
**6 Credit Hours**

Provides an in-depth study of the principles of aseptic techniques. Topics include wound healing, specimen care, safe use of surgical equipment, surgical counts, and prepping and draping the patient. Various types of sutures, needles, stapling devices, sponges, dressings, packings, drains, and catheters are presented. Students are introduced to robotics, physics, and electricity. Focuses on diagnostic procedures as well as general, genitourinary, orthopedics, obstetrics and gynecological, ear, nose, and throat surgical procedures. Emphasis is placed on developing an effective operative routine as students set up for mock surgical procedures and role play the members of the perioperative team.

Prerequisite: SUR1100

**SUR2120 Surgical Specialty Intervention Procedures**
**3 Credit Hours**

Focuses on the following surgical specialties: ophthalmology, plastic, neurosurgery, thoracic surgery, peripheral vascular, cardiovascular, organ and tissue recovery, and pediatric surgery.

Prerequisite: SUR2112

Corequisite: SUR2280

**SUR2251 Pharmacology and Anesthesiology**
**2 Credit Hours**

The rationale for use of specific drugs, their therapeutic effects, major side effects on the surgical patient, and how these drugs may alter or influence surgical intervention are defined. Emphasis is on the role and responsibilities of the surgical technologist regarding pharmaceuticals in the operating room.

Prerequisite: SUR2112

**SUR2280 Operating Room Clinical Practicum I**
**5 Credit Hours**

Students apply the didactic and laboratory skills learned throughout the program to the clinical setting, gain clinical work experience in surgical procedures and operating room practices, and scrub on surgical cases in various surgical specialties. Students also participate in focused discussions and special projects.

Prerequisites: SUR2112, Basic Cardiac Life Support/Automated External Defibrillation Certification

Corequisite: SUR2120

**SUR2290 Operating Room Clinical Practicum II**
**5 Credit Hours**

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

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

Corequisite: SUR2292

**SUR2292 Surgical Technology Capstone**
**4 Credit Hours**

Designed to elicit reflection and application to the whole of the Surgical Technology program. The course requires the student to apply the knowledge, skills, and techniques attained throughout the Surgical Technology program. The capstone course provides an opportunity for the assessment of surgical technologist critical thinking skills and teamwork skills through case studies that present experiences often encountered in the surgical technologist's workplace. The course reinforces the knowledge, skills, and strategies needed to sit for the national credentialing exam; and stresses entry-level job requirements and upward career paths, resume writing skills, interviewing techniques, and networking.

Prerequisite: Departmental permission

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## English

**ENG1105 Writing and Research**
**3 Credit Hours**

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

**ENG2205 Writing Through Literature**
**3 Credit Hours**

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

Prerequisite: ENG1105

**ENG2210 Literature of the American Experience**
**3 Credit Hours**

Introduces the study of American literature focusing on the evolution and transformation of the American voice. The analysis of literature is used to develop an understanding of American culture, national identity, and ethnicity. Selections include short stories, novels, drama, and poetry.

Prerequisite: ENG2205

**ENG2215 Public Speaking**
**3 Credit Hours**

Supports students in the development of oral communication skills. This course emphasizes the identification of good and poor speech habits, techniques for improving speech, oral interpretation, effective speech planning and delivery, and interpersonal communication.

Prerequisite or Corequisite: ENG2205

**ENG2216 World Literature**
**3 Credit Hours**

Provides insight into the world of ideas through a survey of world literature. Students read and analyze essays, short stories, novels, poetry, and drama in order to develop the skills of deduction and comparison. Students identify, consider, and discuss universally relevant themes as they relate to literature.

Prerequisite: ENG2205

**ENG2265 Business Communication**
**3 Credit Hours**

Explores the communication strategies and techniques needed for success in the workplace. This course covers the guidelines for the effective use of communication technology, communication challenges in diverse environments, and the process of communication within organizations and through direct public discourse.

Prerequisite: ENG2205

**ENG2270 Special Topics in English**
**1 to 3 Credit Hours**

Involves readings and discussions organized around selected topics in English. Topics vary each semester.

**ENG3300 The Art of Poetry**
**3 Credit Hours**

Provides a seminar on poetry and poetic analysis. By studying poetry, students can discover our commonality despite racial, ethnic, and social differences; better understand the vast and varied world around us; and experience the infinite beauty of the written word.

Prerequisite: ENG2205

**ENG3313 Creative Writing**
**3 Credit Hours**

Introduces a wide range of techniques in writing fiction, poetry, drama, and literary nonfiction. Students will generate original material and study texts by published authors. Emphasis is placed on workshops in which students review one another's work.

Prerequisite: ENG2205



**ENG3315 Advanced Writing****3 Credit Hours**

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

Prerequisite: ENG2205

**ENG3332 Journeys in Fiction****3 Credit Hours**

Introduces the study of narrative fiction, with particular emphasis on the short story and novel. Literary works will represent a broad range of cultural perspectives and historical eras. Students gain interpretive skills by developing a critical vocabulary and exploring the literature using various analytical methods and philosophies.

Prerequisite: ENG2205

**ENG4470 Special Topics in English****1 to 3 Credit Hours**

Special topics in English are studied in depth at an advanced level.

Prerequisite: Any 200-level course in English

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## Honors Program

**HON1105 Honors Writing and Research**
**3 Credit Hours**

Groups freshman honors students into a cohort and places them into a specifically designated Honors section of Writing and Research, a course required of all Berkeley College students that introduces expository writing through a comprehensive survey of forms of composition.

**HON2205 Honors Writing Through Literature**
**3 Credit Hours**

Groups freshman honors students into a cohort and places them into a specifically designated Honors section of Writing Through Literature, a course required of all Berkeley College students that further develops the writing, reading, and interpretive abilities introduced in HON1105 through critical engagement with literary texts from myriad genres.

Prerequisite: HON1105

**HON2210 Pre-Honors Seminar**
**3 Credit Hours**

Introduces Honors freshman students to the Honors Program. This course provides instruction in library research and the mechanics of writing a thesis paper.

Prerequisite: HON2205

**HON3310 Honors Seminar**
**3 Credit Hours**

Introduces the Honors Program unifying theme used to structure the work of HON4400 and HON4410 seminars and demonstrates how the theme may be studied from different viewpoints.

**HON4400 Advanced Honors Research**
**3 Credit Hours**

Focuses on annotating relevant research on a more focused Honors thesis topic within their major or the program theme. Students work in small groups to peer-review bibliographies, thesis outlines, and first drafts. This course integrates graded LibGuide tasks and proper citing and research techniques. Students develop their critical analyses and methodologies in more detailed outlines and first and second drafts.

Prerequisite: HON3310

**HON4410 Directed Honors Research**
**3 Credit Hours**

Provides for the completion of directed honors-level research. This final seminar in interdisciplinary honors is devoted to the development of the capstone research project. Special lectures, screenings, and trips enhance the work of the seminar. The program culminates in the presentation of the students' research in written and oral form.

Prerequisite: HON4400

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# Humanities

**HUM2101 Introduction to Spanish I**
**3 Credit Hours**

Develops some basic skills in speaking, understanding, reading, and writing in Spanish with an emphasis on language skills that can be useful in a variety of workplace settings. Students will also be introduced to some key elements of Hispanic culture.

**HUM2102 Introduction to Spanish II**
**3 Credit Hours**

Builds directly upon the knowledge and skills acquired in Spanish I. It extends the capacity of the student to describe the self using the preterit and imperfect. Simple and compound sentences and interrogative forms of a greater complexity are learned and practiced. The subjunctive mood is also introduced.

Prerequisite: HUM2101

**HUM2103 Introduction to French I**
**3 Credit Hours**

Develops some basic skills in speaking, understanding, reading, and writing in French with an emphasis on language skills that can be useful in a variety of workplace settings. Students will also be introduced to some key elements of French culture.

**HUM2104 Introduction to French II**
**3 Credit Hours**

Builds directly upon the workplace-oriented language skills acquired in Introduction to French I with a continued exploration of French culture.

Prerequisite: HUM2103 or equivalency

**HUM2200 Arts in Contemporary Society**
**3 Credit Hours**

Provides students with a comprehensive survey of new directions in the visual arts. Topics include key artists who helped shape perceptions of the world and themes and multiple forms of art, such as traditional studio art, video, installations, and digital art.

**HUM2205 The Art of Film**
**3 Credit Hours**

Introduces film analysis and criticism. This course focuses on the techniques filmmakers use to form meaning and shape perceptions. Students view a variety of films with the goal of building a critical vocabulary to enhance their ability to analyze what they see with increased understanding and skill.

Prerequisite: ENG2205

**HUM2211 The Art of the Argument**
**3 Credit Hours**

Explores the various techniques of argumentation. This course presents flaws in arguments, such as frauds, deceptions, and logical errors.

**HUM2212 The Art of Creativity**
**3 Credit Hours**

Provides an introductory, interdisciplinary exploration of creativity to discover the full scope of human potential and to maximize creative resources. Students explore factors that foster creative achievements in a variety of fields, and develop their own innate abilities for thinking and creating more imaginatively and effectively.

**HUM2220 Introduction to Philosophy**
**3 Credit Hours**

Introduces philosophy, the art of exploring the broadest questions a human being can ask. These include: What is real? What can we know? How should we live? Among the more specific topics of discussion are the nature of God, the self, causality, the mind, right and wrong, mortality, and the general meaning of existence.

**HUM2225 Introduction to Ethics**
**3 Credit Hours**

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

**HUM2228 Histories, Mysteries, and Scandals in 20th Century America**

**3 Credit Hours**

Explores historical, mysterious, and scandalous events that reflected political, social, cultural, and economic developments in America throughout the 20th century. Topics include the prohibition of alcohol, the stock market crash of 1929, the refusal of Rosa Parks to give up her bus seat, and infamous assassinations.

**HUM2245 Medicine and the Humanities**

**3 Credit Hours**

Explores literature, history, philosophy, visual art, and the social sciences and their application to medical education and practice. This course uses an interdisciplinary approach to examine the power of the humanities to develop skills of observation, analysis, empathy, and self-reflection that are essential for humane medical care.

Prerequisite: ENG2205

**HUM2251 The History of American Popular Music**

**3 Credit Hours**

Traces the development of American popular music from the mid-19th century up to the present. Particular emphasis will be given to the impact of African American culture on jazz, blues, rock, and reggae. The course will conclude with an analysis of hip-hop's globalization and its impact on society.

**HUM2270 Special Topics in the Humanities**

**1 to 3 Credit Hours**

Involves readings and discussions organized around selected topics in the humanities. Topics vary each semester.

**HUM2280 Introduction to Drawing**

**3 Credit Hours**

Offers students the opportunity to use drawing as a means of exploring creativity. Students will learn techniques to portray objects, landscapes, figures, and personal interests. Course performance is based on growth, not talent.

**HUM3312 World Religions**

**3 Credit Hours**

Presents the origins, central figures, major teachings, concepts, beliefs, and practices of the major religions of the world such as the indigenous religions, Hinduism, Buddhism, Confucianism, Daoism, Judaism, Christianity, Islam, and contemporary religious movements.

**HUM3315 Contemporary U.S. History**

**3 Credit Hours**

Introduces the major political, social, economic, and technological trends that have shaped the United States since World War II. Students will learn about pivotal events and multi-decade trends, such as the civil rights movement, the shift in economies, the Cold War, and the position of the United States as a world power.

**HUM3325 Feminist Thought**

**3 Credit Hours**

Introduces the writings of contemporary feminist theorists that explore issues of gender identity, reproduction, ethnicity, and acculturation. Students analyze works at the theoretical level and their application to contemporary concerns, such as the role of women in the family, community, workforce, and political arena.

**HUM3330 Art of the Americas**

**3 Credit Hours**

Explores pre-colonial times through the mid-20th century to provide a comprehensive view of the visual arts in America and the ideas and forces affecting them. This course takes a broad and inclusive approach to the variety and richness of American art, including work by previously marginalized groups.

**HUM3355 Social Justice Philosophies**

**3 Credit Hours**

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

Prerequisite: HUM2225

**HUM3360 Law and the Humanities**

**3 Credit Hours**

Examines the treatment of legal themes in literature, music, film, and other visual arts to consider the relationship between the humanities and the law. Students explore the ways that the humanities utilize

different perspectives and aesthetic styles to discuss such legal themes as morality, justice, equality, and authority.

Prerequisite: ENG2205

**HUM4470 Special Topics in the Humanities**

**1 to 3 Credit Hours**

Special topics in the Humanities are studied in depth at an advanced level.

Prerequisite: Any 200-level course in the Humanities

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## Mathematics

**MAT2211 College Algebra**
**3 Credit Hours**

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

Prerequisite: CSK85 or placement-based score

**MAT2212 Quantitative Methods**
**3 Credit Hours**

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

Prerequisite: CSK85 or placement-based score

**MAT2215 Statistics I**
**3 Credit Hours**

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

**MAT2216 Statistics II**
**3 Credit Hours**

Continues the course content presented in Statistics I. Topics include sample hypothesis tests, sample inferences, F-tests, chi-square tests, linear correlation, and linear regression.

Prerequisite: MAT2215

**MAT2270 Special Topics in Mathematics**
**1 to 3 Credit Hours**

Involves reading and discussions organized around selected topics in mathematics. Topics will vary each semester.

**MAT3301 Discrete Mathematics**
**3 Credit Hours**

Covers mathematical topics most directly related to the fields of information technology management and/or computer science. Topics include logic, relations, functions, basic set theory, graph theory, combinatorics, recursive functions, and Boolean algebra.

Prerequisite: MAT2211

**MAT4470 Special Topics in Mathematics**
**1 to 3 Credit Hours**

Special topics in Mathematics are studied in depth at an advanced level.

Prerequisite: Any 200-level course in Mathematics

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## Prior Learning Assessment

### **PLA1100 Prior Learning Theory and Practice**

**3 Credit Hours**

PLA1100 is an accelerated online course that will help students identify areas of learning they may want to have evaluated for college-level equivalency. The course will also guide students through the preparation and compilation of all components required for the evaluation of a portfolio of prior learning through LearningCounts.org.

Prerequisites: ENG1105 and ENG2205

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## Sciences

**SCI1100 Anatomy and Physiology I**
**3 Credit Hours**

Study of the structure, function, and pathology (disease) of the human body. Students are introduced to various body systems including the musculoskeletal, digestive, nervous, and integumentary, as well as the special senses.

**SCI1110 Anatomy and Physiology Laboratory I**
**1 Credit 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 general and special senses.

Corequisite: SCI1100

**SCI1120 Human Biology**
**3 Credit Hours**

Study of the structure and function of the human body. Students are introduced to the various body systems, including the integumentary, skeletal, muscular, nervous, special senses, endocrine, respiratory, digestive, urinary, reproductive, hematological/immunological, and cardiovascular. Course includes definitions, terminology, chemical basis of life, and energy, as well as microbiology.

**SCI2100 Anatomy and Physiology II**
**3 Credit Hours**

Study of the structure, function, and pathology (disease) of the human body. Students are introduced to various body systems including the cardiovascular, respiratory, urinary, endocrine, lymphatic, and reproductive systems.

Prerequisite: SCI1100

**SCI2110 Anatomy and Physiology Laboratory II**
**1 Credit Hours**

Continues the study of human anatomy and physiology through laboratory exploration. Laboratory activities coincide with lectures to enhance understanding of each topic by providing visual and hands-on experiments for the concepts learned in the lecture. Laboratory sessions include microscopy, dissections, and elementary physiological experiments. Among the topics covered are the cardiovascular, respiratory, urinary, endocrine, lymphatic, and reproductive systems.

Prerequisite: SCI1110

Corequisite: SCI2100

**SCI2215 Life Sciences**
**6 Credit Hours**

Students are introduced to the various body systems including the integumentary, skeletal, muscular, nervous, sensory, endocrine, respiratory, digestive, urinary, reproductive, hematological/immunological, and cardiovascular. Course includes definitions, terminology, chemical basis of life, and energy as well as microbiology.

**SCI2216 Discovering Science**
**3 Credit Hours**

Provides the learner with an appreciation of the general principles of science and relevance to the student's future experiences in life. This course is an interdisciplinary approach to all of the natural sciences and their application to human physical, mental, social, and cultural advancement.

**SCI2217 Mind and Body**
**3 Credit Hours**

Introduces the fascinating and often surprising connections between the brain (mind) and the physical self (body). Topics range from the personal experience of spirituality, sexuality, psychology, perception, sensation, disease, diet, and disorders to our more general interactions with environment, medicine, and culture.

**SCI2220 Human Sexuality**
**3 Credit Hours**



Introduces the biological and developmental aspects of human sexuality. Topics include the anatomy and physiology of reproduction, sexual development and behavior, current issues in contraception, artificial insemination, transmission and control of sexual diseases, and gender selection.

**SCI2228 Microbiology****3 Credit Hours**

The morphology and function of microorganisms, especially viruses and bacteria, are studied. The characteristics of microorganisms, the disease process, and the immune response are discussed.

**SCI2230 Forensic Science****3 Credit Hours**

Focuses on the application of science to law. This course introduces students to the field of forensic science through a hands-on approach in its applications to criminal investigations. Students are presented with clear explanations of the techniques, abilities, and limitations of the modern crime laboratory and crime scene.

**SCI2233 The Evolution of Life****3 Credit Hours**

Provides an introduction to the basic processes of human life and evolution.

**SCI2235 Health and Fitness****3 Credit Hours**

Provides an introduction to basic health concepts. This course includes an examination of the principles of human health, personal fitness, nutrition, stress, and an overall understanding of wellness. An overview of healthcare in the United States is discussed.

**SCI2270 Special Topics in Science****1 to 3 Credit Hours**

Involves readings and discussions of selected topics in science. Topics will vary each semester.

**SCI3000 Chemistry for Healthcare Professionals****4 Credit Hours**

An introduction to chemistry, organic chemistry, and biological chemistry for students in nursing and other health science programs. This course expands on foundational knowledge of physiological processes and treatment modalities in human beings. A case study approach will be integrated into the course.

Prerequisite: MAT2211

**SCI3301 The Science of Addiction and Obsession****3 Credit Hours**

Explores both the biological and sociocultural components of addiction. This course will compare and contrast addictions that affect every individual regardless of socioeconomic status, race, or gender. Students will learn to assess addiction as a disease mediated by both environmental and genetic factors.

**SCI3310 Nutrition for Healthcare Professionals****3 Credit Hours**

An introduction to the basic principles of nutrition and a foundation for wellness. Practical application of essential information and the interrelationships between nutrition, food, and the environment as they impact health status will be explored. Culture/religious beliefs, ethnicity, socio-economic status, and nutritional trends and how they influence the nutritional health of the person will be examined. The nutritional needs associated with obesity and eating disorders, enteral and parenteral nutrition, metabolic and respiratory stress, gastrointestinal disorders, diabetes, cardiovascular disorders, renal disorders, cancer, and HIV/AIDS across the lifespan will be discussed.

**SCI4405 Bioethics****3 Credit Hours**

Explores bioethics, the study of the ethical controversies involved in the practice of medicine. Topics include euthanasia, abortion, doctor/patient confidentiality, human and animal experimentation, genetic engineering, stem cell research, cloning, and access to healthcare.

**SCI4410 Sustainable Solutions****3 Credit Hours**

Incorporates the interconnected concepts of ecology, economy, and ethics to real, practical, workable, sustainable solutions. This course requires the completion of a senior capstone project, including a portfolio and presentation. Students will design a sustainable community, life plan, or business plan with sustainable alternatives.

**SCI4470 Special Topics in Science****1 to 3 Credit Hours**

Special topics in Science are studied in depth at an advanced level.

Prerequisite: Any 200-level course in Science

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## Social Sciences

**SOC1123 Psychology of Adjustment**
**3 Credit Hours**

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

**SOC2205 World Cultures**
**3 Credit Hours**

Introduces cultural anthropology. In order to better understand humanity, the course examines norms, values, and practices of a variety of cultures.

**SOC2210 Introduction to Sociology**
**3 Credit Hours**

Introduces the study of sociology. Examines the social institutions that shape and influence the behavior of the individual and groups in society, with emphasis on examining contemporary social problems. Topics include the study of human social life, theories and methods of sociology, and basic sociological concepts.

**SOC2215 Introduction to Political Science**
**3 Credit Hours**

Provides an overview of the American political system, the ideas that shaped it, and the conflicts that continue to redefine the relationship between people and political power.

**SOC2218 Police and Society**
**3 Credit Hours**

Introduces the history and traditions of American policing. Examines the role of the police in advancing justice in a democratic society. Topics include law enforcement operations and strategies, such as profiling, organizational structure, community affairs, police use of force, and various major concerns in public policy.

**SOC2220 Criminology**
**3 Credit Hours**

Introduces the various causes of crime in a free society. This course considers factors such as free will, biology, and other possible causes, such as DNA, nutrition, hormones, and subcultures of violence.

**SOC2225 Introduction to Psychology**
**3 Credit Hours**

Survey of the basic principles of psychology and their direct application to the understanding of human behavior so as to allow students to gain an understanding and awareness of their own everyday existence. Topics include human development, learning, memory, thinking, intelligence, creativity, motivation, emotion, adjustment, perception, abnormal behavior, and therapy.

**SOC2231 Human Relations**
**3 Credit Hours**

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

**SOC2270 Special Topics in the Social Sciences**
**1 to 3 Credit Hours**

Involves readings and discussions organized around selected topics in the social sciences. Topics will vary each semester.

**SOC3305 Marriage and Family**
**3 Credit Hours**

Explores the traditional and changing family as a social institution with multicultural and crosscultural differences. Family roles and patterns are examined with emphasis on the forms they assume in different cultures and subcultures, including ethnic and class variations.

**SOC3310 Intercultural Communication**
**3 Credit Hours**

Introduces the various cultural influences on communication. Emphasizes the obstacles and portals to effective communication. Students study the communication styles of different cultural groups and learn to apply cultural perspectives to their daily interactions in business and in their private lives.

**SOC3320 Gender, Race, and Class****3 Credit Hours**

Explores relationships between race, gender, and class. This course examines reality in the determination of socioeconomic mobility and analyzes the perceived role of race and gender in American society.

**SOC3332 Understanding Social Behavior****3 Credit Hours**

Examines areas of applied social psychology and the application of social psychology research to understand and address social and practical problems facing individuals, organizations, groups, and communities. Emphasis is placed on how to develop social research-based intervention strategies to improve best practices in a wide range of professional disciplines such as business management, clinical/counseling services, criminal justice, education, health services, media, and politics.

**SOC3350 Psychology of Design****3 Credit Hours**

Introduces the role and value of design in our lives. We create the environments in which we live and are greatly influenced by them. Our choices are often an unconscious desire to express or validate certain personal and social identities. In this course, students think, experience, research, discuss, and create.

**SOC3360 Law and Society****3 Credit Hours**

Introduces students to basic concepts in law and examines the impact that major court decisions have on culture and subculture. Students will explore how the law ultimately shapes conduct, ideals, and justice in American society, as well as how the law shapes the everyday lives of its citizens.

**SOC4415 Global Social Change****3 Credit Hours**

Explores global trends that have impacted all societies. This course emphasizes developing nations experiencing extensive technological and social change. In this course, the effects of global change on cultures are discussed, as well as the impact of international social and economic development on traditional societies.

**SOC4422 Forensic Psychology****3 Credit Hours**

Bridges psychology and law through examining a broad array of subtopics such as criminal behavior, juvenile delinquency, serial killers, profiling, victimology, legal psychology, sex offenders, and correctional psychology. Students will review research methods and case studies to enhance their understanding of this discipline.

**SOC4425 Abnormal Psychology****3 Credit Hours**

Examines the criteria used to define abnormal behavior in specific cultural and historical contexts. Students gain an understanding of experiential and therapeutic responses to mental illness and a basic knowledge of the medical model as it applies to the diagnosis and treatment of psychological disorders.

**SOC4470 Special Topics in the Social Sciences****1 to 3 Credit Hours**

Special topics in the Social Sciences are studied in depth at an advanced level.

Prerequisite: Any 200-level course in the Social Sciences

## School of Professional Studies Courses

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## Interior Design

**INT1100 Architectural Visualization**
**3 Credit Hours**

Provides a solid foundation in basic drafting techniques through hands-on instruction in the proper use of drafting materials and tools. Topics include plan, elevation, section, and scale.

**INT1110 Sketching and Color Composition**
**3 Credit Hours**

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

**INT1120 Studio I: Conceptual Design**
**3 Credit Hours**

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

**INT1150 CAD I**
**3 Credit Hours**

Introduces AutoCAD as a drafting tool. Students learn to use CAD to create and edit plans, elevations, and section views of designs for use in design studies and presentations. Students also learn presentation styles, drawing organization, and other techniques used in professional practice.

Prerequisite: INT1100

**INT1160 Studio II: Space Planning**
**3 Credit Hours**

Introduces space planning with an emphasis upon conceptual analysis. Students learn space planning and furniture arrangement from a functional and aesthetic viewpoint. This course addresses the major parameters of interior design, including human factors, ADA, and universal design as well as design theory.

Prerequisite: INT1120

**INT1170 History of Architecture and Interior Design I**
**3 Credit Hours**

Surveys the history of architecture and interior design from the earliest civilizations through the late 18th century. The material will be presented chronologically, and various themes in the development of interior design will be traced throughout the period covered. Influence and originality in a design context will be examined.

**INT2200 CAD II**
**3 Credit Hours**

Instructs students in the use of Advanced 3D modeling and rendering tools to create, manipulate, and render three dimensional views of interior spaces. Students master modeling, materials, and lighting to develop striking renderings of their design solutions.

Prerequisite: INT1150

**INT2220 Studio III: Residential I**
**3 Credit Hours**

Introduces the study of residential environments and the planning of interior spaces. This course emphasizes the design process from initial client contact/programming through final design. Topics include space planning/presentation skills, review of human factors, and the needs of clients and the public.

Prerequisite: INT1160

**INT2230 Materials, Textiles, and Finishes**
**3 Credit Hours**

Explores the appropriate selection, application, and installation of materials and finishes used in the interior environment. This course emphasizes the basic materials, manufacturing, and specification processes and characteristics of goods specified by the interior designer.

Prerequisite: INT1150

**INT2240 History of Architecture and Interior Design II****3 Credit Hours**

Provides a survey of the history of architecture and interior design from the 19th century to the present. Course material will be presented chronologically and various themes in the development of interior design will be traced throughout the period covered. Influence and originality in a design context will be examined.

Prerequisite: INT1170

**INT2250 Studio IV: Commercial I****3 Credit Hours**

Presents the fundamentals of commercial design through lectures, discussions, readings, and studio projects. This course provides an introduction and expert guidance on practical, aesthetic, and social issues involved in designing non-residential interiors.

Prerequisite: INT2220

**INT2260 Architectural Construction and Methods I****3 Credit Hours**

Studies the relationship between Interior Design and Architectural systems. Topics include construction methods and materials. This course covers foundation, floor and wall systems; construction techniques and building materials; and elements of site analysis, regulatory factors, and zoning ordinances.

Prerequisite: INT1150

**INT2290 Lighting****3 Credit Hours**

Introduces the student to the basic principles of lighting design. This will include technical, sustainable, and creative aspects of producing reflected ceiling plans and integrating light into the fabric of architecture. This course also covers the design and model making process of light fixtures.

Prerequisite: INT2230

**INT2293 Internship****3 Credit Hours**

Provides a field-based internship experience. Students work for an interior design/architecture firm under the direction of a mentor, who provides necessary guidance/direction to meet job requirements. Student interns meet/communicate weekly with a faculty instructor to assess/evaluate their programs.

Prerequisite: Departmental permission

**INT3310 Building Codes and Regulations****3 Credit Hours**

Provides students with an overall understanding of codes, standards, and federal regulations with an emphasis on interior projects. This course utilizes real-life design examples to explain how specific codes and standards apply to a variety of building and project types.

Prerequisite: INT2260

**INT3330 Studio V: Residential II****3 Credit Hours**

Develops advanced residential design concepts and skills with emphasis placed upon historical precedents, functionalism, energy efficiency, space planning, materials, and the latest technology in equipment and fixtures.

Prerequisite: INT2250

**INT3340 Sustainable Design****3 Credit Hours**

Presents the fundamentals of sustainable design and its critical role in the design process. This course provides an understanding of green building philosophies, assessment tools, materials and methods, and design strategies for incorporating sustainable principles and materials into design projects.

Prerequisite: INT2250

**INT3350 Architectural Construction and Methods II****3 Credit Hours**

Builds on the concepts presented in Architectural Construction and Methods I. Students are introduced to the various components and systems used in the construction and assembly of buildings. Types, differences, and features of interior environmental systems as well as traffic circulation systems are discussed.

Prerequisite: INT2260

**INT3360 Studio VI: Commercial II****3 Credit Hours**

Focuses on design strategies and treatments for user populations and project types that have special needs. Students complete advanced level commercial design studio projects. This course explores practical, aesthetic, and social issues involved in designing non-residential interiors with a focus on special need user populations.

Prerequisite: INT3330

**INT3370 CAD III: Working Drawings****3 Credit Hours**

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

Prerequisite: INT3350

**INT3380 Furniture Design****3 Credit Hours**

Focuses on the design concepts, functionality, materials, and construction documents to build furniture. The creative process of furniture design is covered through the studio projects assigned. Anthropometric and ergonomics are covered in depth.

Prerequisites: INT3350

**INT4400 Studio VII: Special Topics****3 Credit Hours**

Focuses on current areas of special interest in interior design. This course allows students to explore and research in detail carefully chosen projects while working in groups and individually. These projects will focus on selected real-world design competitions.

Prerequisite: INT3360

**INT4410 Career Management****3 Credit Hours**

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

Prerequisite: INT3330

**INT4420 Capstone: Research and Program****3 Credit Hours**

Provides instruction in individual design program development, including project and site selection. This course is the first of two capstone courses. The approved program developed in this course will be used as the basis of design for continuation of the project in INT4460 Studio VIII: Capstone Project.

Prerequisite: INT3360

Co-requisite: INT4400

**INT4430 Professional Practice****3 Credit Hours**

Introduces the professional practices of the interior design profession. This course emphasizes professional ethics, contracts, design fees, budgets, project management, marketing, and client/contractor/designer/trade relationships.

Prerequisite: INT3360

**INT4460 Studio VIII: Capstone Project****3 Credit Hours**

Continues the research and design of the interior design project based upon the building type approved in INT4420 Capstone: Research and Program course. Students apply all the skills and knowledge developed throughout their course of study in interior design.

Prerequisite: INT4420

**INT4483 Internship****3 Credit Hours**

Provides a field-based internship experience. Students work for an interior design/architecture firm under the direction of a mentor, who provides necessary guidance/direction to meet job requirements. Student interns meet/communicate weekly with a faculty instructor to assess/evaluate their programs.

Prerequisite: Departmental permission



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## Graphic Design

**GRD1100 Graphic Design Principles I**
**3 Credit Hours**

Introduces two-dimensional design and color theory and their relational aspects. This course explores the elements and principles of design, color, and light in the creative process. Students learn about the design process, from concept to completion, and explore the fundamentals of Adobe Illustrator.

**GRD1105 Painting I**
**3 Credit Hours**

Approaches two-dimensional theory through the freeform and experiential painterly process. Students recreate and build on elements of design in a painterly manner through their own work. Subject matters range from the traditional painting genre of still life, interiors, and the figure, to the abstract.

**GRD1120 3D Design and Modeling**
**3 Credit Hours**

Introduces the principles and applications of design as it relates to the synthesis of three-dimensional form, space, light, shadow, relief, and motion. The relationship of material and form and its application to packaging are explored. Subjects range from man-made geometric forms to architecture and nature.

**GRD1130 Digital Page Layout**
**3 Credit Hours**

Explores the integration of type and images in digital page layouts and multiple-page projects. This course emphasizes the application of industry standard software for both print and digital output.

Prerequisite: GRD1100

**GRD1170 Drawing I**
**3 Credit Hours**

Develops drawing skills for graphic design and the visual arts. Includes genres of fine art such as observation of the human figure in composition. Drawings will include three-dimensional objects, perspective, still life, and the landscape.

**GRD1190 Typography 1**
**3 Credit Hours**

Introduces the history, physical attributes, family classification, terminology, and structural aspects of type. Students explore typography as a medium that conveys aesthetic, emotional, and intellectual meaning. Students create effective marketing materials by incorporating type as an integrated and active element.

Prerequisite: GRD1100

**GRD2200 Graphic Design Principles II**
**3 Credit Hours**

Integrates the skills acquired in Graphic Design Principles I, incorporating typography and graphics to create effective communications design from concept through completion, utilizing industry-standard software.

Prerequisites: GRD1110, GRD1190

**GRD2210 Graphic Design in Visual Culture**
**3 Credit Hours**

Traces the development of visual communication from the first cave paintings to present-day digital marketing. This course examines how cultural and technological developments have affected our viewpoints of the relationship, and use of images and typography.

**GRD2226 Professional Development Seminar**
**3 Credit Hours**

Investigates career-development opportunities and strategies. This course focuses on entry-level job requirements and career research. Students learn resume writing and interviewing skills. Emphasis is placed on creating conceptual approaches for communicating ideas visually and project development and management.

**GRD2230 Digital Photography and Creative Media**
**3 Credit Hours**

Introduces the basic concepts, terminology, and applications of digital photography. This course explores the creative transformation of images for effective visual communication. Students develop critical thinking and

technical skills needed to use photography in their work as designers.

Prerequisite: GRD1100

**GRD2233 Web Design I****3 Credit Hours**

Explores the role of artists and designers in the web environment. Students are introduced to the concepts, process, and applications of programming code for creating and styling web pages, and preparing images and graphics for the web environment.

**GRD2234 Web Design II****3 Credit Hours**

Develops the skills acquired in Web Design I. Students continue learning programming code with an emphasis on interaction design, user-interface design, and front-end development.

Prerequisite: GRD2233

**GRD2235 Web Design III****3 Credit Hours**

Develops the skills acquired in Web Design II. Students explore design for both web and mobile apps incorporating multimedia, video, audio, and responsive design. Prototype development and testing are explored.

Prerequisite: GRD2234

**GRD2290 Typography II****3 Credit Hours**

Develops the skills acquired in Typography I. Projects incorporate type as a decorative element to produce creative marketable design results. Principles of selecting typeface, use of grids, and basic layout designs and formats are addressed.

Prerequisite: GRD1190

**GRD3320 Graphic Design Principles III and Game Development****3 Credit Hours**

Integrates the skills acquired in the foundation courses and conceptual abilities developed in Graphic Design Principles II. Emphasis is on developing design thinking and building visual problem-solving skills. Students are introduced to Motion Graphics and Game Design Graphics.

Prerequisite: GRD2200

**GRD3330 Digital Filmmaking****3 Credit Hours**

Develops the skills acquired in Digital Photography and Creative Media. This course includes advanced digital imaging techniques and introduces students to a wide range of styles in contemporary photography as well as video.

Prerequisite: GRD2230

**GRD3360 Packaging Design I****3 Credit Hours**

Incorporates the history, purpose, types, materials, environmental considerations, symbols, labels, and security measures of packaging. Students study packaging as a new-product development process, explore graphic design for marketing options, and produce models with industry standard specifications sheets.

Prerequisite: GRD2200

**GRD3395 Branding and Information Design****3 Credit Hours**

Explores various processes and the translation of information in a visual format for data visualization in current media. Marketing trends and strategies are explored in the development of creative solutions to design problems. Students create functional design solutions for identity systems across multiple points of contact.

Prerequisite: GRD2200

**GRD4400 Animation Foundations****3 Credit Hours**

Explores the foundation of animation, including the basic concepts of animation and what makes things move. This course covers X, Y, and Z planes; keyframes; animation paths; hierarchies; pivots and rotation; and the importance of timing.

Prerequisite: GRD2230

**GRD4410 Publication Design****3 Credit Hours**

Explores publication design procedures and techniques, from planning to production. Students research and analyze graphic design in multi-page publications and create their own multi-page publication designs. This course covers procedures and techniques for the successful printing of projects.

Prerequisite: GRD1130

**GRD4415 UI/UX Design****3 Credit Hours**

Explores aspects of user interface design engineering. The preparation of concepts will utilize the principles of design, typography, color, and problem solving skills. Concepts include wireframes, user testing, personas, scenarios and storyboards, applied to front-end and back-end web and app development.

Prerequisite: GRD2235

**GRD4420 Game Design****3 Credit Hours**

Introduces the theory and practice of game creation and design for interactive home entertainment, arcade games, education, and multiplayer online environments. Students study the history, genres, technology, organization, psychology, and story of games. Students will then gain mastery over the Unity 3D engine.

Prerequisite: GRD2200

**GRD4460 Capstone Project****3 Credit Hours**

Requires students to utilize cumulative skills acquired in advanced course studies to work on an individual research project for their portfolio with the help of a faculty mentor. This course is taken in a student's senior year.

Prerequisite: GRD3360

**GRD4470 Special Topics in Graphic Design****3 Credit Hours**

Focuses in depth on a particular period area of interest within graphic design to further develop conceptual and technical skills and create professional work for portfolio development.

Prerequisite: GRD3320

**GRD4481 Portfolio****3 Credit Hours**

Provides a studio and critique workshop. Students edit, create, add, highlight, and refine projects to meet industry standards and promote individual graphic design skills in their specialized area. This course is taken in a student's senior year.

Prerequisite: GRD3395

**GRD4483 Internship****3 Credit Hours**

Provides a field-based internship experience where students acquire career/professional skills within the graphic design industry. This course is taken during a student's last semester of study.

Prerequisite: Departmental permission

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## Justice Studies

**JUS1100 Introduction to Justice Studies**
**3 Credit Hours**

Introduces the major institutions of justice in society. Topics include justice in a free society, the police, courts, correctional services, the balance of individual rights and public order, law and public policy, and factors affecting the future of the justice system.

**JUS1110 Communication Skills for Criminal Justice Professionals**
**3 Credit Hours**

Examines the nature and importance of communication within the criminal justice system. Students develop report-writing skills and an understanding of the impact report writing has on the investigation and prosecution of crime, as well as on the administration of justice.

**JUS2201 Criminal Procedure**
**3 Credit Hours**

Introduces the methods and body of rules by which criminal law functions in a free society. Topics include the collection and handling of evidence in a crime, police procedure in regard to search and seizure, emergency police searches, vehicle searches, confessions, and arrest and interrogation procedures.

Prerequisite: JUS1100

**JUS2205 Criminal Law**
**3 Credit Hours**

Introduces the study of criminal law. Students will learn about general categories of criminal law (felonies and misdemeanors) and the various defenses to criminal charges (alibi, justification, excuse, conspiracy, and legal insanity).

Prerequisite: JUS1100

**JUS2210 Community Relations and the Police**
**3 Credit Hours**

Introduces the history of community relations and the police. This course explores public relations programs and strategies.

Prerequisite: JUS1100

**JUS2220 Justice and the Media**
**3 Credit Hours**

Introduces the relationship between the media and the justice system. Topics include freedom of the press, the individual's right to privacy, the Freedom of Information Act, sensationalism in the media in regards to crime, and the role of the media in crime-solving and law enforcement.

Prerequisite: JUS1100

**JUS2225 Criminal Investigations**
**3 Credit Hours**

Introduces criminal investigation procedures. This course explores the historical development of criminal investigations; how investigation processes relate to the various functions of law enforcement; the collection, organization and preservation of evidence; and the constitutional limitations of criminal investigation.

Prerequisite: JUS1100

**JUS2235 Juvenile Justice**
**3 Credit Hours**

Examines the factors that contribute to juvenile delinquency, and ways in which the American juvenile justice system responds to youthful offenders. Students examine societal shifts between punitive and therapeutic approaches to delinquency and the merits of various formal and informal treatment options.

Prerequisite: JUS1100

**JUS2240 Justice and the Judiciary**
**3 Credit Hours**

Introduces the history, structure and procedures of the state and federal judicial systems. Topics include the roles and responsibilities of the district attorney, the defense attorney, the bailiff, the judge, the jury, and the expert witness in determining guilt or innocence. Pretrial activities are also discussed.

Prerequisite: JUS1100

**JUS2260 Contemporary Issues in Justice Studies****3 Credit Hours**

Focuses on social issues such as violence, abuse, racial and ethnic relations, racism, concentrated poverty, joblessness, terrorism, and suicide, and explores how these issues impact justice in the United States.

Prerequisite: JUS1100

**JUS2270 Special Topics in Justice Studies****1 to 3 Credit Hours**

Changes depending on the instructor's selected topic.

Prerequisite: JUS1100

**JUS2293 Internship****3 Credit Hours**

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

Prerequisite: Departmental permission

**JUS3301 Police Administration and Management****3 Credit Hours**

Examines the management practices and organizational designs in American policing. Topics include leadership and leadership development, law enforcement and politics, CompStat, organizational development, and human resources.

Prerequisites: JUS1100, SOC2218

**JUS3302 Homeland Security****3 Credit Hours**

Introduces the emerging issues of Homeland Security and potential terrorist threats. Course topics include the history of terrorism, the National Security Act, the events of September 11th, and overall public safety challenges.

Prerequisite: JUS1100

**JUS3307 Corrections, Probation, and Parole****3 Credit Hours**

Introduces the history and current state of corrections, probation, and parole in the United States. Topics include the roles of corrections, probation, and parole officers; different types of jails and prisons; restorative justice; community-based correctional models; and extra-institutional supervision of convicted offenders.

Prerequisite: JUS1100

**JUS3314 Introduction to Intelligence****3 Credit Hours**

Considers the intelligence function within the context of the Patriot Act. Topics include the use of informants, issues in police interrogation practices, Miranda warnings, electronic eavesdropping and surveillance, and the civil rights implications of electronic evidence.

Prerequisite: JUS1100

**JUS3315 Terrorism****3 Credit Hours**

Examines the history and causes of terrorism. This course concentrates on the structure and function of major terrorist groups and the response of democratic governments in combating terrorism. Includes an investigation of terrorist activities, legal viewpoints, and media responsibility.

Prerequisite: JUS1100

**JUS4401 Corporate Security Management****3 Credit Hours**

Introduces contemporary security management in the private sector. This course emphasizes the integration of the security function into an organization's operations in order to ensure safety and security, and enhance overall efficiency and profitability.

Prerequisite: JUS1100

**JUS4402 Private Security Management****3 Credit Hours**

Examines security management and the role of management in handling protection and control of facilities, property, and personnel in the private sector. Topics include disaster control, fire safety and prevention, industrial espionage, labor disputes, public disorder, computer security, and coordination with public safety agencies.

Prerequisite: JUS1100

**JUS4403 Cyber Crime****3 Credit Hours**

Introduces the links between computers, crime, and social control. This course includes an analysis of the technological, social, economic, and political context from which cybercrime has emerged. Students consider social and political relations to cybercrime, as well as social policy questions of privacy and freedom on the Internet.

Prerequisite: JUS1100

**JUS4404 White Collar Crime****3 Credit Hours**

Introduces the social and legal dimensions of crimes committed by corporations, as by individuals. Covers the social definition of white collar crime, who commits it, who is harmed by white collar offenses, and how law enforcement and society respond.

Prerequisite: JUS2205

**JUS4405 Transportation Security****3 Credit Hours**

Analyzes the security challenges created by economic dependence on public transportation. This course emphasizes the impact of compromised public transportation systems.

Prerequisite: JUS1100

**JUS4406 Research Methods in Criminal Justice****3 Credit Hours**

Examines the process of academic research with particular attention to research designs, data collection, and sampling. This course will address the procedures and methods necessary to conduct a research study in criminal justice. Methodological problems and ethical issues will be considered in detail.

Prerequisites: JUS1100, SOC2220, MAT2215

**JUS4407 Global Security****3 Credit Hours**

Introduces various international security concepts such as international terrorism, multi-national military conflict, economic growth and expansion, and the global environment.

Prerequisite: JUS1100

**JUS4470 Special Topics in Criminal Justice****1 to 3 Credit Hours**

Changes depending on the instructor's selected topic.

Prerequisite: JUS1100

**JUS4483 Internship****3 Credit Hours**

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

Prerequisite: Departmental permission

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## Legal Studies

**LAW1100 Introduction to Law**
**3 Credit Hours**

Introduces the United States legal system. This course examines the structure and administration of the state and federal courts; the function of the trial and appellate courts; the sources of law; the differentiation between procedural and substantive law; and the legal principles of torts, contracts, criminal, civil and property law.

**LAW1110 Contract Law**
**3 Credit Hours**

Examines the common law of contracts and the intricacies of the Uniform Commercial Code. The course covers the formation and performance of contracts; the role of the parties and the role of the court; defects in formation of contracts; failure of performance; and the rights and remedies of the parties upon breach.

**LAW2200 Professional Responsibilities and Legal Ethics**
**3 Credit Hours**

Introduces students to the defining ethical issues faced by lawyers and the legal community. Topics include access to justice; issues in the attorney-client relationship; and ethics in particular context, such as criminal practice, government, and corporate law.

Prerequisite: LAW1100

**LAW2210 Legal Research and Writing**
**3 Credit Hours**

Examines legal research and writing. Students locate and identify primary and secondary sources of law using traditional and computer-assisted research techniques, including Lexis, Westlaw, and the Internet. Students use databases to formulate searches, retrieve and display documents, and validate findings.

Prerequisite: LAW1100 or BUS2231

**LAW2215 Torts**
**3 Credit Hours**

Provides an introduction to civil wrongs. Topics include negligence, international torts, strict liability, products liability, defamation, and toxic torts. Students will examine relevant statutes as well as case law regarding various areas of torts.

Prerequisite: LAW1100

**LAW2225 Real Property Law**
**3 Credit Hours**

Explores fundamental topics related to the petition, ownership, and transfer of real property interests. Topics will include closings of residential property real estate financing including mortgages, insurance, foreclosure, and short sales. Students will relate theory to practice through a simulated real estate closing exercise.

Prerequisite: LAW1100

**LAW2230 Civil Litigation**
**3 Credit Hours**

Introduces the rules governing the civil litigation process in both the state and federal civil courts. Topics will include all aspects of civil litigation including preparation of pleadings, discovery methods, motion practice, trial documents, and the appellate process.

Prerequisite: LAW1100

**LAW2235 Immigration Law**
**3 Credit Hours**

Introduces United States federal immigration and nationality law. Topics include lawful and unlawful entry and status in the United States; relevant governmental agencies; obtaining nonimmigrant and immigrant status in the United States; becoming a lawful permanent resident; and the deportation and removal process.

Prerequisite: JUS1100 or LAW1100

**LAW2240 Family Law**
**3 Credit Hours**

Explores the field of Family Law from both a theoretical and practical perspective. Topics include planning for marriage; formation of the marriage through its dissolution; child matters; domestic partnerships; domestic

violence considerations, including Orders of Protection; and the role of non-dispute resolution in Family Law.

Prerequisite: LAW1100

#### **LAW2250 Wills, Trusts, and Estates**

**3 Credit Hours**

Involves planning, formation, and administration of property-interest transfer instruments; preparation and execution of estate and trust instruments; testate and intestate probates and estate administrations; handling an elective share; and accounting for income or assets, including federal and state taxation issues.

Prerequisite: LAW1100

#### **LAW2260 Law Firm Communications and Technology**

**3 Credit Hours**

Provides students with the knowledge and practical application of the different technologies and software packages used in the legal industry. In this course, students develop the conceptual, technical, and interpersonal skills required to apply technology to manage information and personnel in an automated law office environment.

Prerequisites: LAW1100, CIS1115

#### **LAW2270 Special Topics in Legal Studies**

**1 to 3 Credit Hours**

Involves readings and discussions around selected topics in legal studies. Topics will vary each semester.

Prerequisite: LAW1100

#### **LAW2293 Internship**

**3 Credit Hours**

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

Prerequisite: Departmental permission

#### **LAW3310 Alternative Dispute Resolution**

**3 Credit Hours**

Explores the field of Alternative Dispute Resolution (ADR). This course examines the mechanisms utilized to resolve disputes, the advantages and disadvantages of utilizing ADR, and the types and subjects where ADR is commonly employed. Students will engage in role play to demonstrate knowledge of various ADR options.

Prerequisite: LAW1100 or BUS2231

#### **LAW3320 Constitutional Law**

**3 Credit Hours**

Explores U.S. constitutional issues as primarily interpreted by the U.S. Supreme Court. Topics include government structure; separation of powers in the federal and state governments; and individual liberties and civil rights, including First Amendment Freedom of Speech, Assembly, and Religion and Equal Protection Clause.

Prerequisite: LAW1100

#### **LAW 3325 Intellectual Property Law**

**3 Credit Hours**

Addresses each field of law under the umbrella of intellectual property, including trademarks, copyrights, patents, trade secrets, and unfair competition. This course explores methods by which each is created, procedures to register or protect each, duration of rights, protection from infringement, and new developments.

Prerequisite: LAW1100

#### **LAW3330 Employment Law**

**3 Credit Hours**

Covers the basic concepts in federal and state Employment Law. Topics include the hiring process, legal regulation, benefits, employee privacy, expression and association, health and safety, the organization and representation, collective bargaining, termination of employment, wrongful discharge, and retirement.

Prerequisite: LAW1100 or BUS2231

#### **LAW3335 Business Organization and Corporations**

**3 Credit Hours**

Examines individual, partnership, and corporate forms of business organizations. Also studied are the formation, implementation and rules governing operations and decision-making, the duties and liabilities of corporate officers and directors, as well as mergers, acquisitions and dissolution of corporations.

Prerequisite: LAW1100

#### **LAW3340 Law Firm Management and Administration**

**3 Credit Hours**



Provides an overview of the legal industry and the business of law. Topics include: principles of law firm management and supervision; the organizational structure of a law office; law firm hiring practices; human resources; client relations; office procedures; workforce ethics; facilities management; security; and confidentiality.

Prerequisite: LAW1100

**LAW4430 Advanced Legal Research, Writing, and Advocacy**

**3 Credit Hours**

Develops and refines the research, analysis, citation, and writing skills introduced in Legal Research and Writing. Students will prepare either a complex trial brief or appellate brief, and present oral argument.

Prerequisite: LAW2210

**LAW4470 Special Topics in Legal Studies**

**1 to 3 Credit Hours**

Involves readings and discussions around selected topics in legal studies. Topics will vary each semester.

Prerequisite: LAW1100

**LAW4483 Internship**

**3 Credit Hours**

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

Prerequisite: Departmental permission

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## Career Development Courses\*

**CDV2000 Career Development I****3 Credit Hours**

Introduces students to the fundamentals of career development and planning. Students focus on setting appropriate career goals based on self-assessment in alignment with skills and competencies. Students learn how to write a professional resume and cover letter, how to communicate effectively in multiple media, and how to develop time management skills to help them succeed both academically and professionally.

**CDV3000 Career Development II****3 Credit Hours**

Focuses on the job application and interview process. Students learn how to develop a field search for employment opportunities and apply for jobs in their fields of study. Students observe and critique mock interviews and learn how to negotiate salary offers.

Prerequisite: CDV2000

\*Note: CDV2000 and CDV3000 are only offered as 7 week courses.

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## College Skills Courses

**CSK70 Applications of Learning Theory**
**3 Credit Hours**

Students will learn how to apply specific learning methods to their own course work. Emphasis will be placed on effective reading, writing and research techniques as well as key learning strategies, including time management, note taking, and test taking and preparation. CSK70 may be offered in lieu of CSK75 and CSK77.

**CSK70J Applications of Learning Theory**
**3 Credit Hours**

Students will learn how to apply specific learning methods to their own course work. Emphasis will be placed on effective reading, writing and research techniques as well as key learning strategies, including time management, note taking, and test taking and preparation. Students who successfully complete CSK70J will be exempt from CSK70, CSK75 and CSK77.

**CSK75 Foundations of Critical Reading**
**3 Credit Hours**

Provides students with the foundation needed for academic reading, critical thinking, and writing reflective responses. This course focuses on the reading process. Students develop reading skills that will benefit them in both their programs of study and in workplace settings.

**CSK75J Foundations of Critical Reading**
**3 Credit Hours**

Provides students with the foundation needed for academic reading, critical thinking, and writing reflective responses. This course focuses on the reading process. Students develop reading skills that will benefit them in both their programs of study and in workplace settings. Students who successfully complete this Jumpstart course will be exempt from CSK75.

**CSK77 Foundations of Critical Writing**
**3 Credit Hours**

Provides students with the foundation needed for academic, reflective and professional writing for their programs of study. This course covers the writing process, syntax and mechanics, essay development, and basic research. Students explore writing styles such as argument/persuasion, illustration/example/description, comparison/contrast, and narration.

**CSK77J Foundations of Critical Writing**
**3 Credit Hours**

Provides students with the foundation needed for academic, reflective and professional writing for their programs of study. This course covers the writing process, syntax and mechanics, essay development, and basic research. Students explore writing styles such as argument/persuasion, illustration/example/description, comparison/contrast, and narration. Students who successfully complete this Jumpstart course will be exempt from CSK77.

**CSK80 Foundations of Learning**
**3 Credit Hours**

Examines the application of basic concepts of cognitive psychology. Students develop positive coping skills and learning strategies that promote optimal learning and functioning, in both college and the professional workplace. Topics include time management, learning styles, test-taking/study skills, and communication skills.

**CSK85 Transitional Mathematics**
**3 Credit Hours**

Prepares students for courses that require an understanding of basic arithmetic and algebra. This course emphasizes the use of quantitative processes to explain the meaning and application of arithmetic operations, integers, graphs/charts/tables, descriptive statistics, linear equations and the coordinate system.

**CSK85J Transitional Mathematics**
**3 Credit Hours**

Prepares students for courses that require an understanding of basic arithmetic and algebra. This course emphasizes the use of quantitative processes to explain the meaning and application of arithmetic operations, integers, graphs/charts/tables, descriptive statistics, linear equations and the coordinate system. Students who successfully complete this Jumpstart course will be exempt from CSK85.

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## New York State Education Department (NYSED) - HEGIS Codes

The following programs are registered by the New York State Education Department (New York State Education Department, Office of College and University Evaluation, 5 North, 89 Washington Avenue, Albany, NY 12234, 518-474-1551). Enrollment in other than registered programs may jeopardize a student's eligibility for certain student aid awards.

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

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](http://BerkeleyCollege.edu/disclosures).

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# Employment, Retention, and Graduation Rates

## Employment Rates

71.3 percent of New Jersey degree graduates, 77.1 percent of New York degree graduates, and 70.7 percent of New Jersey certificate graduates who graduated during the academic year ending August 5, 2017 were employed in positions related to their programs of study by January 26, 2018.

Overall, 93.0 percent of New Jersey degree graduates, 96.0 percent of New York degree graduates, and 88.0 percent of New Jersey certificate graduates who graduated during the academic year ending in August 5, 2017 were employed in some full-time, part-time, contract, and/or per diem position by January 26, 2018.

Rates are measured six months following the end of each academic term. The 2016-2017 academic year included four academic terms (summer, fall, winter, and spring). These rates include students who graduated at any point in the academic year (end of summer term + six months; end fall term + six months; etc.). For example, students who graduated at the end of the spring term (August 5, 2017) and were employed within six months following the end of that term (January 26, 2018) are included. However, graduates who did not obtain employment until after the six-month period following the end of the summer term (January 27, 2018 on) are included in the overall calculation, but are not considered employed. These rates also include "teach out" students who graduated on or about June 24, 2017 and were measured eight months following that date (January 26, 2018). "Teach out" students includes those who were enrolled select clinical healthcare programs and remained on the quarter academic calendar system.

Employment rates of graduates are calculated based on communications between graduates and Career Services staff. Those percentages include all graduates who were employed in a full-time, part-time, contract, and/or per diem position within six months after graduation. The numbers include graduates who have found employment through direct referrals provided by Career Services; students whose Berkeley College internships have led to full-time, part-time, contract, and/or per diem employment; students who have found employment on their own, including many who have benefited from coaching and resume assistance offered by Career Services; and students who have remained in positions they held prior to enrolling at and/or while attending Berkeley.

Relationships between occupations and programs of study are determined using a "crosswalk" between Classification of Instructional Programs (CIP) published by the National Center for Education Statistics and the Standard Occupational Classification system (SOC) administered by the Bureau of Labor Statistics. More information about the crosswalk may be found at [onetonline.org](http://onetonline.org). Graduates who decline placement assistance from the College and those who cannot be contacted or choose not to provide information are not reflected in the calculations. Reasons for declining placement assistance may include a lack of U.S. work authorization for international students, relocation, continuing education, military service, and medical or other personal issues and preferences.

Note: While graduates of the Interior Design Bachelor of Fine Arts (B.F.A.), Surgical Technology Associate in Applied Science (A.A.S.), Medical Assistant Certificate, Practical Nurse Certificate programs are included in the overall rates described above, individual employment rates for those programs are also calculated in accordance with accreditation or state board requirements (some of which require alternative methodologies as described below).

B.F.A., Interior Design: In connection with its accreditation with the Council for Interior Design Accreditation (CIDA), Berkeley College collects and publishes Interior Design B.F.A. student achievement information (including student retention rates, graduation rates, acceptance into graduate programs, and employment rates). Interior Design B.F.A. employment rates are calculated using the same methodology as the overall employment rates described above. To view the student achievement information, visit the [B.F.A., Interior Design program page](#).

Surgical Technology A.A.S.: Berkeley College collects and annually reports employment rates for Surgical Technology degree program graduates as required by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting ("ARC/STSA"). For the academic year August 1, 2015 to July 31, 2016, the "positive placement" rate was 91 percent. ARC/STSA defines a "positive placement" to include graduates who are employed as a Surgical Technologist within one year of graduation, continuing their education and/or serving in the military. Graduates who are not employed for reasons that may include a lack of U.S. work authorization, relocation, and medical or other personal issues are considered "not working" for purposes of this annual report.

Medical Assistant Certificate: Berkeley College collects and annually reports employment rates for Medical Assistant certificate program graduates as required by the Medical Assistant Education Review Board ("MAERB"). The MAERB defines a "positive placement" to include graduates who are employed as a Medical Assistant, employed in a related field, continuing their education, and/or serving in the military. MAERB defines a "related field" as one in which the individual is using cognitive, psychomotor, and affective competencies acquired in the education program. A "related field" could include phlebotomist, EKG technician, or other administrative positions within a physician's office or healthcare facility. The "positive placement" rate for students admitted into this program during the 2015 calendar year was 66.22 percent. Graduates who are not employed for reasons that may include a lack of U.S. work authorization, relocation, and medical or other personal issues are considered "not working" for purposes of this annual report.

Practical Nurse Certificate: Berkeley College collects and annually reports on employment rates for Practical Nurse certificate program graduates as required by the New Jersey Board of Nursing. For the reporting period beginning September 1, 2016 and ending August 31, 2017, 48.65 percent of graduates found employment as Licensed Practical Nurses within twelve months after graduation.

## Graduate and Professional Education

Federal law requires colleges to make available information regarding the types of graduate and professional education in which graduates of the institution's four-year degree programs enroll.

In communications between graduates and Career Services staff, students graduating from Berkeley College with Bachelor's degrees between July 1, 2016 and June 30, 2017 have reported pursuing the following: (i) Master, Counseling,

School Counseling Concentration; (ii) Master of Business & Science; (iii) Master of Arts in Criminal Justice; (iv) Master of Public Health, Global Health; (v) Master in Business Administration in General Management; (vi) Juris Doctor; (vii) Master of Science in Law Enforcement; (viii) Executive Master in Business Administration; (ix) Master in Business Administration and Information Science; (x) Master of Arts in Forensic Psychology; (xi) Master of Science, Education; and (xii) Master of Science, Cybersecurity.

#### **First-to-Second Year Retention Rates**

The retention rate is a measure at which students persist in their educational program at an institution. For Berkeley College, this is the percentage of first-time Bachelor's (or equivalent) degree-seeking undergraduates from the previous fall who are again enrolled in the current fall.

The retention rate, as reported to the Integrated Postsecondary Education Data System ("IPEDS"), for first-time, full-time ("FTFT") freshman Bachelor's degree-seeking students who enrolled in fall 2016 and continued their enrollment in fall 2017 was 62 percent for New Jersey students and 54 percent for New York students. The retention rate for first-time, part-time freshman Bachelor's degree-seeking students who enrolled in fall 2016 and continued their enrollment in fall 2017 was 55 percent for New Jersey students and 33 percent for New York students.

Among FTFT freshman Associate's degree-seeking students enrolled in fall 2016, 52 percent of the New Jersey students and 47 percent of the New York students continued their enrollment in fall 2017. Among FTFT freshman certificate-seeking students enrolled in fall 2016, 63 percent of New Jersey students either graduated or continued their enrollment in fall 2017.

#### **Graduation Rates**

Federal law requires colleges that participate in certain financial aid programs to report the percentage of first-time degree or certificate-seeking students who successfully completed those programs within one and a half times the "normal time" (for example, that would be six years for a Bachelor's degree program or three years for an Associate's degree program). These rates do not include part-time students or students who previously attended another post-secondary institution.

##### **Overall**

The overall graduation rate, as reported to IPEDS, for FTFT degree-seeking undergraduate students who entered in fall 2011 and successfully completed their programs within 150 percent of "normal time" was 33 percent for New Jersey students and 38 percent for New York students.

##### **Bachelor's Degree Programs**

The graduation rate, as reported to IPEDS, for FTFT freshman Bachelor's degree-seeking students who entered in fall 2011 and successfully completed their programs by August 31, 2017, was 32 percent for New Jersey students and 37 percent for New York students.

Additional information is available on the College Navigator:

New York: <http://nces.ed.gov/collegenavigator/?q=berkeley+college&s=all&id=189228>

New Jersey: <http://nces.ed.gov/collegenavigator/?q=berkeley+college&s=all&id=183789>

##### **Associate's Degree and Certificate Programs**

The graduation rate, as reported to the New York State Education Department, for FTFT Associate's freshman degree-seeking students who entered in fall 2014 and successfully completed their programs by August 31, 2017, was 33 percent for New York students.

Among FTFT freshman associate's degree-seeking students who entered in fall 2014, 33 percent of New Jersey students successfully completed their programs by August 31, 2017. Among FTFT freshman certificate-seeking students who entered in fall 2014, 59 percent of New Jersey students successfully completed their programs at Berkeley College and graduated by August 31, 2017.

For information about graduation rates broken down by gender, ethnicity, and Pell grant recipients, go to [https://berkeleycollege.edu/files\\_bc/Disagg-Rates-2018.pdf](https://berkeleycollege.edu/files_bc/Disagg-Rates-2018.pdf).

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## Academic Calendar

### FALL SEMESTER 2018

Tuesday, September 4, 2018 – Classes Begin – 15-week and 7-week module A  
 Monday, October 8, 2018 – Columbus Day – No Classes  
 Monday, October 22, 2018 – Classes End – 7-week module A  
 Tuesday, October 30, 2018 – Classes Begin – 7-week module B  
 Thursday, November 22, 2018 – Sunday, November 25, 2018 – No Classes  
 Monday, December 17, 2018 – Classes End – 15-week and 7-week module B  
 Tuesday, December 18, 2018 – Tuesday, January 1, 2019 – Recess

### WINTER SEMESTER 2019

Wednesday, January 2, 2019 – Classes Begin – 15-week and 7-week module A  
 Monday, January 21, 2019 – Martin Luther King Day – No Classes  
 Saturday, February 16, 2019 – Classes End – 7-week module A  
 Monday, February 18, 2019 – Presidents' Day – No Classes  
 Tuesday, February 26, 2019 – Classes Begin – 7-week module B  
 Monday, April 15, 2019 – Classes End – 15-week and 7-week module B  
 Tuesday, April 16, 2019 – Monday, April 29, 2019 – Recess

### SPRING SEMESTER 2019

Tuesday, April 30, 2019 – Classes Begin – 15-week and 7-week module A  
 Monday, May 27, 2019 – Memorial Day – No Classes  
 Monday, June 17, 2019 – Classes End – 7-week module A  
 Tuesday, June 25, 2019 – Classes Begin – 7-week module B  
 Thursday, July 4, 2019 – Independence Day – No Classes  
 Monday, August 12, 2019 – Classes End – 15-week and 7-week module B  
 Tuesday, August 13, 2019 – Monday, September 2, 2019 – Recess

### FALL SEMESTER 2019

Tuesday, September 3, 2019 – Classes Begin – 15-week and 7-week module A  
 Monday, October 14, 2019 – Columbus Day – No Classes  
 Saturday, October 19, 2019 – Classes End – 7-week module A  
 Monday, October 28, 2019 – Classes Begin – 7-week module B  
 Thursday, November 28, 2019 – Sunday, December 1, 2019 – No Classes  
 Saturday, December 14, 2019 – Classes End – 15-week and 7-week module B  
 Sunday, December 15, 2019 – Sunday, January 5, 2020 – Recess

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## Academic Integrity and Plagiarism

The principles of academic integrity encompass simple standards of honesty and truth. Each member of the College community has a responsibility to uphold standards and to take action when others violate them. Faculty members have an obligation to educate students about the standards of academic integrity and to report violations of these standards. All students, both online and on-site, are responsible for knowing what the standards are and for adhering to them. Students also should bring any violations of which they are aware to the attention of their instructors. Any breach of academic integrity is a serious offense that may result in disciplinary consequences.

Plagiarism is a violation of the integrity of the academic community. Representing someone else's work as one's own is a serious academic offense and may result in failure, suspension, or dismissal. Please refer to

[BerkeleyCollege.edu/files\\_bc/Academic\\_Integrity\\_and\\_Plagiarism\\_Revise\\_Procedures.pdf](http://BerkeleyCollege.edu/files_bc/Academic_Integrity_and_Plagiarism_Revise_Procedures.pdf) for information on definitions of academic integrity and procedures for reviewing academic integrity violation reports.

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## Academic Records

**Grade Reports:** Grade reports may be accessed online through Student Self-Service.

**President's List:** Full-time matriculated students who achieve a grade point average of 4.00 with a minimum of 12 academic credits qualify for the President's List. Part-time matriculated students who complete a minimum of six to 11 credits per term in two or more consecutive terms and achieve a cumulative grade point average of 4.00 qualify for the President's List.

**Dean's List:** Full-time matriculated students who achieve a grade point average of 3.50 or better with a minimum of 12 academic credits qualify for the Dean's List. Part-time matriculated students who complete a minimum of six to 11 credits per term in two or more consecutive terms and achieve a cumulative grade point average of 3.50 qualify for the Dean's List.

**Transcript Requests:** Official or unofficial transcripts may be requested online at [BerkeleyCollege.edu/academics\\_bc/registrar.htm](http://BerkeleyCollege.edu/academics_bc/registrar.htm).

**Official Transcripts** will be stamped: "Issued to Student in Sealed Envelope." If the envelope is opened, the transcript is no longer official. Official transcripts will not be issued to students with an outstanding financial obligation with the College. Various delivery options are available.

**Unofficial Transcripts** must be requested in the "Special Instructions" under the Delivery Options field. Students with outstanding financial obligations may request unofficial transcripts while making arrangements with Student Accounts to resolve their balance. Unofficial transcripts can be sent via all of the delivery methods except for the electronic PDF method.

**Transcript Processing Hours** are Monday to Friday from 9:00 AM to 3:00 PM Eastern Standard Time. All rush requests received after 3:00 PM will be processed the next business day (excluding holidays).

Please note that there is a fee for transcripts.

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## Academic Year

**Semester Calendar Year:** Berkeley College's calendar includes three terms organized on the semester system. The fall semester begins in September, followed by the winter semester in January, and the spring semester in April.

A standard academic year (two consecutive semesters) is typically comprised of two terms totaling 30 weeks, and a full-time student is expected to complete a minimum of 24 semester credit hours (in most cases a minimum of eight three-credit courses) in that time.

The campuses are closed on some legal holidays. The current **academic calendar** specifies the exact dates.

**The Semester System:** Courses are evaluated in terms of semester hours of credit.

A credit hour is an amount of work of not less than 50 minutes of classroom or direct faculty instruction and a minimum of two hours (120 minutes) of out of class student work each week for approximately 15 weeks for one semester credit, or the equivalent amount of work over a different amount of time. At least an equivalent amount of work is required for laboratory work, internships, practicums, studio work, and other academic work leading to the award of credit hours.

**Class Hours:** Generally, instructional hours are from 8:00 AM through 11:00 PM on weekdays and from 9:00 AM through 5:00 PM on weekends.

Students enrolled in the LPN to B.S.N., Medical Assistant, Patient Care Technician, Practical Nurse, Surgical Processing Technician, and Surgical Technology programs should refer to their respective Healthcare Supplements for program-specific class and clinical rotation hours.

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## Accommodating a Disability

### Notice of Non-Discrimination - Americans with Disabilities Act (ADA)

In accordance with federal law, Berkeley College does not discriminate on the basis of disability in its programs and activities.

Questions regarding disability discrimination and the implementation of services offered at Berkeley College may be referred to Sharon McLennon-Weir, Ph.D., CRC, LMHC, Director of Disability Services, 914-694-1122 ext. 3169 or [Sharon-McLennon@BerkeleyCollege.edu](mailto:Sharon-McLennon@BerkeleyCollege.edu).

Individual requests for accommodations may be referred to the College ADA/Section 504 Coordinators: [NJ students] Sandra Coppola, Ph.D., 973-278-5400 ext. 1320 or [SEC@BerkeleyCollege.edu](mailto:SEC@BerkeleyCollege.edu); [NY students] Diane Georges, LMHC, 212-986-4343 ext. 4216 or [Diane-Georges@BerkeleyCollege.edu](mailto:Diane-Georges@BerkeleyCollege.edu); [Online students] Katherine Wu, Ed.M., LMHC, LPC, 973-405-2111 ext. 1394 or [KNW@BerkeleyCollege.edu](mailto:KNW@BerkeleyCollege.edu). In addition, each individual campus has a Disability Services representative via the Personal Counseling Office. These Personal Counselors work with the ADA/Section 504 Coordinators for the purpose of reasonably accommodating students with disabilities. A student seeking accommodations must schedule an appointment with either the above-stated ADA/504 Coordinators, or a campus Personal Counselor, in order to submit an Application for Disability Services and Accommodations and to confirm requested accommodations. Contact information for the College Personal Counselors can be found on the College Health and Wellness website at: <http://BerkeleyCollege.edu/10231.htm> (select "Contact Information" from the drop-down menu).

In accordance with its Disability Services Accommodations Policy for Students, Berkeley College strives to reasonably accommodate the needs of students with disabilities. For information regarding how to request a reasonable accommodation of a disability, please go to [http://BerkeleyCollege.edu/files\\_bc/ADA\\_Student\\_Policy.pdf](http://BerkeleyCollege.edu/files_bc/ADA_Student_Policy.pdf) and to the College Disability Services page located at: <http://BerkeleyCollege.edu/disability-services.htm>

## Assessment

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Berkeley College's mission, vision, and values inform its assessment framework, which is designed to improve institutional effectiveness and to assess and enhance student achievement. Student mastery of the **College's Learning Objectives**, its Program Learning Objectives, and its **Student Development Learning Objectives** is continuously assessed to measure objective achievement as well as to develop appropriate enhancements to the student learning experience. Results of assessment are used to inform curricular and programmatic changes in order to support students in their learning and certificate or degree completion and to improve teaching and learning at Berkeley College.

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## College Learning Objectives

Berkeley College's liberal arts curriculum and major programs are designed to foster skills in communication, reasoning and analysis, information literacy, understanding of multiple perspectives, and integration of learning, as well as knowledge across multiple disciplines and specialized areas related to the professional programs. Berkeley students are expected to learn about the issues and achievements that shape our world and that will contribute to their success as humane, self-aware, and intellectually curious members of the global human community.

Developing these essential skills in students is a responsibility shared across departments and among faculty, requiring time and careful planning to achieve. Most learning objectives will be introduced initially in the Liberal Arts core courses that are designed to be optimally supportive of the transition from high school to college. The learning objectives are then further developed through general study within the humanities, sciences, and arts. Finally, the learning objectives are applied within each student's specialized major courses.

Learning at Berkeley College covers general areas of knowledge, intellectual and practical skills, and personal and social responsibilities. Through their courses and co-curricular activities, students will have the experiences necessary for the acquisition and meaningful expression of the College Learning Objectives.

The Berkeley College Learning Objectives are:

**Reading and Written Communication:** Students will demonstrate competent writing and reading throughout their programs of study.

**Oral Communication:** Students will demonstrate effective oral communication skills in both general and major-specific contexts.

**Critical Analysis and Reasoning:** Students will use critical analysis and reasoning, supported by knowledge and skills learned throughout their degree programs, to enhance personal and professional decision-making:

- Quantitative analysis and reasoning
- Analysis and reasoning in the humanities, sciences, social sciences, and arts
- Ethical analysis and reasoning
- Reasoning in career-related contexts

**Knowledge and Skills for Living in a Diverse Society:** Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.

**Information Literacy:** Students will define and articulate their needs for information and access this information effectively and efficiently.

**Integration of Learning:** Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.

## Student Development Learning Objectives

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### Students at Berkeley College will . . .

1. Express a feeling of connection to the Berkeley College community
2. Identify the ways in which their uniqueness and differences are valued by the Berkeley College community
3. Articulate the value of diversity and cross-cultural competence
4. Articulate and apply self-advocacy skills
5. Articulate behaviors which contribute to a healthy lifestyle
6. Articulate the characteristics of healthy, mutually respectful interpersonal relationships
7. Demonstrate behaviors or practices that show community engagement
8. Articulate the value of professional development for career success
9. Articulate the value of and take on leadership opportunities
10. Identify and engage in the variety of co-curricular opportunities available which complement their academic programs
11. Identify, know how to utilize, and express having benefited from the use of campus resources such as Academic Advisement Department, Center for Academic Success, Career Services, Financial Aid, Library, Registrar, Student Accounts, and Student Development and Campus Life



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## Copyright Policy

Original "works of expression," such as writings, graphics, photographs, and music, may be protected from unauthorized use by the federal copyright laws. Copyright laws govern whether — and to what extent — one is permitted to copy, upload, download, transmit, or distribute such works, or to create new works derived from them without first receiving permission from the holder of the copyright (often the author or publisher of the original). The copyright laws are complex. Under some circumstances, copying information from websites, downloading music or video from or uploading it to a peer-to-peer application, or even mere photocopying, faxing, or cutting and pasting substantial portions of copyrighted materials may constitute infringement. The Berkeley College community is expressly prohibited from using the Berkeley College network or computing resources to access peer-to-peer sites that permit unauthorized copying of copyrighted music, photographs, video, or other legally protected materials. Such activities will be treated as violations of the Student Electronic Information Policy. Certain limited copying of published materials without permission may be allowed under the "Fair Use" doctrine.

Berkeley students and associates are required to comply with the copyright laws. Failure to do so may be grounds for disciplinary action, up to and including dismissal, and may subject the infringer to significant legal consequences. Penalties for copyright infringement may include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17 United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [copyright.gov](http://copyright.gov).

For more detailed policy information, please go to [BerkeleyCollege.edu/files\\_bc/Copyright\\_Policy.pdf](http://BerkeleyCollege.edu/files_bc/Copyright_Policy.pdf).

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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 will be awarded college credit. Credit is granted for learning from experience, not for experience alone. **For more information, please click here for the [Credit for Prior Learning Guide](#).**

To learn more about the prior learning credit process, begin by completing the **CAEL/LearningCounts Prior Learning Credit Predictor**. Bring the Predictor results to your Admissions representative, who will forward them to an Academic Advisor.

Students enrolled in the **LPN to B.S.N., Medical Assistant, Patient Care Technician, Practical Nurse, Surgical Processing Technician, and Surgical Technology** programs should refer to their respective Healthcare Supplements for additional information regarding credit for prior learning.

For information about transfer credits, see the **Transfer Credit Policy**.

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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 from a Previous Institution:** Berkeley College will typically accept transfer credits from regionally or nationally accredited post-secondary institutions for courses in which the student earned a minimum grade of C and that are applicable to the student's program at Berkeley. The academic requirements of the particular discipline and current industry standards are evaluated to determine which credits will be accepted. Course delivery format (on-site, online, or hybrid/blended) is not taken into account when evaluating transfer credits. Students may receive 60 semester credit hours if they have an Associate's degree that articulates with a Berkeley College Bachelor's degree.

Students enrolled in the **LPN to B.S.N., Medical Assistant, Patient Care Technician, Practical Nurse, Surgical Processing Technician, and Surgical Technology** programs should refer to their respective Healthcare Supplements for additional information on transfer credit policies.

Incoming students must apply for any desired transfer credit, and will be informed of a determination, prior to enrollment. Acceptance of transfer credits is within the sole discretion of the College and should not be assumed.

**Credit from Articulation Agreements:** Through a series of articulation agreements, Berkeley College has agreed to accept credits from certain other institutions of higher education. A current list of such institutions may be found at [BerkeleyCollege.edu/files\\_bc/Articulation\\_Agreements.pdf](https://berkeleycollege.edu/files_bc/Articulation_Agreements.pdf). This list is updated periodically. Each individual agreement covers specific courses and credits. Credit for such courses will appear as CR on the student's Berkeley College transcript and will not be included in the GPA calculation.

**New Jersey Comprehensive Statewide Transfer Agreement:** Berkeley College has implemented the New Jersey Comprehensive Statewide Transfer Agreement, which provides for a seamless transition from Associate to Baccalaureate degree programs and supports the successful acquisition of Baccalaureate degrees by transfer students. An A.A. or A.S. degree from a New Jersey community or county college will be fully transferable as 60 semester credits to be counted towards the degree requirements of a New Jersey Baccalaureate degree, with the 60 semester credits to be granted as either course-by-course equivalencies between courses in the student's A.A. or A.S. degree and those at Berkeley College or as general elective credits. For more information visit <https://www.njtransfer.org/>.

**Appeals:** Berkeley College has established an **appeal process** through which transfer students can appeal a decision that they believe is not consistent with this Agreement. Questions regarding the appeals process can be forwarded to the Registrar Department.

**Foreign Transcripts:** Foreign transcripts will be evaluated considering the relative strength of the foreign curriculum, applicability to the Berkeley College program in which the student seeks to enroll, and other factors. Prior to enrolling, students are advised of the number of transfer credits that will be applied. Transfer credits appear as CR on the student's Berkeley College transcript and are not included in the GPA calculation. Transferability of credit is recorded on a student's Berkeley College transcript upon receipt of an official transcript from the previous institution.

**Applicability of Credits to Programs:** To the extent that Berkeley College's different Baccalaureate degrees have varying requirements concerning elective credits, students are advised to consult with the Academic Advisement Department at their intended campus to determine the applicability of their transferred credits towards their intended program of study at Berkeley College.

**Transferring Berkeley Credits to Another Institution:** Issues concerning the acceptance of transfer credits are determined solely by the institution to which a student transfers and are outside of Berkeley's control. Effective June 2016, Berkeley College operates on a semester basis and awards semester credits. Prior to June 2016, Berkeley College's undergraduate programs operated on a calendar consisting of four 12-week "quarters." Many other institutions may operate on a different calendar, which may feature two or three "semesters" of 15 weeks or longer. Although Berkeley is regionally accredited, an institution that operates on a semester-based calendar may choose not to grant semester credit (or to grant reduced credit) for individual Berkeley quarter credit courses, due to the difference in length between quarters and semesters or if the courses do not otherwise satisfy requirements of the transfer student's intended program of study. For example, a Berkeley College course carrying four "quarter credits" might be assigned a value of only 2.67 "semester credits" even if it were deemed relevant to the student's program at the semester-based institution to which the student transfers. Students should keep these important principles in mind when deciding whether to transfer course work from Berkeley College to another institution.

For information about alternative ways to earn credits (such as A.P. examinations, standardized testing, and portfolio evaluation), see the [Credit for Prior Learning page](#).

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## Evaluation and Grading

**Grading System:** A single, final grade is recorded for each scheduled course at the end of each term. Academic standing at Berkeley is based upon the grading system shown below.

GRADING SYSTEM			
Grade	Grade Point Equivalent	Percentage Equivalent	Explanation
A	4.00	90-100%	Excellent
B+	3.50	85-89%	Very Good
B	3.00	80-84%	Good
C+	2.50	75-79%	Above Average
C	2.00	70-74%	Average
D*	1.00	60-69%	Lowest passing grade
F	0	-	Failing
P	None	-	Passing
I	None	-	Incomplete
W	None	-	Withdrawal/Nonparticipation
WP	None	-	Withdrawal/Passing
WF	None	-	Withdrawal/Failing

**\*Note:** Students enrolled in College Skills courses must receive a grade of C or better in each College Skills course in order to complete their programs and graduate from the College.

**Computation of Grade Point Average (GPA):** To compute the GPA for the term, each letter grade is converted to the grade point equivalent listed above. Then, that grade point is multiplied by the number of credits designated for the course. This procedure is followed for each course. Next, the number of grade point equivalents for all courses is added. That total is then divided by the total number of credits attempted for the term. The result is the term GPA. To compute the cumulative GPA, the grade point equivalents for all courses taken in all terms are added. That total is then divided by the total number of credits attempted in all terms. The result is the cumulative GPA.

**Incomplete Grade:** Documented inability to complete coursework due to circumstances beyond the student's control (such as severe illness) may, at the discretion of the instructor, result in a grade of I. All outstanding work must be completed by the end of week one of the following term regardless of whether the student is enrolled in that term. If all work is not completed by that time, the incomplete grade becomes an F. It is the responsibility of the student to contact the instructor to make the necessary arrangements for make-up work.

**Course Withdrawal:** Students who wish to drop a course must do so in writing and must have the approval of the Academic Advisement Department. Courses dropped during the add/drop period (first week for seven-week courses and first two weeks for all other courses) do not appear on the student's transcript. Withdrawal from a seven-week course between weeks two and four will result in a grade of WP or WF, and withdrawal from a 15-week course between weeks three and 12 will result in a grade of WP or WF, which indicates whether the student was passing or failing the course at the time of withdrawal. A grade of W will be assigned to students who enrolled in, but did not participate in, a course. Students who do not officially withdraw from a course will receive a letter grade that reflects their achievement.

Students enrolled in the Practical Nurse program are permitted to withdraw from one NUR course during the length of their Practical Nurse program; students enrolled in the Surgical Technology program are permitted to withdraw from one SUR course during the length of their Surgical Technology program. Students enrolled in these programs should refer to their respective Student Handbook Supplements for additional information.

**Repeated Course:** When a course is successfully repeated, the original failure remains on the transcript but is not included in calculating the cumulative GPA. A single course can be failed a maximum of three times, including two repeats. Students who failed a course multiple times prior to the semester conversion may be granted approval upon their return to take the course in a semester format one time. With the exception of certain courses offered in the School of Health Studies, students may only repeat courses in which the student has earned a grade of F and may not repeat courses for which credit already has been earned (grade of D or better), either at Berkeley College or in transfer from another college.

Where a course is no longer offered, the Chair of the Academic Department in which the course is housed, in consultation with the Dean of the School, shall designate an appropriate replacement course. When a course has been repeated, both the original and subsequent courses are included on the permanent record, but the credit is counted only once.

Students in School of Health Studies programs should consult their individual program handbooks for specific guidelines for repeating a course.

**Change of Major:** All courses remain on the transcript and continue to be included in the cumulative GPA when students change their majors.

**Course Syllabus:** Students receive a syllabus for each course during the first week of the term. The syllabus contains the instructor's name and office hours, a general description of the course and its contents, a statement of learning outcomes, descriptions of the instructor's attendance and grading policies, the academic integrity policy, arranging for disability accommodations, and a list of major assignments.



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## General Academic Policies

**Matriculation Status:** A matriculated student is one who is officially enrolled in a certificate or degree program. Students who wish to take only a single course or a combination of courses (except for courses in the School of Health Studies) are welcome as non-matriculated students.

**Transfer to Bachelor's Degree:** Students in an Associate's degree program must graduate before moving to a Bachelor's degree program. After discussion with an Academic Advisor, dual enrollment may be approved for the last term of the Associate's program.

**Justice Studies - Criminal Justice Requirements:** New, first-time students in the Justice Studies - Criminal Justice major are enrolled in the Associate in Applied Science (A.A.S.) degree program. Upon completion of the Associate's degree, students transition into the Bachelor of Science (B.S.) degree program. After discussion with an Academic Advisor, enrollment in both degrees may be approved for the last term of the Associate's program.

**Fashion Merchandising and Management Requirements:** New, first-time students in the Fashion Merchandising and Management major are enrolled in the Associate in Applied Science (A.A.S.) degree program. Upon completion of the Associate's degree, students transition into the Bachelor of Business Administration (B.B.A.) degree program. After discussion with an Academic Advisor, enrollment in both degrees may be approved for the last term of the Associate's program.

**College Skills (Developmental Education) Courses:** All new, matriculated, degree-seeking students, including transfer students and those entering Berkeley College for the first time, are assessed to determine their college readiness. When a need is indicated, students may be required to complete college skills courses or practicums designed to promote their successful transition to college life.

Students enrolled in College Skills courses must receive a grade of C or better in each College Skills course in order to complete their programs and graduate from the College. College Skills courses are not counted toward graduation requirements. These courses are included in the determination of the full- or part-time enrollment status for a term, and financial aid disbursements are made based on this status. Under certain circumstances the need to take College Skills courses may lengthen the time required to complete the student's program, thereby resulting in increased costs to a student.

**Attendance/Participation:** Students are expected to attend and participate in all their courses throughout each term. Those who fail to do so may be administratively withdrawn from individual courses or the College. Online students in 15-week courses have one week to complete their weekly assignments. A student is considered absent if he or she does not submit work for a full week. Students are generally encouraged to log-in to online courses as often as possible throughout the week, rather than trying to complete all of their class assignments on a single day. It is expected that students will spend significant time in each online course on substantive academic activities, including posting to discussion forums, reviewing digital content, uploading assignments, and taking assessments.

Seven-week online courses: Typically students in an accelerated seven-week online course will need to log in at least three separate times during each week to be successful. Specific guidelines for each course are available through the course syllabi, but it is expected that these log-ins will occur on separate days throughout the week rather than on a single day, and that students will spend significant time in the online course on substantive academic activities, including posting to discussion forums, reviewing digital content, uploading assignments, and taking assessments.

Students enrolled in the **LPN to B.S.N.**, **Medical Assistant**, **Patient Care Technician**, **Practical Nurse**, **Surgical Processing Technician**, and **Surgical Technology** programs should refer to their respective Student Handbook Supplements for program-specific attendance requirements.

Faculty members will include their course-specific policies and procedures in each course syllabus. If illness, accident, or similar circumstances require absence for three or more consecutive days, students must notify the Academic Advisement Department and the faculty member to discuss their status in their class(es). Students whose absence is required by law (such as military students called to active duty) will be given a reasonable opportunity to complete all coursework (including, but not limited to, offering alternative assignments and extended deadlines).

Students who are withdrawn for a failure to attend and participate will receive a grade of W, WP or WF for the course(s), depending on whether the student was passing or failing at the time of withdrawal. This may affect the student's financial aid eligibility.

**Academic Time Commitment:** Coursework performed outside of the classroom (such as reading, studying, writing papers, doing projects, or receiving tutoring) is critical to academic success. While the time requirements for individual students may vary somewhat, a general rule of thumb is that students should spend about two hours outside the classroom for every hour required in it. For more information, please see the **Berkeley College Semester Credit Hour Assignment Policy**.

**Grade Appeal:** A student wishing to appeal a course grade must submit a completed **grade appeal eForm** to the faculty member by the end of the first week of the academic term following posting of the disputed grade. The faculty member will respond to the student's appeal as soon as practical. All responses should be entered into the grade appeal eForm.

Should the student disagree with the faculty member's decision, then no later than two weeks after receiving the faculty member's decision, the student may appeal that decision to the Department Chair. The Chair will respond to the student's appeal as soon as practical and shall have the authority to modify the grade as the Chair may deem appropriate. Should the student disagree with the Chair's decision, then – and only then – no later than two weeks after receiving the Chair's decision, the student may submit a final appeal to the Dean of the School. The Dean will respond to the student's appeal

as soon as practical and shall have the authority to modify the grade as the Dean may deem appropriate. The Dean's decision shall be final.

When submitting an appeal to either the Department Chair or the Dean of the School, the student should continue to use and submit the original appeal eForm, containing the response received from the faculty member and, if submitting to the Dean, the response received from the Department Chair. The student should indicate on the eForm why the student believes the faculty member's decision was in error.

**College Closing:** The College seldom closes due to inclement weather. In cases of extreme weather or emergencies, however, the closing of each College campus will be made available over the Internet at [closings.BerkeleyCollege.edu](https://closings.BerkeleyCollege.edu) and by phone as an option on the automated phone menu at each campus.

Closings only apply to on-site students. Work will continue in the online platform for both online and many on-site students. On-site students will be contacted by their instructors regarding the week's requirements.

Schedules for closures and delayed openings are distributed through BerkAlert and posted at [closings.BerkeleyCollege.edu](https://closings.BerkeleyCollege.edu).

**Add/Drop Policy:** Students enrolled in non-clinical 15-week courses may add a course or courses to their schedules prior to the start of the second week of the term. Clinical and accelerated courses cannot be added after the start of the term. Fifteen-week courses dropped during the first two weeks of classes do not appear on the student's transcript. Accelerated courses dropped during the first week of classes do not appear on the student's transcript. Students who drop a course or courses (including College Skills courses) and reduce their total term credit hours to fewer than 12 prior to the enrollment status determination should notify the Financial Aid Department. This action may adversely affect eligibility for financial aid.

**Seven-Week Sessions:** Students who were enrolled in the prior semester must register for session A or session B by the start of the term. New students taking session B without taking session A may register for session B and add credits up to the start of the session. If a student is granted an exception, which requires approval by the Dean of the School, to add credits to session B after the add/drop period of the semester those credits will not count toward financial aid eligibility.

**Canceled Classes:** The College reserves the right to cancel courses or scheduled sections of courses at its discretion.

**Leaves of Absence:** A one-term academic leave of absence (LOA) may be granted at the discretion of the Academic Advisement Department for students in a degree program (Bachelor's and Associate's). Subject to the terms of the **Tuition Freeze Policy**, students who take a LOA will be charged the prevailing rate of tuition and residence charges at the time of their return. A LOA may be requested only at the end of a term for the subsequent term.

Students enrolled in clinical programs are subject to medical and criminal background clearance prior to returning from their LOA. Students are responsible for any fees incurred in obtaining these medical and criminal background clearances.

**Withdrawing from College:** Any student who wishes to withdraw from the College should contact the student's Academic Advisor immediately and complete the College withdrawal eForm. Failure to notify the College of a student's withdrawal on a timely basis may have significant financial consequences.

**Seven-Week Sessions - "Intent to Return":** A student registered for both sessions A and B who chooses to withdraw from session A but intends to return for session B should complete the Intent to Return statement on the **Course Withdrawal eForm** and submit to the Academic Advisement Department. See the Return of Federal Funds section for more details.

**Credits per Semester:** Full-time students typically take a course load of 15 semester credits. Students on probation or academic plan will be advised to take a course load of 12 semester credits or less until they are restored to good academic standing. In some cases, students taking a reduced load may require longer to complete their academic programs, leading to significant additional charges.

Students enrolled in some School of Health Studies programs will be scheduled according to programmatic requirements. Students should refer to their respective Student Handbook Supplements for program-specific requirements, where available.

**Additional Credits per Term:** A per credit tuition rate is charged for each credit in excess of 15 semester credits. This fee is waived for students enrolled in the Surgical Technology and Medical Insurance, Billing, and Coding programs. Students must have permission from an Academic Advisor to enroll in more than 15 semester credits. Consideration will be offered to students who have demonstrated academic success. Students may not enroll in more than 18 semester credits in any one term.

**Online:** An introductory online course to familiarize the student with online learning is a prerequisite to enrolling for online courses. Additional information is available in the Academic Advisement Department.

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

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**Requirements:** To qualify for graduation, students must complete the prescribed course of study with a minimum average of 2.00 (C), discharge all financial obligations to the College, and meet the credit-hour requirements for their major.

Requirements for the **LPN to B.S.N., Medical Assistant, Patient Care Technician, Practical Nurse, Surgical Processing Technician,** and **Surgical Technology** programs may differ. Students should refer to their respective Healthcare Supplements for program-specific graduation policies.

Each spring the College conducts both an in-person Commencement ceremony and a separate online Virtual Commencement ceremony. Online and international students are automatically invited to the Virtual Commencement; on-site students may request to participate. Both ceremonies will include special addresses by the Berkeley College President and other noteworthy speakers. Students must be within six semester credits of completing all requirements by the end of the winter term to be considered for participation in spring Commencement exercises.

**Honors:** Students in degree programs who achieve an overall 3.50 average will be graduated Cum Laude; students who achieve an overall 3.70 average will be graduated Magna Cum Laude; and students who achieve an overall 4.00 average will be graduated Summa Cum Laude.

**Honors for Certificate Recipients:** Students in certificate programs who achieve an overall average of 3.50 – 3.79 will be graduated with Honors; students who achieve an overall average of 3.80 – 4.00 will be graduated with High Honors.

**Graduate Salutes:** Each year, graduates are invited to participate in one of our Graduate Salutes - celebratory events held online and at each campus prior to the annual Commencement ceremony - where graduates can pick up their caps and gowns, order a class ring, and engage with other graduates. Additionally, graduates attending a Graduate Salute event on-site may have a formal graduation photo taken.



## Honorary Posthumous Degrees

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Deceased students who were enrolled in a graduate or undergraduate degree program may be eligible for an honorary posthumous degree. The student would be eligible if he or she was (1) within two semesters of completing his or her undergraduate degree program or within one semester of completing his or her graduate degree program; (2) registered in a Berkeley College degree program within 12 months of the date of death; and (3) in good academic standing at the time of death. Exceptions may be considered by the President of the College in extraordinary circumstances. Family members and/or legal guardians of the deceased student must submit an honorary posthumous degree request in writing and provide a copy of the student's death certificate.

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## Identity Verification of Students Taking Online Courses

Berkeley College Online® uses ProctorU student authentication services. A student's identity is verified by this service, at no cost to the student, when a student takes a proctored exam. Most online courses require students to take proctored exams. The information collected will be used to verify a student's identity and to ensure academic integrity by using secure connections. Student responses to authentication questions will be handled in accordance with the Berkeley College [Privacy Policy](#). For more detailed information about proctored exams in online courses, see [Proctored Exams](#).

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## Recording Classroom Lectures and Discussion

Students are not permitted to record classroom lectures or discussions without written authorization from the designated Americans with Disabilities Act (ADA)/Section 504 Coordinator. Violation of the policy may result in disciplinary action, which could include the suspension or dismissal of the student from the College. The designated ADA/Section 504 Coordinator may authorize recording of classroom lectures or discussions only, and to the extent reasonably necessary, to effect a reasonable accommodation to a student's documented disability. Once a recording accommodation has been granted to a student, both the student and the ADA/504 Coordinator shall execute an Audio Recording Accommodation Agreement. For information regarding how to request a reasonable accommodation of a disability, please see the **Disability Services Accommodations Policy for Students**.

For questions regarding disability discrimination and implementation of services offered at Berkeley College, please contact Sharon McLennon-Wier, Ph.D., CRC, LMHC, Director of Disability Services for New Jersey and New York campuses, at 914-694-1122 ext. 3169 or [Sharon-McLennon@BerkeleyCollege.edu](mailto:Sharon-McLennon@BerkeleyCollege.edu).

Individual requests for accommodations may be referred to the ADA/Section 504 Coordinators: [NJ students] Sandra Coppola, Ph.D., 973-278-5400 ext. 1320 or [SEC@BerkeleyCollege.edu](mailto:SEC@BerkeleyCollege.edu); [NY students] Diane Georges, LMHC, 212-986-4343 ext.4216 or [Diane-Georges@BerkeleyCollege.edu](mailto:Diane-Georges@BerkeleyCollege.edu); [Online students] Katherine Wu, Ed.M., LMHC, LPC, 973-405-2111 ext. 1394 or [KNW@BerkeleyCollege.edu](mailto:KNW@BerkeleyCollege.edu). In addition, each individual campus has a Disability Services representative via the Personal Counseling Office. These Personal Counselors work with the ADA/Section 504 Coordinators for the purpose of reasonably accommodating students with disabilities. A student seeking accommodations must schedule an appointment with either the above-stated ADA/504 Coordinators, or a campus Personal Counselor, in order to submit an Application for Disability Services and Accommodations and to confirm requested accommodations. Contact information for the College Personal Counselors can be found on the College Health and Wellness website at: <http://BerkeleyCollege.edu/10231.htm> (select "Contact Information" from the drop-down menu).

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## Satisfactory Academic Progress (SAP)

### Satisfactory Academic Progress

**Qualitative Assessments:** Every matriculated student is required to maintain a minimum grade point average (GPA), which varies based on the number of credits the student has already attempted. Compliance with this qualitative requirement is measured every term. Continued failure to meet this standard after a warning (automatic) or probationary (when permitted) period, or failing to fulfill the requirements of a prescribed academic plan, will lead to dismissal from the College. Probation may be granted and academic plans may be prescribed at the sole discretion of the College, only after a successful appeal by the student. Some programs have more restrictive requirements using different thresholds for passing grades. The details can be viewed, by program, in the Catalog. All course grades below the minimum passing standard for that course will be treated as failures in calculating the student's GPA for qualitative assessment. Students will not be allowed to change programs without approval from the Academic Advisement Department.

**Quantitative Assessments:** Students are also required to pass a minimum percentage of the credits they attempt in order to remain eligible for enrollment. Quantitative progress assessments are subject to those same warning, probation, and academic plan procedures every term. Some programs have more restrictive requirements using different thresholds for passing grades. The details can be viewed, by program, in the Catalog. All course grades below the minimum passing standard for that course will be treated as credits attempted and not earned for purposes of quantitative assessment. Students will not be allowed to change programs without approval from the Academic Advisement Department.

#### QUALITATIVE STANDARDS

In order to remain in good academic standing, students must maintain the GPA specified below:

Qualitative Standards	
Degree Programs	
Credits Attempted	Required GPA
0-15	1.5
16-30	1.75
31 or more	2
LPN to B.S.N Program	
Required GPA	2.75
Certificate Programs	
Required GPA	2

For this purpose, credits attempted are all those completed that receive a letter grade (including an F, WP, and College Skills credits).

Students in the LPN to B.S.N. program must maintain a 2.75 GPA while enrolled in the program. Students in all other Baccalaureate programs must have a GPA of at least 2.00 after completing 31 or more credits.

#### QUANTITATIVE STANDARDS

In addition to the qualitative standards set forth above, students must meet quantitative standards of progress in order to remain eligible for enrollment.

##### 150 Percent Rule

In order to maintain the quantitative standards for satisfactory academic progress, students must be able to complete their programs by the time they have attempted 150 percent of the required credit hours necessary for graduation in their degree programs. The maximum timeframe for each program is listed below:

##### Maximum Timeframe Standards

Program	Credits Required for Graduation	Maximum Attempted Credits Allowed
---------	--	--

Associate's degree (A.A.S. and A.S.)	60	90
Bachelor's degree (B.B.A., B.F.A., B.S., and B.S.N.)	120	180
Patient Care Technician Certificate	33	49
Practical Nurse Certificate	50	75
Medical Assistant Certificate	30	45
Medical Insurance, Billing, and Coding Certificate	30	45
Surgical Processing Technician Certificate	33	49

#### Application of the 150 Percent Rule

The College includes test credits as "credits attempted" in applying the 150 percent metric. For students who have changed programs and/or have returned to complete additional degrees, only the attempted credits applicable to their current programs will be counted in the 150 percent calculation. Students will not be allowed to change programs without approval from the Academic Advisement Department.

Students for whom it is no longer possible to comply with the 150 percent rule before program completion will be declared ineligible to participate in Title IV or TAG programs. At the discretion of the Provost's Office, these students may be dismissed from the College. Such decisions are not appealable.

#### Progress Assessments

To help students avoid reaching the 150 percent point, the College tests student progress every term, based on attempted vs. earned benchmarks. The following standards are applied:

##### Degree Programs

Credits Attempted	Necessary % Passed (Earned/Attempted)
-------------------	--

0-30	50
------	----

31-45	65
-------	----

46 or more	67
------------	----

##### Certificate Programs

Credits Attempted	Necessary % Passed (Earned/Attempted)
-------------------	--

0-15	50
------	----

16 or more	67
------------	----

For this purpose, attempted credits include test credits, and all credits accepted in transfer. In addition, all credits for which a letter grade was received, including F, WP, and WF (withdrawn after tuition assessment), are counted as attempted credits. Credits earned include all coursework that was successfully completed (student received a passing grade).

Please note that in some certificate programs the grade of C is treated as a failing grade. Consult the Berkeley College Undergraduate Catalog or Student Handbook Supplements applicable to certain health studies programs for program-specific details.

#### WARNINGS AND APPEALS

##### Warning of Failure to Meet Satisfactory Academic Progress (SAP) Requirements

Students who, for the first time, fail to meet standards will automatically be placed on Warning status for the following term. Students on Warning status may continue to be enrolled and, if applicable, maintain their eligibility for financial aid. Students who meet the SAP standards during the Warning (subsequent) term will be restored to good standing.

##### Appeals for Probation

Students who fail to meet standards during the Warning term may appeal to be placed on Probation status for the subsequent term. Failure to submit an appeal if required will result in withdrawal from the College. Students on probation may continue to be enrolled and, if applicable, maintain their eligibility for financial aid. Students who have met the SAP standards by the end of the probationary term will be restored to good standing.

##### Appeals for Academic Plans

Students who fail to meet the SAP standards by the end of a probation term may appeal again to be given academic plans customized for their needs. Failure to submit an appeal if required will result in withdrawal from the College. Academic plans, to which students must agree, are designed to allow students to achieve compliance with SAP requirements within a reasonable period of time. Students on academic plans may continue to be enrolled and, if applicable, maintain their eligibility for financial aid programs as long as they satisfy the terms and conditions of their plans.

##### Academic Advisement

The College will promptly contact students placed on Warning, Probation, or Academic Plan status to offer additional academic support services.

##### Appeal Procedures

Students dismissed for failure to meet qualitative standards or prescribed quantitative benchmarks may appeal those dismissals by timely submission of online eForms. Dismissals for failure to satisfy the 150 percent rule are not appealable.

Students will be notified when their appeals have been submitted successfully. The appeals will be reviewed, as needed, by the SAP Review Committee, which is comprised of representatives appointed by the Provost's Office. Decisions made by the SAP Review Committee will be based on several criteria, including any special circumstances that contributed to the failure to satisfy SAP requirements and material changes in such circumstances. Students who successfully appeal may be restored to good academic standing by meeting the SAP standards in the subsequent term or following their prescribed academic plans. Students whose appeals are granted will receive instructions from the Academic Advisement Department on how to proceed. Approved appeals will be honored for two terms, the term for which they are appealing and the subsequent term.

**Provisional Appeals**

Students on Warning or Probation status who are not succeeding in their studies are encouraged to submit provisional appeals even before the end of the term. Provisional appeals by students who go on to meet SAP standards in that term will be deemed withdrawn.

**Denial of an Appeal**

If a failing student's appeal is denied, the student will be notified and dismissed from the College.

**Reinstatement after Dismissal or Loss of Eligibility for Financial Aid Due to Failure to Meet SAP Standards**

The College will consider exceptional appeals for reinstatement of students who have not been enrolled for a minimum of one term. Students dismissed or declared ineligible for financial aid due to their failure to meet SAP standards may later experience positive changes in their personal circumstances that improve their chances for future academic success. Reinstatement of such students will be at the non-appealable discretion of the Provost's Office and will be conditioned upon adherence to prescribed academic plans. Only those whose student accounts are current will be considered for reinstatement.

**SAP and Transfer Credits**

In measuring compliance with SAP standards, transfer credits will be considered as credits attempted and earned. Therefore, since transfer credits are ungraded but are nevertheless counted in calculating SAP requirements, transfer students may be required to earn at least a 2.00 GPA in their first term (and all subsequent terms) at Berkeley in order to remain in good standing.

**SAP and Repeated Courses**

When a course is successfully repeated, the original failure(s) is not included in calculating the cumulative GPA or the qualitative requirements. For the quantitative SAP measure, however, each failed attempt will be included in the "courses attempted" portion of the evaluation.

**SAP and Incomplete Grades**

Effective January 1, 2012, initial calculations of SAP will treat incomplete grades as F grades until such incompletes are replaced with passing letter grades. After the first week of the following term, all unresolved incomplete grades will convert to F grades and will be treated as such in all SAP evaluations. To accommodate grade changes, final SAP calculations are made after all grades have been recorded.

**SAP and Course Withdrawal**

Students who drop courses will receive letter grades of either WP (withdrawn-passing) or WF (withdrawn-failing). These grades will not be considered in the application of qualitative requirements, but will be counted as credits attempted for quantitative purposes.

**SAP and College Skills Coursework**

Effective January 1, 2012, even though they are not applied toward the number of credits required to complete a program of study, College Skills credits will be included in both qualitative and quantitative SAP measurements.

**SAP and Non-Matriculated Students**

Students enrolled as non-matriculated students will not be held to the SAP standards. However, if non-matriculated students matriculate, then all coursework will be included in SAP calculations.

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Berkeley College has policies and procedures for resolving student complaints. Students are advised to proceed as promptly as possible to initiate a complaint with the appropriate office or College official and provide any detailed information and/or documentation related to their complaint. Faculty, staff, and administrators are advised to acknowledge receipt of a complaint promptly and to respond in a timely manner. See the **Student Complaint Process page** for information on types of complaints and how to submit a complaint.

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### Students at Berkeley College will . . .

1. Express a feeling of connection to the Berkeley College community
2. Identify the ways in which their uniqueness and differences are valued by the Berkeley College community
3. Articulate the value of diversity and cross-cultural competence
4. Articulate and apply self-advocacy skills
5. Articulate behaviors which contribute to a healthy lifestyle
6. Articulate the characteristics of healthy, mutually respectful interpersonal relationships
7. Demonstrate behaviors or practices that show community engagement
8. Articulate the value of professional development for career success
9. Articulate the value of and take on leadership opportunities
10. Identify and engage in the variety of co-curricular opportunities available which complement their academic programs
11. Identify, know how to utilize, and express having benefited from the use of campus resources such as Academic Advisement Department, Center for Academic Success, Career Services, Financial Aid, Library, Registrar, Student Accounts, and Student Development and Campus Life



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## Transfer Credit Policy

Students must complete the last 25 percent of the credits required for their degree at Berkeley College.

**Acceptance of Transfer Credits from a Previous Institution:** Berkeley College will typically accept transfer credits from regionally or nationally accredited post-secondary institutions for courses in which the student earned a minimum grade of C and that are applicable to the student's program at Berkeley. The academic requirements of the particular discipline and current industry standards are evaluated to determine which credits will be accepted. Course delivery format (on-site, online, or hybrid/blended) is not taken into account when evaluating transfer credits. Students may receive 60 semester credit hours if they have an Associate's degree that articulates with a Berkeley College Bachelor's degree.

Students enrolled in the **LPN to B.S.N., Medical Assistant, Patient Care Technician, Practical Nurse, Surgical Processing Technician, and Surgical Technology** programs should refer to their respective Healthcare Supplements for additional information on transfer credit policies.

Incoming students must apply for any desired transfer credit, and will be informed of a determination, prior to enrollment. Acceptance of transfer credits is within the sole discretion of the College and should not be assumed.

**Credit from Articulation Agreements:** Through a series of articulation agreements, Berkeley College has agreed to accept credits from certain other institutions of higher education. A current list of such institutions may be found at [BerkeleyCollege.edu/files\\_bc/Articulation\\_Agreements.pdf](https://berkeleycollege.edu/files_bc/Articulation_Agreements.pdf). This list is updated periodically. Each individual agreement covers specific courses and credits. Credit for such courses will appear as CR on the student's Berkeley College transcript and will not be included in the GPA calculation.

**New Jersey Comprehensive Statewide Transfer Agreement:** Berkeley College has implemented the New Jersey Comprehensive Statewide Transfer Agreement, which provides for a seamless transition from Associate to Baccalaureate degree programs and supports the successful acquisition of Baccalaureate degrees by transfer students. An A.A. or A.S. degree from a New Jersey community or county college will be fully transferable as 60 semester credits to be counted towards the degree requirements of a New Jersey Baccalaureate degree, with the 60 semester credits to be granted as either course-by-course equivalencies between courses in the student's A.A. or A.S. degree and those at Berkeley College or as general elective credits. For more information visit <https://www.njtransfer.org/>.

**Appeals:** Berkeley College has established an **appeal process** through which transfer students can appeal a decision that they believe is not consistent with this Agreement. Questions regarding the appeals process can be forwarded to the Registrar Department.

**Foreign Transcripts:** Foreign transcripts will be evaluated considering the relative strength of the foreign curriculum, applicability to the Berkeley College program in which the student seeks to enroll, and other factors. Prior to enrolling, students are advised of the number of transfer credits that will be applied. Transfer credits appear as CR on the student's Berkeley College transcript and are not included in the GPA calculation. Transferability of credit is recorded on a student's Berkeley College transcript upon receipt of an official transcript from the previous institution.

**Applicability of Credits to Programs:** To the extent that Berkeley College's different Baccalaureate degrees have varying requirements concerning elective credits, students are advised to consult with the Academic Advisement Department at their intended campus to determine the applicability of their transferred credits towards their intended program of study at Berkeley College.

**Transferring Berkeley Credits to Another Institution:** Issues concerning the acceptance of transfer credits are determined solely by the institution to which a student transfers and are outside of Berkeley's control. Effective June 2016, Berkeley College operates on a semester basis and awards semester credits. Prior to June 2016, Berkeley College's undergraduate programs operated on a calendar consisting of four 12-week "quarters." Many other institutions may operate on a different calendar, which may feature two or three "semesters" of 15 weeks or longer. Although Berkeley is regionally accredited, an institution that operates on a semester-based calendar may choose not to grant semester credit (or to grant reduced credit) for individual Berkeley quarter credit courses, due to the difference in length between quarters and semesters or if the courses do not otherwise satisfy requirements of the transfer student's intended program of study. For example, a Berkeley College course carrying four "quarter credits" might be assigned a value of only 2.67 "semester credits" even if it were deemed relevant to the student's program at the semester-based institution to which the student transfers. Students should keep these important principles in mind when deciding whether to transfer course work from Berkeley College to another institution.

For information about alternative ways to earn credits (such as A.P. examinations, standardized testing, and portfolio evaluation), see the [Credit for Prior Learning page](#).

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## Admissions

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 a brief personal statement are basic requirements for admission to degree and certificate programs. Applicants to the School of Health Studies have additional requirements. Documentation of successful completion of high school or the equivalent must be submitted to the College prior to starting classes.

A personal interview is strongly recommended. Applicants are encouraged to contact the Director of Admissions at the campus of their choice to arrange for an appointment with an Admissions Associate. For further information, students may also call the College at 866-317-6087 ext. WC1 or email [info@BerkeleyCollege.edu](mailto: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, which includes a brief personal statement ([BerkeleyCollege.edu/Apply/](http://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
- Official high school transcript(s)e-transcript(s) need to be emailed to [Jihan-Johnson@BerkeleyCollege.edu](mailto:Jihan-Johnson@BerkeleyCollege.edu) and [REA@BerkeleyCollege.edu](mailto:REA@BerkeleyCollege.edu)

**Adult Applicants:** Many adult students are striving to balance work and family with college studies, while others have not yet found the time to reenter or even begin college. To meet these special requirements, Berkeley College has established an Adult Admissions Department, which provides an environment that is sensitive to the needs of adult students.

Adults who are first-time college students must submit the following information to be considered for admission:

- An application for admission, which includes a brief personal statement ([BerkeleyCollege.edu/Apply/](http://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
- Official college transcript(s)e-transcript(s): email to [Jihan-Johnson@BerkeleyCollege.edu](mailto:Jihan-Johnson@BerkeleyCollege.edu) and [REA@BerkeleyCollege.edu](mailto:REA@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, which includes a short personal statement ([BerkeleyCollege.edu/Apply/](http://BerkeleyCollege.edu/Apply/)) and a non-refundable \$50 application fee
- Certification of high school graduation or the equivalent as recognized by state departments of education
- An official transcript of previously completed education

If all post-secondary institutions previously attended are not listed on the admission application, transfer credit may not be granted.

**Online Degree Applicants:** The Online Admissions Department works with applicants who are seeking flexibility and convenience to balance college classes with family, work, and other commitments. In addition to the above requirements, online applicants must complete a short introductory online course prior to registration to familiarize themselves with online learning. Interested students should call 800-446-5400 ext. WC1 or email [info@BerkeleyCollege.edu](mailto:info@BerkeleyCollege.edu).

**Military and Veteran Applicants:** Berkeley College is dedicated to assisting veterans, service members, and their families achieve college degrees. Veterans and/or dependents planning to receive educational assistance benefits from the Department of Veterans Affairs (VA) should get VA approval prior to enrollment. Veterans may apply for their GI Bill benefits at the ebenefits website, located at <https://www.ebenefits.va.gov/ebenefits/homepage>. Veterans are required to submit copies of their Certificate of Eligibility and DD214 Member 4 or Service 2 copy during the admissions process in order to process their benefits most effectively. Each term GI Bill students must request certification for their benefits at <https://berkeley-veterans-request.azurewebsites.net/pages/default.aspx>. In addition, Berkeley College participates in the Department of Veterans Affairs' Yellow Ribbon Program, accepts Tuition Assistance for eligible service members, and MyCAA for eligible spouses. For more information about MyCAA for eligible spouses, visit <https://mycaa.militaryonesource.mil/mycaa/>.

The Berkeley College Office of Military and Veterans Affairs is dedicated to supporting all veterans, service members, and their dependents. More information is available at the Online Veterans Resource Center located at [BerkeleyCollege.libguides.com/veterans](http://BerkeleyCollege.libguides.com/veterans). Students should call the College at 800-446-5400 ext. VET or email [VeteransAffairs@BerkeleyCollege.edu](mailto:VeteransAffairs@BerkeleyCollege.edu) for further information.

**International Applicants:** The International Student Department provides assistance to international students in such areas as immigration, visas, housing, orientation to college, and adjustment to life in the United States. This office is located at Berkeley's New York City campus. Students can contact the International Student Department by phone at 212-687-3730, fax at 212-986-7827, or email at [International@BerkeleyCollege.edu](mailto:International@BerkeleyCollege.edu).

International students applying for admission should submit an international application form ([BerkeleyCollege.edu/Apply/](http://BerkeleyCollege.edu/Apply/)); official secondary or post-secondary transcripts with proof of graduation accompanied

by certified English translations; Proof of English proficiency (TOEFL, IELTS, or an approved ESL program); and, certification of finances.

**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:** Graduation from high school or the equivalent and an entrance exam are basic requirements for admission to degree and certificate programs offered within the School of Health Studies.

Practical Nurse and LPN to B.S.N. applicants are required to take the HESI Admissions Exam (A2) for acceptance into the program. The exam consists of science, math and English. Students may purchase a study guide for \$35 or borrow one for free. The cost of the exam is \$35. The exam may only be taken twice for acceptance.

In addition, applicants to the LPN to B.S.N. program must a) have completed an accredited Practical Nurse program in the United States, b) possess an unrestricted active or inactive practical nurse license, and c) have completed a minimum of 2,080 hours of work as an LPN within the last two years. Prior to acceptance into the program, applicants must also do the following:

- Pass a pharmacology exam
- Provide letters of recommendation
- Complete a written essay

Students enrolled in the LPN to B.S.N., Medical Assistant, Patient Care Technician, Practical Nurse, Surgical Processing Technician, and Surgical Technology programs should refer to their respective Healthcare Supplements for program-specific immunization requirements.

In addition, students applying to the Health Sciences, LPN to B.S.N., Patient Care Technician, Practical Nurse, Surgical Processing Technician, and Surgical Technology programs must provide authorization for a criminal background check prior to registration, and submit a physical assessment by a licensed physician, advanced practice registered nurse, or physician assistant prior to participating in clinical rotations.

Students applying to the Medical Assistant program are obligated to meet the requirements of their assigned practicum site. Some sites require students to pass a criminal background check and a drug screening. Therefore, all students enrolled in the Medical Assistant programs must be prepared to pass a criminal background check and a drug screen prior to participating in the practicum course.

Medical Assistant program applicants must meet technical standard requirements as outlined in the Medical Assistant Healthcare Supplement. A tetanus shot administered within the past 10 years is also recommended. Hepatitis B vaccination and a tetanus shot are also recommended for students enrolled in the Medical Assistant certificate program.

**Readmissions:** Berkeley College has established a Readmissions Department to assist former students, who have been out of attendance for one term or more, with the transition back to college. To be considered for readmission, students should be aware of the following:

- A **Readmission Request form** must be submitted.
- Former students who are not in satisfactory academic standing must submit a Satisfactory Academic Progress (SAP) Appeal form for approval at least one month before the beginning of the semester they wish to return.
- Students who have attended another college since last attending Berkeley College should have official transcripts sent from that institution to Berkeley College Readmissions, 44 Rifle Camp Road, Woodland Park, NJ 07424.
- Students who return to the College after having withdrawn for a period of time may find that program requirements have changed in the interim. Typically, a student who returns a year or more after withdrawal will be required to fulfill current program requirements, which may necessitate taking additional courses. The Registrar has authority to determine the extent to which credits earned prior to withdrawal may be used to fulfill current program requirements.
- Students wishing to readmit to programs offered in the School of Health Studies must obtain prior approval from the Department Chair.
- The Department may be contacted via email at [Readmissions@BerkeleyCollege.edu](mailto:Readmissions@BerkeleyCollege.edu).

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Berkeley College has an Immunization Policy to promote the health and safety of the College community and to comply with applicable New Jersey and New York laws. This policy applies to students taking classes at any Berkeley College campus. Students taking classes exclusively online are exempt from immunization requirements.

The College Immunization Policy may be accessed at [BerkeleyCollege.edu/files\\_bc/Immunization\\_Policy.pdf](https://berkeleycollege.edu/files_bc/Immunization_Policy.pdf).

Students who fail to satisfy the College's immunization requirements will not be permitted to register for classes or occupy residence halls.

Students enrolled in the **LPN to B.S.N.**, **Medical Assistant**, **Patient Care Technician**, **Practical Nurse**, **Surgical Processing Technician**, and **Surgical Technology** programs should refer to their respective Healthcare Supplements for additional program-specific immunization requirement policies.

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## Undergraduate Degree Program Tuition and Fees 2018/2019

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 two semesters, beginning with their first semester at the College. Eligible students' full-time tuition rates stay the same as long as the students remain continuously enrolled in degree programs with no more than one semester of absence. The policy also covers military/veterans readmitted to the same program, for the first academic year in which the student returns. For the complete Tuition Freeze Policy, [click here](#).

### UNDERGRADUATE DEGREE PROGRAM TUITION PER SEMESTER

Tuition and fees are applicable for the 2018/2019 academic year. Effective date 9/1/2018.

Full-Time Tuition (12-15 credits)	\$12,100
Full-Time Tuition (16 or more credits)	\$12,100 + \$840 per additional credit in excess of 15
Part-Time Tuition (1-11 credits)	\$840 per credit*
Semester Administrative Fee (9 or more credits)	\$400
Semester Administrative Fee (8 or fewer credits)	\$200
Semester Technology Fee (9 or more credits)	\$450
Semester Technology Fee (8 or fewer credits)	\$225
Application Fee	\$50 (nonrefundable)
Late Registration Fee	\$50 per instance
Graduation Fee	\$100
International Application Processing Fee**	\$100

Surgical Technology students and LPN to B.S.N. students are required to purchase their own malpractice insurance. An estimated annual fee of \$45 for Surgical Technology students provides \$1,000,000 per occurrence and \$3,000,000 in the aggregate; and an estimated annual fee of \$110 for LPN to B.S.N. students provides coverage of \$1,000,000 per occurrence and \$3,000,000 in the aggregate.

Upon graduation, LPN to B.S.N. students are eligible to participate in the NCLEX-RN licensure examination, which in the State of New Jersey totals approximately \$400.

\*Except for students participating in the Dual Enrollment program, non-matriculated students taking individual courses are subject to the same charges and refund policy as part-time degree program students. For Dual Enrollment students, academic eligibility standards; application procedures, fees and deposit requirements; tuition, administrative, technology and book charges; refund policies; and total net cost are determined by agreement between Berkeley College and participating high schools. Dual enrollment students are not eligible for government-sponsored financial aid programs but may receive Berkeley Grants. Students interested in the Dual Enrollment option should consult their high school guidance counselors for specific information applicable to their schools.

\*\*Effective for September 2017 applications

### SEVEN-WEEK SESSIONS

Seven-week session students are charged no differently than semester students. If a student takes full-time (12-15) credits while registered in session A, session B and/or a 15-week semester, then the tuition will be \$12,100. If the student is registered for less than 12 credits, then the tuition will be \$840 per credit. All charges will be applied to the student's account immediately and will be adjusted later if the student fails to attend session B.

For information on Certificate Program Tuition and Fees, [click here](#).

### TUITION DEPOSIT

For first-time students entering from high school, the \$300 tuition deposit is due by May 1. Deposits will be refunded provided the College receives written notice of cancellation at least 60 days prior to the start of the applicable semester. No refunds will be made to persons canceling during this 60-day period.

For adult students, the \$300 deposit must be paid within two weeks after receiving a financial aid award letter. It will be refunded provided the College receives written notice of cancellation at least 60 days prior to the start of the applicable semester. No refunds will be made to persons canceling during this 60-day period.

#### **TUITION PAYMENTS**

Tuition is payable four weeks prior to the first day of classes according to the **published schedule**. For students admitted or readmitted after this due date, tuition is payable at registration.

Tuition may be paid in person, by mail, or online through Student Self-Service. The Student Accounts Department accepts payment by check, MasterCard, Visa, American Express, or wire transfer. Billing for tuition and fees is done on a semester basis, although the student may make one payment in full for the entire academic year. Instructions for registration and payment of term bills are sent by mail to all students for their first term. Subsequent term bill information is available to students online through Student Self-Service 10 weeks prior to the start of each term. It is the student's responsibility to obtain and pay the term bill on time. Students who fail to make arrangements for payment of the term bill on time will lose their ability to maintain their course schedule for the term. In addition, a late registration fee may be charged for re-instatement of a student's course schedule.

The College reserves the right to make any changes in the schedule of hours or in the courses of study that may be desirable.

#### **DEGREE REFUND POLICY**

If a student officially withdraws or is dismissed from the College during a semester, credit for that semester's tuition (excluding fees which are non-refundable) will be issued as follows:

##### **SEMESTERS**

Notification date during

- |                               |     |
|-------------------------------|-----|
| • First and second weeks      | 90% |
| • Third and fourth weeks      | 50% |
| • Fifth through seventh weeks | 25% |
| • After the eighth week       | 0%  |

##### **SEVEN-WEEK SESSIONS**

Notification date during

- |                               |     |
|-------------------------------|-----|
| • First week                  | 90% |
| • Second week                 | 50% |
| • Third week                  | 25% |
| • Fourth through seventh week | 0%  |

The College will apply the 15-week tuition refund schedule when:

- A student is enrolled in semester-length (15-week) courses only and withdraws from all courses;
- A student is enrolled in seven-week courses in both session A and session B and withdraws from all courses in session B after starting session B;
- A student is enrolled in seven-week courses in session A and/or B of a semester while taking at least one 15-week semester-length course and withdraws from all courses.

The College will apply the seven-week tuition refund schedule when:

- A student is enrolled in seven-week courses in session A only or session B only and withdraws from all courses;
- A student is enrolled in seven-week courses in both sessions A and B and withdraws from all courses in session B before starting session B;
- A student is enrolled in seven-week courses in both session A and B and withdraws from all courses in session A; however, if the student returns and attends session B, tuition and financial aid will be recalculated based on the 15-week refund schedule.

A student's enrollment status is determined at the end of the add/drop period (week two). At that time the student is charged, and any financial aid is paid, based on the student's enrollment status. (Individual course drops after week two do not entitle the student to a refund for that course.) Students wishing to withdraw after the start of a semester should contact the Academic Advisement Department. In accordance with the refund schedule above, withdrawn students will be responsible for charges incurred as of their last recorded date of participation. Balances in excess of charges, including deposits, held at the time of withdrawal or dismissal will be applied to outstanding charges. Any overpayment of tuition and fees will be refunded. Please note, however, that Residence charges are fully incurred at the start of each semester; once the semester has started, Residence charges will not be refunded.

Financial aid will be adjusted based on U.S. Department of Education Return of Title IV Funds Regulations and the College's Check Point Policy. When a student notifies Academic Advisement of the student's withdrawal, that date will be used to calculate the amount of financial aid funds that the College must return. If the withdrawal occurs subsequent to the 60 percent point in the term, then all of those funds are deemed "earned" and do not need to be returned. State aid will be returned based on state regulations and Berkeley College Institutional aid will be prorated in accordance with the College tuition liability table.

When a student withdraws without notifying Academic Advisement ("unofficial withdrawals"), the calculation is different. When the College becomes aware of a student's unofficial withdrawal through the "check point" process, financial aid will be considered earned as if the withdrawn student had attended for 50 percent of the semester. The remaining portion of the original financial aid award will be returned to the originator.

**Important note:** Since a withdrawn student's tuition liability to the College is governed by the schedule set forth in the Tuition Refund Policy, the amount that a student who is withdrawn (officially or unofficially) during the semester owes the College for tuition may exceed the amount of financial aid that the student is permitted to retain under governing regulations. If so, the student will be liable to the College for any balance.

Institutional aid will not be refunded. Berkeley institutional aid awards are earned ratably during the semester.

#### **BOOKS AND SUPPLIES**

Most programs of study use customized eBooks that are not available from other sources. A few programs, however, may use traditional textbooks. Charges for both customized eBooks and traditional textbooks are included in the tuition charge. Students in programs where traditional textbooks are used have the right to obtain them from other sources. Students who choose to do so may request refunds. Purchase and pricing information for each traditional textbook is available from the Berkeley College Store at [BerkeleyStore.BerkeleyCollege.edu](https://BerkeleyStore.BerkeleyCollege.edu).

Some programs may also require additional books, supplies or other costs that are not included in the tuition charge. Detailed information on those requirements is available at [BerkeleyCollege.edu/disclosures/](https://BerkeleyCollege.edu/disclosures/)

#### **MISCELLANEOUS COSTS**

Costs for supplies, field trips, and other classroom-related expenses vary by program and can range from \$0 to \$1,500 an award year (two semesters/three quarters). Living expenses may vary considerably. Estimated room and board costs for students not living in Berkeley College facilities range between \$3,164 and \$13,204 per academic year. The lower range is for dependent students living at home while the higher range is generally for students living away from home. Personal expenses are estimated to be \$2,288 and transportation averages \$3,128 per academic year. Actual expenses vary based on personal situations and choices.

Although Berkeley College does not offer a student health insurance plan, the College strongly recommends all students obtain coverage. Many clinical facilities utilized by the School of Health Studies require students to provide proof of health insurance coverage prior to participating in clinical rotations. Students enrolled in the LPN to B.S.N., Practical Nurse, Patient Care Technician, Surgical Technology, and Surgical Processing Technician programs who are unable to meet this requirement may find it difficult to complete the required clinical rotation(s) and/or progress in the program.

#### **RESIDENCE**

Residence facilities should be reserved well in advance. Priorities on apartments and room assignments are subject to availability based on the date residence deposits are received. An advance deposit of \$400 is due with the residence application.

The balance of the fee must be paid prior to moving into the residence. If a residence reservation is canceled, the advance deposit is refunded only if the College receives notice in writing at least 60 days prior to the start of the semester for which the student originally was accepted.

##### **White Plains**

Cottage Place Apartments, a six-story student residence adjacent to the College, features studio apartments with kitchenettes and two- and three-bedroom apartments with full kitchens and living rooms. All studios and bedrooms are designed for double occupancy.

Sussex House, a one-floor student residence located within the College building, features studio apartments with kitchenettes and two-bedroom apartments with kitchens, living rooms, and two bathrooms. All studios are designed for four students and two-bedroom apartments are designed for eight students.

The rate per occupant is \$4,700 per semester.

View the [housing page](#) for more information.



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Supplement**
**Surgical Technology  
Supplement**

## Undergraduate Degree Program Tuition and Fees 2019/2020

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 two semesters, beginning with their first semester at the College. Eligible students' full-time tuition rates stay the same as long as the students remain continuously enrolled in degree programs with no more than one semester of absence. The policy also covers military/veterans readmitted to the same program, for the first academic year in which the student returns. For the complete Tuition Freeze Policy, [click here](#).

### UNDERGRADUATE DEGREE PROGRAM TUITION PER SEMESTER

Tuition and fees are applicable for the **2019/2020** academic year. Effective date 9/1/2019.

Full-Time Tuition (12-18 credits) per semester <sup>(A)</sup>	\$12,400
Per Academic Year	\$24,800
Part-Time Tuition (1-11 credits) per semester <sup>(A)</sup>	\$855 per credit*
Semester Administrative Fee (12 or more credits)	\$400
Semester Administrative Fee (11 or fewer credits)	\$200
Semester Technology Fee (12 or more credits)	\$450
Semester Technology Fee (11 or fewer credits)	\$225
Residence Fee (Apartment at Westchester) per semester	\$4,700
Application Fee	\$50 (nonrefundable)
Late Registration Fee	\$50 per instance
Graduation Fee	\$100
Tuition Deposit	\$300
International Application Processing Fee**	\$100

Surgical Technology students and LPN to B.S.N. students are required to purchase their own malpractice insurance. An estimated annual fee of \$45 for Surgical Technology students provides \$1,000,000 per occurrence and \$3,000,000 in the aggregate; and an estimated annual fee of \$110 for LPN to B.S.N. students provides coverage of \$1,000,000 per occurrence and \$3,000,000 in the aggregate.

Upon graduation, LPN to B.S.N. students are eligible to participate in the NCLEX-RN licensure examination, which in the State of New Jersey totals approximately \$400.

\*Except for students participating in the Dual Enrollment program, non-matriculated students taking individual courses are subject to the same charges and refund policy as part-time degree program students. For Dual Enrollment students, academic eligibility standards; application procedures, fees and deposit requirements; tuition, administrative, technology and book charges; refund policies; and total net cost are determined by agreement between Berkeley College and participating high schools. Dual enrollment students are not eligible for government-sponsored financial aid programs but may receive Berkeley Grants. Students interested in the Dual Enrollment option should consult their high school guidance counselors for specific information applicable to their schools.

\*\*Effective for September 2017 applications

<sup>(A)</sup>Effective September 1, 2019, the maximum number of credits included in Full-time tuition increases from 15 to 18.

### SEVEN-WEEK SESSIONS

Seven-week session students are charged no differently than semester students. Students registered for full-time (12-15) credits for the semester can be in 15 week classes, or a combination of 15 week classes and 7 week sessions, or 8 weeks session only. If registered for 12 credits or more, students will be charged the full time rate of \$12,100. If students are registered for less than 12 credits, then the tuition will be \$840 per credit. All charges will be applied to the student's account at the start of the term, and will be adjusted if the student fails to attend session B. Students attending Session B only will be charged at the start of that session.

For information on Certificate Program Tuition and Fees, [click here](#).

### **TUITION DEPOSIT**

For first-time students entering from high school, the \$300 tuition deposit is due by May 1. Deposits will be refunded provided the College receives written notice of cancellation at least 60 days prior to the start of the applicable semester. No refunds will be made to persons canceling during this 60-day period.

For adult students, the \$300 deposit must be paid within two weeks after receiving a financial aid award letter. It will be refunded provided the College receives written notice of cancellation at least 60 days prior to the start of the applicable semester. No refunds will be made to persons canceling during this 60-day period.

### **TUITION PAYMENTS**

Tuition is payable four weeks prior to the first day of classes according to the [published schedule](#). For students admitted or readmitted after this due date, tuition is payable at registration.

Tuition may be paid in person, by mail, or online through Student Self-Service. The Student Accounts Department accepts payment by check, MasterCard, Visa, American Express, Discover, or wire transfer. Billing for tuition and fees is done on a semester basis, although the student may make one payment in full for the entire academic year. Subsequent term bill information is available to students online through Student Self-Service 10 weeks prior to the start of each term. It is the student's responsibility to obtain and pay the term bill on time. Students who fail to make arrangements for payment of the term bill on time will lose their ability to maintain their course schedule for the term. In addition, a late registration fee may be charged for re-instatement of a student's course schedule.

The College reserves the right to make any changes in the schedule of hours or in the courses of study that may be desirable.

### **DEGREE REFUND POLICY**

If a student officially withdraws or is dismissed from the College during a semester, credit for that semester's tuition (excluding fees which are non-refundable) will be issued as follows:

#### **SEMESTERS**

Notification date during

- |                               |     |
|-------------------------------|-----|
| • First and second weeks      | 90% |
| • Third and fourth weeks      | 50% |
| • Fifth through seventh weeks | 25% |
| • After the eighth week       | 0%  |

#### **SEVEN-WEEK SESSIONS**

Notification date during

- |                               |     |
|-------------------------------|-----|
| • First week                  | 90% |
| • Second week                 | 50% |
| • Third week                  | 25% |
| • Fourth through seventh week | 0%  |

The College will apply the 15-week tuition refund schedule when:

- A student is enrolled in semester-length (15-week) courses only and withdraws from all courses;
- A student is enrolled in seven-week courses in both session A and session B and withdraws from all courses in session B after starting session B;
- A student is enrolled in seven-week courses in session A and/or B of a semester while taking at least one 15-week semester-length course and withdraws from all courses.

The College will apply the seven-week tuition refund schedule when:

- A student is enrolled in seven-week courses in session A only or session B only and withdraws from all courses;
- A student is enrolled in seven-week courses in both sessions A and B and withdraws from all courses in session B before starting session B;
- A student is enrolled in seven-week courses in both session A and B and withdraws from all courses in session A; however, if the student returns and attends session B, tuition and financial aid will be recalculated based on the 15-week refund schedule.

A student's enrollment status is determined at the end of the add/drop period (week two). At that time the student is charged, and any financial aid is paid, based on the student's enrollment status. (Individual course drops after week two do not entitle the student to a refund for that course.) Students wishing to withdraw after the start of a semester should contact the Academic Advisement Department. In accordance with the refund schedule above, withdrawn students will be responsible for charges incurred as of their last recorded date of participation. Balances in excess of charges, including deposits, held at the time of withdrawal or dismissal will be applied to outstanding charges. Any overpayment of tuition and fees will be refunded. Please note, however, that Residence charges are fully incurred at the start of each semester; once the semester has started, Residence charges will not be refunded.

Financial aid will be adjusted based on U.S. Department of Education Return of Title IV Funds Regulations and the College's Check Point Policy. When a student notifies Academic Advisement of the student's withdrawal, that date will be used to calculate the amount of financial aid funds that the College must return. If the withdrawal occurs subsequent to the 60 percent point in the term, then all of those funds are deemed "earned" and do not need to be returned. State aid will be returned based on state regulations and Berkeley College Institutional aid will be prorated in accordance with the College tuition liability table.

When a student withdraws without notifying Academic Advisement ("unofficial withdrawals"), the calculation is different. When the College becomes aware of a student's unofficial withdrawal through the "check point" process, financial aid will be considered earned as if the withdrawn student had attended for 50 percent of the semester. The remaining portion of the original financial aid award will be returned to the originator.

**Important note:** Since a withdrawn student's tuition liability to the College is governed by the schedule set forth in the Tuition Refund Policy, the amount that a student who is withdrawn (officially or unofficially) during the semester owes the College for tuition may exceed the amount of financial aid that the student is permitted to retain under governing regulations. If so, the student will be liable to the College for any balance.

Institutional aid will not be refunded. Berkeley institutional aid awards are earned ratably during the semester.

#### **BOOKS AND SUPPLIES**

Most programs of study use customized eBooks that are not available from other sources. A few programs, however, may use traditional textbooks. Charges for customized eBooks, physical, and traditional textbooks are included in the tuition charge for most courses. Students in programs where traditional textbooks are used have the right to obtain them from other sources. Students who choose to do so may request refunds. Purchase and pricing information for each traditional textbook is available from the Berkeley College Store at [BerkeleyStore.BerkeleyCollege.edu](http://BerkeleyStore.BerkeleyCollege.edu).

Some programs may also require additional books, supplies or other costs that are not included in the tuition charge. Detailed information on those requirements is available at [BerkeleyCollege.edu/disclosures/](http://BerkeleyCollege.edu/disclosures/)

#### **MISCELLANEOUS COSTS**

Costs for supplies, field trips, and other classroom-related expenses vary by program and can range from \$0 to \$1,500 an award year (two semesters/three quarters). Living expenses may vary considerably. Estimated room and board costs for students not living in Berkeley College facilities range between \$3,164 and \$13,204 per academic year. The lower range is for dependent students living at home while the higher range is generally for students living away from home. Personal expenses are estimated to be \$2,288 and transportation averages \$3,128 per academic year. Actual expenses vary based on personal situations and choices.

Although Berkeley College does not offer a student health insurance plan, the College strongly recommends all students obtain coverage. Many clinical facilities utilized by the School of Health Studies require students to provide proof of health insurance coverage prior to participating in clinical rotations. Students enrolled in the LPN to B.S.N., Practical Nurse, Patient Care Technician, Surgical Technology, and Surgical Processing Technician programs who are unable to meet this requirement may find it difficult to complete the required clinical rotation(s) and/or progress in the program.

#### **RESIDENCE**

Residence facilities should be reserved well in advance. Priorities on apartments and room assignments are subject to availability based on the date residence deposits are received. An advance deposit of \$400 is due with the residence application.

The balance of the fee must be paid prior to moving into the residence. If a residence reservation is canceled, the advance deposit is refunded only if the College receives notice in writing at least 60 days prior to the start of the semester for which the student originally was accepted.

#### **White Plains**

Cottage Place Apartments, a six-story student residence adjacent to the College, features studio apartments with kitchenettes and two- and three-bedroom apartments with full kitchens and living rooms. All studios and bedrooms are designed for double occupancy.

Sussex House, a one-floor student residence located within the College building, features studio apartments with kitchenettes and two-bedroom apartments with kitchens, living rooms, and two bathrooms. All studios are designed for four students and two-bedroom apartments are designed for eight students.

The rate per occupant is \$4,700 per semester.

View the [housing page](#) for more information.

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**Surgical Technology  
Supplement**

## Certificate Program Tuition and Fees 2018/2019

**2018/2019 TUITION\***

Tuition and fees are applicable for 2018/2019. Effective date 9/1/2018.

Medical Assistant	\$21,200
Medical Insurance, Billing, and Coding	\$21,200
Patient Care Technician	\$19,000
Practical Nurse	\$34,000
Surgical Processing Technician	\$19,000

The semester tuition charged to a student's account is based on the full program cost shown above divided by the number of semesters in the program that they are registered for. Students registered for 5 credits or less in a semester are charged at a per credit rate, which is the program cost divided by the total number of credits in the program. Semester fees are charged each term and are in addition to the cost of the program.

Failed courses will lead to a repeat charge assessed on a per-credit basis.

\*Includes tuition, books, background check where appropriate, and the cost of the first certification/licensure examination. Program tuition will be reduced for students who transfer courses into a certificate program.

**SEMESTER PROGRAM FEES (NONREFUNDABLE)**

Technology	
• 9 or more credits	\$450 per semester
• 8 or fewer credits	\$225 per semester
Administrative	
• 9 or more credits	\$400 per semester
• 8 or fewer credits	\$200 per semester
Late registration	\$50 per instance
International Application Processing Fee**	\$100

\*\*Effective for September 2017 applications.

Practical Nurse students and Patient Care Technician students are also required to purchase their own malpractice insurance. An estimated annual fee of \$35 for Patient Care Technician students and \$45 for Practical Nurse students provides coverage of \$1,000,000 per occurrence and \$3,000,000 in the aggregate.

**CERTIFICATE TUITION REFUND POLICY**

If a student officially withdraws or is dismissed from the College during a semester, credit for that semester's tuition (excluding fees which are non-refundable) will be issued as follows:

**Notification Date Refund Amount**

During the first week of the program	90% tuition
Weeks two and three of the program	80% tuition
After three weeks and prior to 25% of the program	55% tuition

After 25% of the program and before 50%

30% tuition

After 50% of the program is completed

0% tuition

#### **GENERAL INFORMATION APPLICABLE TO ALL PROGRAMS**

##### **BOOKS AND SUPPLIES**

Most programs of study use customized eBooks that are not available from other sources. A few programs, however, may use traditional textbooks. Charges for both customized eBooks and traditional textbooks are included in the tuition charge. Students in programs where traditional textbooks are used have the right to obtain them from other sources. Students who choose to do so may request refunds. Purchase and pricing information for each traditional textbook is available from the Berkeley College Store at [BerkeleyStore.BerkeleyCollege.edu](http://BerkeleyStore.BerkeleyCollege.edu).

Some programs may also require additional books, supplies or other costs that are not included in the tuition charge. Detailed information on those requirements is available at [BerkeleyCollege.edu/disclosures/](http://BerkeleyCollege.edu/disclosures/).

##### **MISCELLANEOUS COSTS**

Costs for supplies, field trips, and other classroom-related expenses vary by program and can range from \$0 to \$1,500 an award year (two semesters/three quarters). Living expenses may vary considerably. Estimated room and board costs for students not living in Berkeley College facilities range between \$3,164 and \$13,204 per academic year. The lower range is for dependent students living at home while the higher range is generally for students living away from home. Personal expenses are estimated to be \$2,288 and transportation averages \$3,128 per academic year. Actual expenses vary based on personal situations and choices.

Although Berkeley College does not offer a student health insurance plan, the College strongly recommends all students obtain coverage. Many clinical facilities utilized by the School of Health Studies require students to provide proof of health insurance coverage prior to participating in clinical rotations. Students enrolled in the LPN to B.S.N., Practical Nurse, Patient Care Technician, Surgical Technology, and Surgical Processing Technician programs who are unable to meet this requirement may find it difficult to complete the required clinical rotation(s) and/or progress in the program.

##### **TUITION PAYMENTS**

Tuition is payable four weeks prior to the first day of classes according to the [published schedule](#). For students admitted or readmitted after this due date, tuition is payable at registration.

Tuition may be paid in person, by mail, or online through Student Self-Service. The Student Accounts Department accepts payment by check, MasterCard, Visa, American Express, or wire transfer. Billing for tuition and fees is done on a semester basis, although the student may make one payment in full for the entire academic year. Instructions for registration and payment of term bills are sent by mail to all students for their first term. Subsequent term bill information is available to students online through Student Self-Service 10 weeks prior to the start of each term. It is the student's responsibility to obtain and pay the term bill on time. Students who fail to make arrangements for payment of the term bill on time will lose their ability to maintain their course schedule for the term. In addition, a late registration fee may be charged for reinstatement of a student's course schedule.

The College reserves the right to make any changes in the schedule of hours or in the courses of study that may be desirable.

Balances in excess of charges, including deposits, held at the time of withdrawal or dismissal will be applied to outstanding charges. Any overpayment of tuition and fees will be refunded. Please note, however, that residence charges, where applicable, are fully incurred at the start of each term; once the term has started, residence charges will not be refunded.

##### **RESIDENCE**

Residence facilities should be reserved well in advance. Priorities on apartments and room assignments are based on the date residence deposits are received. An advance deposit of \$400 is due with the residence application.

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 term for which the student originally was accepted.

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**Surgical Processing  
Technician  
Supplement**
**Surgical Technology  
Supplement**

## Certificate Program Tuition and Fees 2019/2020

**2019/2020 TUITION\***

Tuition and fees are applicable for **2019/2020**. Effective date 9/1/2019.

Medical Assistant	\$23,200
Medical Insurance, Billing, and Coding	\$21,200
Patient Care Technician	\$19,500
Practical Nurse	\$35,000
Surgical Processing Technician	\$22,300

The semester tuition charged to a student's account is based on the full program cost shown above divided by the number of semesters in the program that they are registered for. Students registered for 5 credits or less in a semester are charged at a per credit rate, which is the program cost divided by the total number of credits in the program. Semester fees are charged each term and are in addition to the cost of the program.

Failed courses will lead to a repeat charge assessed on a per-credit basis.

\*Includes tuition, books, background check where appropriate, and the cost of the first certification/licensure examination. Program tuition will be reduced for students who transfer courses into a certificate program.

**SEMESTER PROGRAM FEES (NON-REFUNDABLE)**

Technology	
• 12 or more credits	\$450 per semester
• 11 or fewer credits	\$225 per semester
Administrative	
• 12 or more credits	\$400 per semester
• 11 or fewer credits	\$200 per semester
Late registration	\$50 per instance
Residence Fee (Apartment at Westchester) per semester	\$4,700
Application Fee	\$50
Tuition Deposit	\$300
International Application Processing Fee**	\$100

\*\*Effective for September 2017 applications.

Practical Nurse students and Patient Care Technician students are also required to purchase their own malpractice insurance. An estimated annual fee of \$35 for Patient Care Technician students and \$45 for Practical Nurse students provides coverage of \$1,000,000 per occurrence and \$3,000,000 in the aggregate.

**CERTIFICATE TUITION REFUND POLICY**

If a student officially withdraws or is dismissed from the College during a semester, credit for that semester's tuition (excluding fees which are non-refundable) will be issued as follows:

**Notification Date Refund Amount**

During the first week of the program	90% tuition
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Weeks two and three of the program 80% tuition

After three weeks and prior to 25% of the program 55% tuition

After 25% of the program and before 50% 30% tuition

After 50% of the program is completed 0% tuition

#### **GENERAL INFORMATION APPLICABLE TO ALL PROGRAMS**

##### **BOOKS AND SUPPLIES**

Most programs of study use customized eBooks that are not available from other sources. A few programs, however, may use traditional textbooks. Charges for customized eBooks, physical, and traditional textbooks are included in the tuition charge for most courses. Students in programs where traditional textbooks are used have the right to obtain them from other sources. Students who choose to do so may request refunds. Purchase and pricing information for each traditional textbook is available from the Berkeley College Store at [BerkeleyStore.BerkeleyCollege.edu](http://BerkeleyStore.BerkeleyCollege.edu).

Some programs may also require additional books, supplies or other costs that are not included in the tuition charge. Detailed information on those requirements is available at [BerkeleyCollege.edu/disclosures/](http://BerkeleyCollege.edu/disclosures/).

##### **MISCELLANEOUS COSTS**

Costs for supplies, field trips, and other classroom-related expenses vary by program and can range from \$0 to \$1,500 an award year (two semesters/three quarters). Living expenses may vary considerably. Estimated room and board costs for students not living in Berkeley College facilities range between \$3,164 and \$13,204 per academic year. The lower range is for dependent students living at home while the higher range is generally for students living away from home. Personal expenses are estimated to be \$2,288 and transportation averages \$3,128 per academic year. Actual expenses vary based on personal situations and choices.

Although Berkeley College does not offer a student health insurance plan, the College strongly recommends all students obtain coverage. Many clinical facilities utilized by the School of Health Studies require students to provide proof of health insurance coverage prior to participating in clinical rotations. Students enrolled in the LPN to B.S.N., Practical Nurse, Patient Care Technician, Surgical Technology, and Surgical Processing Technician programs who are unable to meet this requirement may find it difficult to complete the required clinical rotation(s) and/or progress in the program.

##### **TUITION PAYMENTS**

Tuition is payable four weeks prior to the first day of classes according to the [published schedule](#). For students admitted or readmitted after this due date, tuition is payable at registration.

Tuition may be paid in person, by mail, or online through Student Self-Service. The Student Accounts Department accepts payment by check, MasterCard, Visa, American Express, Discover, or wire transfer. Billing for tuition and fees is done on a semester basis, although the student may make one payment in full for the entire academic year. Subsequent term bill information is available to students online through Student Self-Service 10 weeks prior to the start of each term. It is the student's responsibility to obtain and pay the term bill on time. Students who fail to make arrangements for payment of the term bill on time will lose their ability to maintain their course schedule for the term. In addition, a late registration fee may be charged for reinstatement of a student's course schedule.

The College reserves the right to make any changes in the schedule of hours or in the courses of study that may be desirable.

Balances in excess of charges, including deposits, held at the time of withdrawal or dismissal will be applied to outstanding charges. Any overpayment of tuition and fees will be refunded. Please note, however, that residence charges, where applicable, are fully incurred at the start of each term; once the term has started, residence charges will not be refunded.

##### **RESIDENCE**

Residence facilities should be reserved well in advance. Priorities on apartments and room assignments are based on the date residence deposits are received. An advance deposit of \$400 is due with the residence application.

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 term 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 four students and two-bedroom apartments are designed for eight students.

View the [housing page](#) for more information.

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## Dual Enrollment

Berkeley College has arranged with certain high schools to offer Dual Enrollment for eligible high school juniors and seniors. Depending upon the specific details of such arrangements, students may be able to take college courses, either at a Berkeley College campus, through Berkeley College Online®, or at their high schools. In addition to receiving high school credit, students who earn a specified minimum grade and fulfill all other program requirements will be awarded college credits from Berkeley College upon graduation from high school.

Arrangements with participating high schools may include Berkeley College grants that cover all or most of the costs for such courses. Students taking courses at their high school may be required to purchase and use traditional textbooks. Interested students are urged to consult their high school guidance counselors for applicable terms, application procedures and eligibility requirements, which are specific to each participating high school.



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## Student Financial Literacy


**ECMC**
**Solutions**

Student loan repayment and financial literacy services

Berkeley College's Student Financial Literacy Group (SFLG) has teamed up with **Solutions at ECMC** to support our students and alumni. Solutions is a service of the non-profit organization ECMC and is dedicated to helping students manage their education loans.

SFLG and ECMC are working in tandem to help students and alumni navigate their repayment options. In addition to the services and support already provided by Berkeley's SFLG, Solutions at ECMC is an additional resource and is available to you free of charge.

Contact the Berkeley College SFL Group:

Linda Athearn-Forster, Director, 1-800-446-5400 ext. 4565  
 Dipexa Gandhi, Advocate, 1-800-446-5400 ext. 4562  
 Isha Shea, Advocate, 1-800-446-5400 ext. 4566  
 Mauvia McGlashan, Advocate, 1-800-446-5400 ext. 4567  
 Pamela Arnold, Advocate, 1-800-446-5400 ext. 4564  
 Joyce Flynn, Advocate, 1-800-446-5400 ext. 4561

Email: [StudentFinancialLiteracy@BerkeleyCollege.edu](mailto:StudentFinancialLiteracy@BerkeleyCollege.edu)

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## Financial Aid Summary

**Semester Calendar Year:** Berkeley College's calendar includes three terms organized on the semester system. The fall semester begins in September, followed by the winter semester in January, and the spring semester in April.

**Standard Academic Year:** Certain types of aid are pre-determined and distributed over the course of an academic year. A standard academic year (two consecutive semesters) is comprised of two terms totaling 30 weeks.

**Award Year:** Federal grants and loans are processed using a Borrower-Based Award Year ("Award Year"). Two consecutive semesters constitute one Award Year. Students are re-packaged at the beginning of every new Award Year.

**Federal Financial Aid**

<b>Award</b>	<b>Maximum Allowed</b>
Federal Pell Grant	Financial Aid Year 2018-2019 up to \$6,095 per standard academic year
	with Year-Round Federal Pell Grant up to \$9,142.50 per semester calendar year \$700 for the award year for students whose award year began in Spring or Fall 2018.
	\$900 per the award year for students whose award year began in Winter or Spring 2019.
	Award amounts are determined on availability of funds
Federal Supplemental Educational Opportunity Grant (FSEOG)	\$400 for each award year
Federal Work Study (FWS) Awards	vary
Veterans' Benefits	Awards vary
Federal Aid to Native Americans	Awards vary
Social Security Benefits	Awards vary
Federal Direct Parent Loan for Undergraduate Students (FDPLUS)	Up to the cost of attendance minus other financial aid/ assistance and other resources for each award year

**Annual Limits for Subsidized and Unsubsidized Federal Loans**

Dependent undergraduates  
(excluding dependent students whose parents cannot get PLUS)

<b>Year</b>	<b>Subsidized Total (Sub. &amp; Unsub.)</b>	
First Year	\$3,500	\$5,500
Second Year	\$4,500	\$6,500
Third Year and beyond	\$5,500	\$7,500

Independent undergraduates and dependent students whose parents cannot get PLUS

<b>Year</b>	<b>Subsidized</b>	<b>Total (Sub. &amp; Unsub.)</b>
First Year	\$3,500	\$9,500
Second Year	\$4,500	\$10,500

Third Year and beyond	\$5,500	\$12,500
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Note: All undergraduate annual loan amounts are subject to proration.

Note: For information on aggregate loan limits, see: [Federal Financial Aid Programs](#) page.

#### **New Jersey State Financial Aid (pending the state budget)**

<b>Award</b>	<b>Award Amount</b>
Tuition Aid Grant (TAG)	Up to \$12,686 per standard academic year
Student Tuition Assistance Reward Scholarship II (STARS II)	Up to \$2,500 (Must be NJ STARS recipient) per standard academic year
Governor's Urban Scholarship	\$1,000 per standard academic year

#### **New York State Financial Aid**

<b>Award</b>	<b>Award Amount</b>
Tuition Assistance Program (TAP)	Up to \$5,165 per standard academic year Using accelerated TAP (see <a href="#">New York State Financial Aid page</a> ), another 50% may be available for a third semester.
Enhanced Tuition Award	Up to \$6,000 a semester calendar year (less any NY TAP award). NYS will contribute 50% of the award (up to \$3,000) and the remaining half is awarded by the College (up to \$3,000). (See <a href="#">New York State Financial Aid Page</a> .)
NYS Achievement and Investment in Merit Scholarship (NY-AIMS)	\$500 per standard academic year
Regents Award for Children of Deceased or Disabled Veterans	Up to \$450 per standard academic year
Aid for Part-Time Study (APTS)	Awards vary based on need
NYS Native American Education	Awards vary

#### **Berkeley College Grants and Scholarships**

Berkeley College need-based grant awards are determined after all federal grants, Post-9/11 GI bill amounts, state grants, state scholarships, Berkeley College grants and scholarships (not need-based), outside resources (such as private scholarships, VA benefits other than Post-9/11 GI bill, tuition reimbursement, etc.), and federal subsidized loans have been applied.

<b>Award</b>	<b>Amount per standard academic year</b>
Berkeley College Achievement Award	Up to \$3,000 based on GPA per standard academic year
Berkeley College Alumni Legacy Scholarship	25% of tuition per standard academic year
Berkeley College Bachelor Grant	Up to 50% of tuition per academic year
Berkeley College Corporate Learning Partnership Scholarship	30% of tuition per standard academic year
Berkeley College DECA/FBLA/HOSA Scholarship	Up to full tuition per standard academic year
Berkeley College Diana Coleman Memorial Scholarship	50% of tuition per standard academic year
Berkeley College Distinction Scholarship	40% of tuition per standard academic year
Berkeley College Grant	Award varies based on need and enrollment status (full-time or part-time) per standard academic year
Berkeley College Honors Scholarship	50% or full tuition per standard academic year based on GPA

Berkeley College International Achievement Award	Up to 25% of tuition per standard academic year
Berkeley College International Grant	Up to 25% of tuition per standard academic year
Berkeley College International Honors Scholarship	50% of tuition per standard academic year
Berkeley College Law Enforcement Scholarship	50% of tuition per standard academic year
Berkeley College Military Tuition Assistance Grant	Awards vary based on number of credits and tuition rates
Berkeley College Phi Theta Kappa Scholarship	50% of tuition per standard academic year
Berkeley College Power of ONE New Student Referral Program	\$8,500 for Associate's degree students per standard academic year \$17,000 for Bachelor's degree students per standard academic year
Berkeley College Presidential Scholarship	50% or full tuition per standard academic year based on GPA
Berkeley College TAP Grant (NY only)	\$1,500 per award year
Berkeley College TAP Grant (NJ only)	Awards vary and are awarded for one semester as needed
Berkeley College Dreamers TAG (NJ only)	50% of balance after being awarded the Undocumented TAG
Berkeley College ETA Match	Berkeley College's Match to the NYS ETA Program
Berkeley College Transfer Opportunity Program (T.O.P. Grants)	50% of tuition per standard academic year
Berkeley College Yellow Ribbon Grant	50% of balance, per standard academic year, after all benefits are applied
NJCECA Scholarship	1/3 of tuition per award year.

### Berkeley College – Other Financial Assistance

Berkeley College Challenge Program	\$1,275 per award year for full-time students. Award amounts for part-time students are prorated based on the number of credits.
Berkeley College Graduation Assistance Program	Amounts vary

The Berkeley College Graduation Assistance Program is an Income Share Agreement (ISA). In general terms, an Income Share Agreement (ISA) is a contractual agreement in which a student receives education funding in exchange for an agreed upon percentage of post-college attendance income over a defined number of years. See the **Other Financial Assistance** page for details.

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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:** For the 2018-2019 award year, the Federal Pell Grant Program provides awards of up to \$6,095 per academic year for financially eligible undergraduate students who previously have not earned a Bachelor's degree. Recipients must be United States citizens or eligible noncitizens enrolled in degree programs. The **Free Application for Federal Student Aid (FAFSA)** must be completed when applying for financial assistance. The federal government limits students to six full scheduled annual awards. At Berkeley College, that would mean 12 semesters of full-time attendance (or 24 semesters at half-time attendance, etc.). Pell Grants used at other institutions count toward the maximum amount allowed. (Students who have attended multiple institutions within a brief period, and have received Pell disbursements, may be identified by the Department of Education as persons with an "Unusual Enrollment History." Regulations require Berkeley to review these circumstances for possible fraud and/or abuse of the Pell Grant Program.)

**Year Round Pell:** Effective with the 2018-19 award year, the federal government has made it easier for full-time students to accelerate and attend three semesters in one award year. In the past, students could only receive two full-time payments of Pell in an award year. Now, with Year Round Pell, students can receive three full time payments of Pell in one award year. Note this change does not increase the amount of a student's lifetime eligibility for Pell. For more information, contact the Financial Aid Department.

**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 first time borrowers will be provided entrance counseling that describes these options prior to loan disbursement.

- Federal Direct Subsidized 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. Effective July 1, 2018 through June 30, 2019, a fixed interest rate of 5.045 applies. In most cases, repayment must be completed within 10 years. The U.S. Department of Education pays the interest while the borrower is in school. First-year students may borrow up to \$3,500 for qualified educational expenses; second-year students may borrow up to \$4,500. Third- and fourth-year students may borrow up to \$5,500 annually. Loan amounts will be originated by the College, based on enrollment status and need, as determined by federal formulas. Students are responsible for repaying their entire debt, with interest, as specified in the terms and conditions of the Promissory Note. Direct Subsidized Loans are available only for students who have not exceeded 150 percent of the published length of the academic program. This is called the "maximum eligibility period." For example, if you are enrolled in a four-year Bachelor's degree program, the maximum period for which you can receive Direct Subsidized Loans is six years (150 percent of four years = six years). Students may borrow an aggregate total of \$23,000 in Subsidized Stafford for an undergraduate degree.

When a student takes a Federal Direct Subsidized Stafford Student Loan for the first time on or after July 1, 2013 ("first time" includes previous borrowers who have repaid their Federal Stafford Loans in full), there is a maximum time period during which further Subsidized Stafford Student Loans may be taken. Furthermore, if the student enrolls for additional courses (regardless of whether the student applies for additional Stafford Loans) after the expiration of a period equal to 150 percent of the published length of the student's current program (for example, six years for a four-year Bachelor's degree program), the student will lose both eligibility for future interest subsidies and interest subsidies on all previously borrowed Subsidized Stafford Loans. That could add substantial interest charges to the student's loan debt.

- Federal Direct Unsubsidized Stafford Loan (FDUSL):** This loan is available to students who are enrolled at least half-time, regardless of financial need. The borrower is responsible for interest during the life of the loan. Effective July 1, 2018 through June 30, 2019, a fixed interest rate of 5.045 percent applies. In most cases, repayment must be completed within 10 years. All students are eligible for the base amount, up to \$2,000. In addition to the base loan of up to \$2,000, independent students and those whose parents have been denied a Parent Loan may borrow an "additional" unsubsidized loan. First- and second-year students may borrow up to an additional \$4,000 for qualified educational expenses. Third- and fourth-year students may borrow up to an additional \$5,000 annually. Dependent students may borrow up to a total of \$8,000 in Unsubsidized Loans, and independent students may borrow up to a total of \$34,500, for an undergraduate degree. Loan amounts will be originated by the College based on enrollment, need, and dependency status as determined by federal regulations. Students are responsible for repaying their entire debt, with interest, as specified in the terms and conditions of the Promissory Note.
- Federal Direct Parent Loan for Undergraduate Students (FDPLUS):** This loan is available to parents of dependent students who are enrolled at least half-time. Financial need is not a requirement. Parents are responsible for interest during the life of the loan. Effective July 1, 2018 through June 30, 2019, a fixed rate of 7.595 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 do not continue to borrow, lose their subsidized loan eligibility as well as the subsidy on all previous subsidized loans.

Students should always be aware of this especially if they are switching majors and taking longer to graduate. The greatest concern would be when switching majors to a shorter program. For example, a student may be pursuing a four-year degree for three award years, which would equal 75 percent. If that same student switched to a two-year degree, the three years of borrowing would now be 150 percent, and the student would lose subsidized loan eligibility and the loan subsidies for all previous subsidized loans.

Students should discuss changes in majors with Academic Advisors as well as Financial Aid Advisors.

- **Federal Supplemental Educational Opportunity Grants (FSEOG):** For the 2018-2019 award year, students with exceptional need (Zero Expected Family Contribution) may also be awarded a Federal Supplemental Grant. FSEOG for the 2018-2019 award are based on fund availability and can generally range from \$400 to \$700 per award year. Eligible students are automatically considered for this grant. The FAFSA must be completed annually. Students who exhaust their Pell eligibility are not eligible for FSEOG.
- **Federal Work Study (FWS):** Eligible degree-seeking students can seek part-time employment either on campus or in community service positions off campus. Eligible students in certificate programs may also be considered for a FWS position. Awards, hours, and pay rates vary. On average, students work 16 hours per week. Hourly compensation varies. Interested students should be directed to [BerkeleyCollege.edu/fws/index.htm](http://BerkeleyCollege.edu/fws/index.htm).
- **Return of Title IV:** The U.S. Department of Education regulates the treatment of all federal grants and loans. For those students who withdraw during the semester, the College is required to exercise the "Return to Title IV calculation" (R2T4). The R2T4 is based on the number of days in the semester divided into the number of days attended based on the separation date. This provides the percentage of Title IV aid a student has "earned."

For example, if the semester is 100 days, and a student's separation date falls on the 40th day of the semester, the formula used would be 40/100 or 40 percent. This percentage would then be applied to the Title IV aid disbursed, or potentially disbursed, in order to determine how much and which proceeds need to be returned. Students who separate after the 60 percent point of the semester, per federal guidelines, will have earned 100 percent of their federal aid.

#### SEVEN-WEEK SESSIONS

For purposes of the College's obligation to return Title IV funds to the federal government, a student who withdraws from a subsequent session while still attending classes in either a session or a 15-week semester is not subject to a return of funds calculation. The following examples will illustrate the important differences in timing:

##### Example 1

If a student registered for session A and session B withdraws from session B while still attending session A, then the student's aid will be reduced accordingly, but will not be subject to the return of funds calculation.

##### Example 2

If a student registered for session A and session B withdraws from session B after session A ends but before session B begins, then the student's aid will be reduced accordingly, and also will be subject to the return of funds calculation.

##### Example 3

If a student is registered for at least one 15-week semester course and drops a session of another course, then the student's aid will be reduced accordingly, but will not be subject to the return of funds calculation.

#### Intent to Return

A student registered for both session A and session B who chooses to withdraw from session A but intends to return for session B may submit an Intent to Return form to the Academic Advisement department. Upon receiving the completed form, the College will not cancel the student's session B registration and will not be required to reduce financial aid or perform the return of funds calculation. If, however, the student does not return to attend session B, then the College will reduce the student's aid accordingly.

Federal regulations determine the order in which the College must return financial aid funds after a student withdraws. The Attribution Table requires the College to return funds as follows:

- First - Direct Unsubsidized Loan**
- Second - Direct Subsidized Loan**
- Third - Direct Parent Loans**
- Fourth - Pell Grant**
- Fifth - SEOG**

Note: Federal Work Study earnings are not part of the above formula and funds earned do not need to be returned.

**Veterans' Benefits:** Veterans and/or dependents planning to receive educational assistance benefits from the Department of Veterans Affairs (VA) should get VA approval prior to enrollment. Veterans may apply for their GI Bill benefits at the VONAPP website, located at [vabenefits.vba.va.gov/vonapp/main.asp](http://vabenefits.vba.va.gov/vonapp/main.asp). Veterans are required to submit copies of their Certificate of Eligibility for their VA benefits and DD214 Member 4 copy during the admissions process in order to most effectively process their benefits.

**Study Abroad:** Federal financial aid funds may be available for study abroad programs if a consortium agreement between the home and visiting school is approved in advance. Questions regarding consortium 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](http://www2.ed.gov/policy/elsec/leg/esea02/pg98.html) and [www.bie.edu/ParentsStudents/Grants/index.htm](http://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: <https://www.ssa.gov/schoolofficials/index.htm>.



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## Other Financial Assistance

### Berkeley College Challenge Program

NOTE: Challenge Program awards are initially awarded as loans, which are forgiven upon the student's completion of his/her degree.

Amount: \$1,275 per award year for full-time students. Award amounts for part-time students are prorated based on the number of credits.

Open to: High school, adult, and transfer students

Eligibility Requirements:

- Full-time or part-time enrollment in a degree program
- Completion of Berkeley College Challenge Program application and promissory note

Renewability Requirements:

- Must maintain cumulative Berkeley College GPA of 2.5 or higher at the end of each award year
- Must maintain full-time or part-time, continuous, consecutive term enrollment. May be considered for eligibility upon readmission after one full semester out.

### 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. 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

Paying for college may present a challenge for some students and their families. To help make it more convenient, Berkeley College offers qualified students a no-interest payment plan that permits students to pay semester charges in installments over the course of the semester. The College may offer alternative arrangements, at its sole direction, based on relevant circumstances.

There is a \$20 fee for each new payment plan, and loan documentation is required. Late payments are subject to a \$75 late fee. Interested students may obtain further information from the Student Accounts Office.

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## Financing an Education

The Berkeley College Financial Aid Department helps students and families understand the financial aid process. Students are encouraged to review their available options. All students are provided the opportunity to meet with a Berkeley College Financial Aid Administrator and are encouraged to do so.

The first step for students interested in applying for financial aid is to complete and submit the **Free Application for Federal Student Aid** ("FAFSA") at [fafsa.ed.gov](http://fafsa.ed.gov).

INTRODUCING – The MOBILE FAFSA. Complete the FAFSA and more on your phone/tablet today. Available for Apple and Android products. Search for the myStudentAid App.

Additional information about the FAFSA is available [here](#).

Berkeley College recommends that students avoid unnecessary borrowing. College financial aid packages are developed with this goal in mind. Financial aid awards are determined by the Berkeley College Financial Aid Department. Financial aid is typically offered and awarded to eligible students in a "financial aid package," detailing the student's eligibility for federal, state, and institutional grants, scholarships, and loans. Each financial aid package also reflects charges that are payable directly to the College, including tuition, fees, and the cost of housing obtained through the College.

The Financial Aid Department assembles student financial aid packages in the following order, with due consideration given to students' eligibility for various programs, their need and enrollment level, and in accordance with federal and state formulas:

1. Federal Grants
2. Post-9/11 GI Bill (Veterans Affairs Chapter 33) (if applicable)
3. State Grants and Scholarships
4. Berkeley College Grants and Scholarships (not based upon need)
5. Outside resources (such as private scholarships, VA benefits other than Post-9/11 GI Bill, tuition reimbursement etc.)
6. Federal Subsidized Loans
7. Berkeley College Need-based Grants
8. Federal Unsubsidized Loans
9. Federal Work Study

Following the student's submission of the FAFSA and the College's receipt of the ISIR (Institutional Student Information Record), initial award letter will be provided to the student. This initial award letter contains estimates based on the information submitted. Award amounts may increase or decrease (as a result of, for instance, a change in the student's academic or financial status). Additionally, state grants and awards are contingent upon annual state budget approval and may result in a change in the student's initial financial aid package. Students are electronically notified when their financial aid awards have been updated. Revised award letters are available in Engage.

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## Financial Aid Eligibility

Information about eligibility requirements for federal, state, and institutional aid is available online at the links below:

<b>Type of Aid</b>	<b>Website</b>
Federal student aid (grants, loans, work study)	<a href="https://studentaid.ed.gov/sa/eligibility/basic-criteria">https://studentaid.ed.gov/sa/eligibility/basic-criteria</a>
NJ Tuition Aid Grant	<a href="http://www.hesaa.org/Documents/TAG_program.pdf">http://www.hesaa.org/Documents/TAG_program.pdf</a>
NJ Student Tuition Assistance Reward Scholarship II	<a href="http://www.hesaa.org/Documents/NJSTARSI program.pdf">http://www.hesaa.org/Documents/NJSTARSI program.pdf</a>
NJ Governor's Urban Scholarship	<a href="http://www.hesaa.org/Documents/GUSScholarshipProgram.pdf">http://www.hesaa.org/Documents/GUSScholarshipProgram.pdf</a>
NY Tuition Assistance Program	<a href="https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/grants/tap-eligibility.html">https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/grants/tap-eligibility.html</a>
NYS Enhanced Tuition Awards	<a href="https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/nys-grants-scholarships-awards/enhanced-tuition-awards.html">https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/nys-grants-scholarships-awards/enhanced-tuition-awards.html</a>
NYS Achievement and Investment in Merit Scholarship	<a href="https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/nys-grants-scholarships-awards/nys-achievement-and-investment-in-merit-scholarship-ny-aims.html">https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/nys-grants-scholarships-awards/nys-achievement-and-investment-in-merit-scholarship-ny-aims.html</a>
NYS Regents Award for Children of Deceased or Disabled Veterans	<a href="https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/nys-grants-scholarships-awards/nys-regents-awards-for-children-of-deceased-and-disabled-veterans.html">https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/nys-grants-scholarships-awards/nys-regents-awards-for-children-of-deceased-and-disabled-veterans.html</a>
NYS Aid for Part-Time Study	<a href="https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/nys-grants-scholarships-awards/aid-for-part-time-study.html">https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/nys-grants-scholarships-awards/aid-for-part-time-study.html</a>
NYS Native American Education	<a href="https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/nys-grants-scholarships-awards/nys-aid-to-native-americans.html">https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/nys-grants-scholarships-awards/nys-aid-to-native-americans.html</a>
Berkeley College Grants and Scholarships	<a href="http://berkeleycollege.edu/catalog-2018-2019//21730.htm">http://berkeleycollege.edu/catalog-2018-2019//21730.htm</a>



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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](https://fafsa.ed.gov). For the 2018-2019 award year, the FAFSA became available on October 1, 2017. For the 2019-2020 award year, the FAFSA will become available on October 1, 2018. Students applying for admission for the Spring 2019 Semester should complete both applications.

Starting October 2018 the US Department of Education introduced The MOBILE FAFSA. . Available for Apple and Android products. Search for the myStudentAid App. It is an alternative from [fafsa.ed.gov](https://fafsa.ed.gov)

Financial Aid administrators are available to help students with the application process. The Financial Aid Department may request additional documentation to support the student's application. The student's financial aid package cannot be finalized until the Financial Aid Department has received all requested documentation. State grant recipients may also be required to submit additional documentation directly to the state agency administering the grant. Renewal of financial aid is not automatic. Recipients are required to reapply each year by the announced deadline.

It is recommended that students, spouses, and/or parents use the IRS Data Retrieval Tool, which can make the application process easier, faster, and more accurate, facilitating earlier notification of awards.

Additional information about the FAFSA is available [here](#).

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## Verification and File Review

The U.S. Department of Education requires colleges to carefully review all student aid applications. Further, the college is required to review all applications for conflicting information. This is called file review.

Additionally, you may be selected for verification by the Department of Education due to incomplete information, inconsistent information, or random selection. If you are selected for verification or found to have conflicting information, you will be notified by the Berkeley College Financial Aid Department and you will be required to submit additional forms and/or documents in order for the College to confirm whether the information reported on your FAFSA is correct.

**Forms and Documents**

Students may be required to submit additional e-forms and/or provide additional documentation (such as a federal income tax returns or a verification worksheet). Students will receive a notification by email with instructions on how to submit required e-forms through Self-Service (Engage).

**How to Submit**

Copies of documents must be submitted through BerkBox, in-person, by mail, or by fax. **Do not send documents by email.**

BerkBox is a secure and convenient way to submit documents to Berkeley College.

BerkBox (Students): Students may upload documents directly through **BerkBox**.

BerkBox (Parents): Parents may upload documents directly through the **parents' portal**.

Documents may also be mailed to the Financial Aid Department at your campus or sent via fax:

- New York City- 212-986-4380
- Brooklyn- 718-637-8614
- White Plains- 914-323-2192
- Newark- 973-368-9848
- Paramus- 201-291-0878
- Woodbridge- 732-750-7932
- Woodland Park- 973-279-3763
- Online- 973-405-2114



After you have submitted the required documentation, the verification process will begin. The length of time the process lasts varies depending on the circumstances.

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## Disbursement of Aid

Federal, state, and institutional grants and loans will be disbursed into student accounts to cover direct educational costs. Disbursements in excess of direct costs will be refunded to the student (or parent, in the case of a PLUS Loan). Federal Work Study earnings will be paid directly to the student via Money Network Service™ Debit Card (or direct deposit) on a bimonthly basis for actual hours worked.

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## Early Refund for Books and Supplies

In accordance with federal guidelines, students who meet certain criteria will receive a disbursement of financial aid funds to cover the cost of books and supplies not later than the seventh day of each semester. The value of the early disbursement will be the lesser of \$500 and the anticipated Title IV (Federal) Credit.

Not all students will qualify for this early refund. To be eligible for this early disbursement, a student must meet all of the following criteria:

- The student must be eligible for Title IV Aid;
- Institutional file verification/file review must have been approved no later than 10 days prior to the start of the semester; and
- The student's Federal Aid (without consideration of any other assistance such as State and Institutional Grants and/or Scholarships) is greater than direct costs payable to the College (tuition and fees, plus housing costs for students who obtain housing through the College).

A student who qualifies for an early refund for books and supplies, but does not want the funds disbursed, may opt out of the disbursement by sending an email to [StudentFinance@BerkeleyCollege.edu](mailto:StudentFinance@BerkeleyCollege.edu). Students must put OPT OUT in the subject line and include their name and Student ID in the body of the email.

If notification of the student's decision to opt out of the early refund is not received by the start of the semester, the funds may be disbursed. The OPT OUT will be good for the life of your education at Berkeley College Education until such time as you advise us to reverse it. You can do this by sending the same email but put REVERSE OPT OUT in the subject line.

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 and award period (as defined below). The student may revoke this authorization at any time. If a student's aid package includes a Direct Loan, then the "year" is the loan period. If the student's aid package does not include a Direct Loan, then the "year" is the award year (period of registration between July 1 and June 30). All funds will be returned within 14 days after June 30 of the award year or the award period, whichever comes first. The exception is if the Borrower Based Award Year (BBAY) includes periods before and after July 1. In that case, the credit may be held and applied for the second semester in that period.

With a student's written authorization and under special circumstances, the College may apply up to \$200 of an FSA credit balance to a prior year's charges.

### Seven-Week Session Students

Federal and Berkeley College Institutional Aid (IA) will be disbursed in full assuming students will attend all courses, including those in session B, which does not begin until the eighth week of the semester. If a course or courses are not attended this can impact (reduce or cause the loss of) Federal Pell, Federal SEOG and IA.

Students who fail to start session B will be responsible for repayment of any refunds the College remits to them based on anticipated Session B attendance, which may result in a balance due.

Neither New York State TAP nor New Jersey State TAG may be disbursed until the 12th credit (making a student full-time) has started. For most students enrolled in sessions, that will mean disbursement cannot be made until the student has attended that course (or courses) in session B, at least once in week eight of the semester.

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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:** For the 2018-2019 award year, the Federal Pell Grant Program provides awards of up to \$6,095 per academic year for financially eligible undergraduate students who previously have not earned a Bachelor's degree. Recipients must be United States citizens or eligible noncitizens enrolled in degree programs. The **Free Application for Federal Student Aid (FAFSA)** must be completed when applying for financial assistance. The federal government limits students to six full scheduled annual awards. At Berkeley College, that would mean 12 semesters of full-time attendance (or 24 semesters at half-time attendance, etc.). Pell Grants used at other institutions count toward the maximum amount allowed. (Students who have attended multiple institutions within a brief period, and have received Pell disbursements, may be identified by the Department of Education as persons with an "Unusual Enrollment History." Regulations require Berkeley to review these circumstances for possible fraud and/or abuse of the Pell Grant Program.)

**Year Round Pell:** Effective with the 2018-19 award year, the federal government has made it easier for full-time students to accelerate and attend three semesters in one award year. In the past, students could only receive two full-time payments of Pell in an award year. Now, with Year Round Pell, students can receive three full time payments of Pell in one award year. Note this change does not increase the amount of a student's lifetime eligibility for Pell. For more information, contact the Financial Aid Department.

**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 first time borrowers will be provided entrance counseling that describes these options prior to loan disbursement.

- **Federal Direct Subsidized 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. Effective July 1, 2018 through June 30, 2019, a fixed interest rate of 5.045 applies. In most cases, repayment must be completed within 10 years. The U.S. Department of Education pays the interest while the borrower is in school. First-year students may borrow up to \$3,500 for qualified educational expenses; second-year students may borrow up to \$4,500. Third- and fourth-year students may borrow up to \$5,500 annually. Loan amounts will be originated by the College, based on enrollment status and need, as determined by federal formulas. Students are responsible for repaying their entire debt, with interest, as specified in the terms and conditions of the Promissory Note. Direct Subsidized Loans are available only for students who have not exceeded 150 percent of the published length of the academic program. This is called the "maximum eligibility period." For example, if you are enrolled in a four-year Bachelor's degree program, the maximum period for which you can receive Direct Subsidized Loans is six years (150 percent of four years = six years). Students may borrow an aggregate total of \$23,000 in Subsidized Stafford for an undergraduate degree.

When a student takes a Federal Direct Subsidized Stafford Student Loan for the first time on or after July 1, 2013 ("first time" includes previous borrowers who have repaid their Federal Stafford Loans in full), there is a maximum time period during which further Subsidized Stafford Student Loans may be taken. Furthermore, if the student enrolls for additional courses (regardless of whether the student applies for additional Stafford Loans) after the expiration of a period equal to 150 percent of the published length of the student's current program (for example, six years for a four-year Bachelor's degree program), the student will lose both eligibility for future interest subsidies and interest subsidies on all previously borrowed Subsidized Stafford Loans. That could add substantial interest charges to the student's loan debt.

- **Federal Direct Unsubsidized Stafford Loan (FDUSL):** This loan is available to students who are enrolled at least half-time, regardless of financial need. The borrower is responsible for interest during the life of the loan. Effective July 1, 2018 through June 30, 2019, a fixed interest rate of 5.045 percent applies. In most cases, repayment must be completed within 10 years. All students are eligible for the base amount, up to \$2,000. In addition to the base loan of up to \$2,000, independent students and those whose parents have been denied a Parent Loan may borrow an "additional" unsubsidized loan. First- and second-year students may borrow up to an additional \$4,000 for qualified educational expenses. Third- and fourth-year students may borrow up to an additional \$5,000 annually. Dependent students may borrow up to a total of \$8,000 in Unsubsidized Loans, and independent students may borrow up to a total of \$34,500, for an undergraduate degree. Loan amounts will be originated by the College based on enrollment, need, and dependency status as determined by federal regulations. Students are responsible for repaying their entire debt, with interest, as specified in the terms and conditions of the Promissory Note.
- **Federal Direct Parent Loan for Undergraduate Students (FDPLUS):** This loan is available to parents of dependent students who are enrolled at least half-time. Financial need is not a requirement. Parents are responsible for interest during the life of the loan. Effective July 1, 2018 through June 30, 2019, a fixed rate of 7.595 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 do not continue to borrow, lose their subsidized loan eligibility as well as the subsidy on all previous subsidized loans.

Students should always be aware of this especially if they are switching majors and taking longer to graduate. The greatest concern would be when switching majors to a shorter program. For example, a student may be pursuing a four-year degree for three award years, which would equal 75 percent. If that same student switched to a two-year degree, the three years of borrowing would now be 150 percent, and the student would lose subsidized loan eligibility and the loan subsidies for all previous subsidized loans.

Students should discuss changes in majors with Academic Advisors as well as Financial Aid Advisors.

- **Federal Supplemental Educational Opportunity Grants (FSEOG):** For the 2018-2019 award year, students with exceptional need (Zero Expected Family Contribution) may also be awarded a Federal Supplemental Grant. FSEOG for the 2018-2019 award are based on fund availability and can generally range from \$400 to \$700 per award year. Eligible students are automatically considered for this grant. The FAFSA must be completed annually. Students who exhaust their Pell eligibility are not eligible for FSEOG.
- **Federal Work Study (FWS):** Eligible degree-seeking students can seek part-time employment either on campus or in community service positions off campus. Eligible students in certificate programs may also be considered for a FWS position. Awards, hours, and pay rates vary. On average, students work 16 hours per week. Hourly compensation varies. Interested students should be directed to [BerkeleyCollege.edu/fws/index.htm](http://BerkeleyCollege.edu/fws/index.htm).
- **Return of Title IV:** The U.S. Department of Education regulates the treatment of all federal grants and loans. For those students who withdraw during the semester, the College is required to exercise the "Return to Title IV calculation" (R2T4). The R2T4 is based on the number of days in the semester divided into the number of days attended based on the separation date. This provides the percentage of Title IV aid a student has "earned."

For example, if the semester is 100 days, and a student's separation date falls on the 40th day of the semester, the formula used would be 40/100 or 40 percent. This percentage would then be applied to the Title IV aid disbursed, or potentially disbursed, in order to determine how much and which proceeds need to be returned. Students who separate after the 60 percent point of the semester, per federal guidelines, will have earned 100 percent of their federal aid.

#### SEVEN-WEEK SESSIONS

For purposes of the College's obligation to return Title IV funds to the federal government, a student who withdraws from a subsequent session while still attending classes in either a session or a 15-week semester is not subject to a return of funds calculation. The following examples will illustrate the important differences in timing:

##### Example 1

If a student registered for session A and session B withdraws from session B while still attending session A, then the student's aid will be reduced accordingly, but will not be subject to the return of funds calculation.

##### Example 2

If a student registered for session A and session B withdraws from session B after session A ends but before session B begins, then the student's aid will be reduced accordingly, and also will be subject to the return of funds calculation.

##### Example 3

If a student is registered for at least one 15-week semester course and drops a session of another course, then the student's aid will be reduced accordingly, but will not be subject to the return of funds calculation.

#### Intent to Return

A student registered for both session A and session B who chooses to withdraw from session A but intends to return for session B may submit an Intent to Return form to the Academic Advisement department. Upon receiving the completed form, the College will not cancel the student's session B registration and will not be required to reduce financial aid or perform the return of funds calculation. If, however, the student does not return to attend session B, then the College will reduce the student's aid accordingly.

Federal regulations determine the order in which the College must return financial aid funds after a student withdraws. The Attribution Table requires the College to return funds as follows:

- First - Direct Unsubsidized Loan**
- Second - Direct Subsidized Loan**
- Third - Direct Parent Loans**
- Fourth - Pell Grant**
- Fifth - SEOG**

Note: Federal Work Study earnings are not part of the above formula and funds earned do not need to be returned.

**Veterans' Benefits:** Veterans and/or dependents planning to receive educational assistance benefits from the Department of Veterans Affairs (VA) should get VA approval prior to enrollment. Veterans may apply for their GI Bill benefits at the VONAPP website, located at [vabenefits.vba.va.gov/vonapp/main.asp](http://vabenefits.vba.va.gov/vonapp/main.asp). Veterans are required to submit copies of their Certificate of Eligibility for their VA benefits and DD214 Member 4 copy during the admissions process in order to most effectively process their benefits.

**Study Abroad:** Federal financial aid funds may be available for study abroad programs if a consortium agreement between the home and visiting school is approved in advance. Questions regarding consortium 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](http://www2.ed.gov/policy/elsec/leg/esea02/pg98.html) and [www.bie.edu/ParentsStudents/Grants/index.htm](http://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: <https://www.ssa.gov/schoolofficials/index.htm>.

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## New Jersey State Financial Aid

**Tuition Aid Grant (TAG):** New Jersey degree-seeking residents, who attend college during the 17-18 award year, full-time at a New Jersey institution were potentially eligible for up to a \$12,686 TAG award per academic year. The 18-19 award amount is pending adoption of the NJ state budget. Available awards are determined by legislative action and are subject to change. TAG grants are based on need. Students are eligible for 4.5 years of TAG for a Bachelor's degree and 2.5 years for an Associate's degree. A student generally receives two semester payments of TAG in one academic year. Effective for Fall 2018, this award is available for undocumented students.

**Student Tuition Assistance Reward Scholarship II (STARS II):** New Jersey STARS students who graduated from a county college, and attained a cumulative grade point average of 3.25 or higher, may be eligible to receive a NJ STARS II award to earn a Bachelor's degree. Students may receive up to \$2,500 per award year.

**Governor's Urban Scholarship Program:** This is a merit award for full-time undergraduates enrolled in a degree program. Candidates will be selected for consideration by their high school guidance counselors. Recipients must be in the top five percent of their high school class and have a GPA of 3.00 or higher at the end of their junior year. Recipients must be NJ residents and meet State requirements and filing deadlines. They must also have a New Jersey Eligibility Index below \$10,500, and must live in a designated higher need urban community. The award is \$1,000 per year.

**Seven-Week Session Students:** Students who begin session B without first completing session A (new or returning students) are not eligible for New Jersey State Grants. Assuming all eligibility criteria are otherwise met, the student will become eligible in session A of the following semester. Disbursement, however, cannot be made until attendance begins in at least 12 credits of course work, which can be a combination of courses in session A, session B, and/or a 15 week semester.

For more information, [click here](#).

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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

#### Secondary Education Requirements

To be eligible for New York State student financial assistance, a student first receiving aid in academic year 1996-97 to 2006-2007 must have a certificate of graduation from a school providing secondary education, or the recognized equivalent of such certificate, or receive a passing score on an approved ability-to-benefit test. For students first receiving aid in academic year 2006-07 and thereafter, the certificate of graduation must be from a recognized school providing secondary education within the United States; or the recognized equivalent of such certificate; or the student must have received a passing score on a federally approved ability to benefit test that has been identified by the Board of Regents and has been independently administered and evaluated as defined by the Commissioner.

According to the New York State Higher Education Services Corporation, a student can earn a high school equivalency diploma in New York State in one of three ways: (1) by taking and earning passing scores on a TASC test or (2) by completing 24 semester hour credits in specified subjects as a recognized candidate for a degree in an approved (accredited) institution or (3) through the National External Diploma Program. For more information on High School Equivalency Diplomas visit [nysed.gov](http://nysed.gov).

Students with foreign high school diplomas, or otherwise invalid high school diplomas, may be eligible for acceptance into Berkeley College academic programs; however, such students will not be eligible for TAP and other NYS awards, unless and until additional steps are taken (see above). The College also reserves the right to make determinations regarding the validity of apparent diploma mill documents, pursuant to guidance from the U.S. Department of Education.

#### Enrollment Requirements

Students must be enrolled full-time, attempting at least 12 credits applicable to their degrees, to receive a TAP award. "Full-time" is defined as 12 credit hours per term. A student may register for up to 15 credits under regular full-time charges and up to 18 credit hours overall in a term (or up to 21 with special approval by the Academic Advisement Department); however, enrollment in more than 12 credit hours does not entitle the student to a TAP award greater than the maximum per-term award available to students carrying 12 credit hours.

An exception to the 12 credit hour rule is the use of remedial (developmental) courses. In the first year of study, up to six equivalent units of non-credit remedial (developmental) courses may be counted toward the 12 credit hours required for TAP eligibility. In the second year of study, up to three equivalent units of non-credit remedial (developmental) courses may be counted toward the 12 credit hours required for TAP eligibility. In the third year of study, non-credit remedial (developmental) courses may not be counted toward the 12 credit hours required for TAP eligibility.

Another exception to the 12 credit hour rule is when a student needs less than 12 credits to graduate. In this case a student may take additional credits, resulting in "full-time" and TAP eligibility, which are not applicable to the student's program of study. However, a student may have only one graduating term. This exception does not extend beyond the term of expected graduation.

In considering TAP eligibility, New York State defines a "year of study" as 12 "usage points," with each semester worth six usage points. For purposes of TAP eligibility, students who have used no more than 11 points are considered to be in their "first year"; students who have used 12 to 23 points are considered to be in their "second year"; students who have used 24 to 35 points are considered to be in their "third year"; students who have used 36 or more points are considered to be in their "fourth year" and will not be eligible unless they are pursuing a Bachelor's degree. Please note that points used are not college-specific, so TAP usage points will follow the student from one institution to another. For example, a transfer student starting at Berkeley already having already used 24 points would be treated as a third-year TAP recipient. See Beneficial Placement Section, below, for more information.

#### Pursuit of Program

Program pursuit must be determined independently from satisfactory academic progress. A measure of effort, it is based upon coursework completed, whether passed or failed, rather than achievement (credits earned).

The program pursuit requirement is the same for all students, including those enrolled in remedial (developmental) college skills courses. Students are required to complete a certain percentage of the minimum full-time load. The minimum full-time load at Berkeley is 12 semester credits applicable to the degree the student is pursuing. Therefore, the student at the 100 percent pursuit level (24 TAP points or more) must complete 12 semester hours of credit-bearing courses. (See detailed charts below.)

Under certain circumstances New York State regulations allow a "medical/health waiver" for students unable to engage in full-time study due to health or medical reasons. Such waivers are rarely granted, however, and their use is not encouraged.

TAP recipients must complete/receive a grade (including a failure) for the following number (see chart below) of required credit hours in order to maintain "program pursuit":

## PURSUIT OF PROGRAM TAP TABLE EFFECTIVE SUMMER 2016

**Term/Payment Must Receive a Grade For:**

Semester	Points used to date	Minimum number of credits that must be completed and graded	Maximum number of credits completed that are allowed to be remedial
1	0	6 (50% of full-time)	6
2	6	6 (50% of full-time)	6
3	12	9 (75% of full-time)	3
4	18	9 (75% of full-time)	3
5	24	12 (100% of full-time)	0
6	30	12 (100% of full-time)	0
7	36	12 (100% of full-time)	0
8	42	12 (100% of full-time)	0

**Effective fall 2011 (for academic year 2015-2016)****When to Use**

- Student received first TAP payment prior to fall 2010.
- Student enrolled in at least six semester hours of non-credit remedial coursework in the first semester of his/her first TAP payment in fall 2010 or later.

**Associate's Degree Programs**

Before being certified for this payment	1	2	3	4	5	6
A student must have accrued at least this many credits	0	3	9	18	30	45
With at least this grade point average	0	.75	1.25	1.50	2.00	2.00
Minimum number of credit hours that must be completed the prior semester	0	6	6	9	9	12

**Bachelor's Degree Programs**

Before being certified for this payment	1	2	3	4	5	6	7	8	9	10
A student must have accrued at least this many credits	0	3	9	21	33	45	60	75	90	105
With at least this grade point average	0	1.10	1.25	1.50	2.00	2.00	2.00	2.00	2.00	2.00
Minimum number of credit hours that must be completed the prior semester	0	6	6	9	9	12	12	12	12	12

**Effective fall 2011 (for academic year 2015-2016)****When to Use**

- Student received first TAP payment fall 2010 or later.
- Student enrolled in less than six semester hours of non-credit remedial coursework.

**Associate's Degree Programs**

Before being certified for this payment	1	2	3	4	5	6



A student must have accrued at least this many credits	0	6	15	27	39	51
With at least this grade point average	0	1.30	1.50	1.80	2.00	2.00
Minimum number of credit hours that must be completed the prior semester	0	6	9	12	12	12

**Bachelor's Degree Programs**

Before being certified for this payment	1	2	3	4	5	6	7	8	9	10
A student must have accrued at least this many credits	0	6	15	27	39	51	66	81	96	111
With at least this grade point average	0	1.10	1.25	1.50	2.00	2.00	2.00	2.00	2.00	2.00
Minimum number of credit hours that must be completed the prior semester	0	6	9	12	12	12	12	12	12	12

**Satisfactory Academic Progress**

The minimum standards of satisfactory progress for students attending Berkeley College, for federal financial aid purposes, contain both qualitative and quantitative measures. New York State regulations specify different measures of "program pursuit" and "satisfactory academic progress."

College skills courses (credits earned and GPA) are not included in the computation of TAP Standards of Progress. However, "remedial students" (students in developmental courses) are subject to a different set of standards than non-remedial students. (See charts, above, for details on TAP satisfactory academic progress requirements.)

**TAP Academic Standing**

If a student is unable to meet the "program pursuit" or "satisfactory progress" standards during any semester in which a TAP grant was received, the student is not eligible for a TAP award in the subsequent term. Similarly, when a student who has received a TAP award officially or unofficially withdraws from all scheduled classes during a term, the student automatically loses TAP eligibility for the subsequent term. If a student successfully completes a term and is otherwise making satisfactory progress for both state and federal financial aid, but fails to enroll for the subsequent term, TAP eligibility upon re-enrollment at some later date is unaffected.

Note: If a student is subject to dismissal under either the federal or state progress policy, and the College grants an appeal under the federal Satisfactory Academic Progress (SAP) policy, the student remains ineligible for a TAP award during the subsequent term unless the College also grants a TAP appeal or waiver (see below).

**Reinstatement of Good Academic Standing**

A student who loses good academic standing for TAP may restore TAP eligibility in one of the following ways: (1) remedying academic deficiencies and meeting good academic standing requirements by completing one term of study without TAP program funds; (2) successful appeal to the Director, Financial Aid, after readmission to the College after an absence of at least one calendar year; (3) transferring to another institution; or (4) applying for and receiving a one-time waiver based on extenuating circumstances. TAP appeals and waivers must be approved by the Director, Financial Aid.

**One-Time Waiver of Good Academic Standing Requirement**

A one-time waiver of the good academic standing requirement for TAP may be granted during a student's period of enrollment. This waiver is permitted under New York State regulations for extraordinary or unusual cases where the student was unable to complete successfully the required academic coursework due to mitigating circumstances. For example, a waiver may be warranted for: a) death of a spouse or parent; b) divorce or separation; c) extreme illness documented by a physician; or d) another unusual or extraordinary reason beyond the student's control that is documented and approved by the Director, Financial Aid. When applying for a waiver, students must demonstrate that the circumstances which impeded their academic performance have been resolved.

New York State Education Department (SED) has two sets of standards. Effective for the 2010-11 academic year and thereafter, New York State Education Law requires a non-remedial student whose first award year is in 2010-11 or thereafter to meet new standards of SAP. Non-remedial students whose first year is 2007-08 through 2009-10 must meet the previous SAP requirements, enacted in 2006 for students receiving their first State award in academic year 2006-07. Students meeting the definition of "remedial student" also are not subject to the new SAP standards, and will use the 2006 requirements.

A "remedial student" at Berkeley College and as accepted by SED is defined as a student: (a) whose scores on a recognized college placement exam or nationally recognized standardized exam indicated the need for remediation for at least two semesters, as certified by the College and approved by the SED; or (b) who was enrolled in at least six semester hours of non-credit remedial (developmental) courses, as approved by SED, in the first term the student received a TAP award.

**TAP Accelerated Study**

Any student attending Berkeley College for two consecutive semesters is considered, by New York State, to be an accelerated student when attempting the third consecutive semester.

To be eligible for an accelerated TAP payment (which is the third consecutive semester while receiving TAP), a student must have completed a full-time load with a passing grade. That would be 24 credits over the two semesters. No more than three developmental credits per term may be counted toward the 24-credit requirement.

Students are entitled to a total of four years of TAP. A "year" of payments is measured in points, and a year of payments equals 12 points for a lifetime total of 48 points. At Berkeley, each semester's usage counts as six points.

#### **TAP Beneficial Placement**

Berkeley College applies New York State's approved Beneficial Placement policy in measuring a student's satisfactory academic progress to determine TAP eligibility. The policy allows a TAP recipient who has either transferred to Berkeley or changed from one Berkeley program to another to be repositioned on the SAP chart (above) based on either the number of credits the student has earned or the number of aid payments the student has already received, whichever measure is more beneficial to the student. For example, when a student has received terms of TAP payments but has earned only six credits that are transferable to the student's program of study at Berkeley, it would benefit the student to be evaluated for SAP based on credits transferred rather than points used. It is important to note that, even with Beneficial Placement, a student who has used 24 or more points must maintain a minimum 2.00 GPA.

Beneficial Placement also affects the number of remedial credits a transfer student can apply toward the 12-credit (full-time) prerequisite for TAP eligibility. Using the same example above (using a semester example), without Beneficial Placement the student (having used 18 points of TAP) would need to take at least nine academic credits to reach the 12-credit threshold. With Beneficial Placement, the student is only required to take six academic credits toward a 12-credit full-time load and the rest can be remedial.

The same Beneficial Placement policy would apply to a student who has changed programs while attending Berkeley, as long as the student is in good academic standing at the time of the program change. Please note, however, that a student who has failed to maintain good academic standing cannot regain eligibility by changing programs.

#### **Seven-Week Session Students**

Students who begin session B without first completing session A (new or returning students) are not eligible for New York State Grants. Assuming all eligibility criteria are otherwise met, the student will become eligible in session A of the following semester. Disbursement, however, cannot be made until attendance begins at least 12 credits of course work, which can be a combination of courses in session A, session B and/or a 15-week semester.

#### **Enhanced Tuition Awards Program (ETA)**

The Enhanced Tuition Awards (ETA) program provides tuition awards to students who are New York State residents attending a participating college located in New York State.

The ETA is \$6,000 minus the award you receive through the New York State Tuition Assistance Program ("TAP"), if eligible. Of the resulting amount, NYS HESC pays 50 percent and the other 50 percent is matched by Berkeley College.

The College may initially award all (or a portion of) the required institutional match amount through another Berkeley College grant or scholarship. Such other grant or scholarship will be reallocated to and reclassified on the student's account as the Berkeley College ETA Match (up to the required institutional match amount). No additional institutional aid will be awarded. If the other grant or scholarship is less than the required institutional match amount, the Berkeley College ETA Match award will be increased up to the full required institutional match amount. Students who do not otherwise qualify for any other Berkeley College grant or scholarship will receive the full required institutional match amount in the form of a Berkeley College ETA Match award.

Other than remaining in good academic standing, there is no specific GPA requirement. However, you must meet the eligibility requirements, which include, but are not limited to:

1. Maintain continuous enrollment;
2. Earn a minimum of 30 credits (excludes remedial courses);
3. Remain on track to graduate within two (2) calendar years for an Associate's degree or four (4) calendar years for a Bachelor's degree; and
4. Satisfy all other NYS HESC requirements.

In addition to all other requirements listed on the NYS HESC website, students must live in New York State for the number of years equal to the awards received. For example, if you received two awards while pursuing your associate's degree, you would be required to live in New York State for two years after college. Additionally, if you are employed during those years, you must work in New York State. If you move or relocate outside of New York State during the required period of residency, your award will convert from a grant to a loan.

For full eligibility requirements and information [click here](#).

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## Berkeley College Grants and Scholarships

Berkeley College offers a number of grants and scholarships. With the exception of international and need-based grants, Berkeley College grant and scholarship awards are applied after all federal grants, Post-9/11 GI bill amounts, state grants, and state scholarships have been applied, not to exceed the remaining tuition amount. Students interested in applying for federal grants, state grants, and state scholarships must complete their applications by the required deadlines. Berkeley College grants and scholarships require completion of a FAFSA each year, with the exception of the Active Military Grant and Yellow Ribbon Grant.

Berkeley College need-based grant awards are determined after all federal grants, Post-9/11 GI bill amounts, state grants, state scholarships, Berkeley College grants and scholarships (not need-based), outside resources (such as private scholarships, VA benefits other than Post-9/11 GI bill, tuition reimbursement, etc.), and federal subsidized loans have been applied. Students who elect not to borrow federal subsidized loans may still qualify for and receive need-based aid. Should students choose to borrow federal subsidized loans, such amounts will be applied before the Berkeley College need-based grant award is determined. Berkeley College need-based grants are identified below.

### Achievement Award

Amount: Up to \$3,000 per year based on GPA

Open to: High school, adult, and transfer students

Eligibility Requirements:

- Full-time or part-time enrollment in a degree program
- High school or previous college cumulative GPA of 2.5 or higher (Berkeley will accept both high school and prior college GPAs, but will apply the higher of the two GPAs for purposes of determining award amounts. Students who have a GED credential in lieu of a high school diploma, and no prior college enrollment, are not eligible for the Achievement Award.)

Renewability Requirements:

- Must maintain cumulative Berkeley College GPA of 2.5 or higher at the end of each award year.
- Must maintain continuous, consecutive term enrollment. May be considered for eligibility upon readmission after one full semester out.

### Alumni Legacy Scholarship

Amount: 25% of tuition. Cannot combine with any other Berkeley College grants or scholarships.

Open to: High school, adult, and transfer students

Eligibility Requirements:

- Full-time enrollment in a degree program
- Have at least one parent, grandparent, or legal guardian who graduated from Berkeley College

Renewability Requirements:

- Must maintain Berkeley College cumulative GPA of 2.5 or higher at the end of each award year
- Must maintain continuous, consecutive term enrollment. May be considered for eligibility upon readmission after one full semester out.

### Corporate Learning Partnership Scholarship

Amount: 30% of tuition. Cannot combine with any other Berkeley College grants or scholarships

Open to: Corporate Learning Partnership ("CLP") employees and/or their immediate family members (spouse/partner and children) who enroll as a high school, adult, or transfer student

Eligibility Requirements:

- Full-time or part-time enrollment in a degree program
- Enroll at Berkeley College Online® or an on-site campus
- Employment with a CLP company and/or an immediate family member of a CLP employee. CLP list is available here: [http://berkeleycollege.edu/berkeley\\_bc/10118.htm](http://berkeleycollege.edu/berkeley_bc/10118.htm)
- Must provide proof of employment with a CLP company

Renewability Requirements:

- Must maintain full-time or part-time employment with a CLP company

## DECA/FBLA/HOSA Scholarship

**Amount:** Up to full tuition. Award amounts vary based on high school GPA. Cannot combine with any other Berkeley College grants or scholarships.

**Open to:** High school students

**Eligibility Requirements:**

- Full-time enrollment in a degree program
- Participated in DECA/FBLA/HOSA in high school

**Renewability Requirements:**

- Must maintain Berkeley College cumulative GPA of 2.5 or higher at the end of each award year
- Must maintain continuous, consecutive term enrollment. May be considered for eligibility upon readmission after one full semester out.

## Diana Coleman Memorial Scholarship

**Amount:** 50% of tuition. Cannot combine with any other Berkeley College grants or scholarships.

**Open to:** High school and adult students (awarded to one student per academic year)

**Eligibility Requirements:**

- Full-time enrollment in a degree program
- First-time student
- Newark campus only
- Enroll during the fall semester
- Selected by committee comprised of Financial Aid and Admissions staff

**Renewability Requirements:**

- Must maintain Berkeley College cumulative GPA of 2.5 or higher at the end of each award year
- Must remain in good academic standing
- Must maintain full-time continuous, consecutive term enrollment. Cannot regain eligibility upon readmission.

## Distinction Scholarship

**Amount:** 40% of tuition. Cannot combine with any other Berkeley College grants or scholarships.

**Open to:** Adult and transfer students

**Eligibility Requirements:**

- Full-time or part-time enrollment in a degree program
- Not eligible for federal grants due to high Estimated Family Contribution ("EFC")
- Not eligible for state grants or scholarships due to high EFC
- Independent student status (base on federal criteria)
- At least 24 years of age as of the first day of the student's first semester

**Renewability Requirements:**

- Must maintain Berkeley College cumulative GPA of 2.5 or higher at the end of each award year
- Must maintain continuous, consecutive term enrollment. Cannot regain eligibility upon readmission.

## Graphic Design Scholarship

**Amount:** Award amounts vary based on portfolio evaluation. Cannot combine with any other Berkeley College grants or scholarships.

**Open to:** High School students with an interest in Graphic Design

Each portfolio will be evaluated against six factors: (1) free-hand drawing ability; (2) graphics and composition; (3) rendering quality (colors and shadows); (4) design creativity and visual effectiveness; (5) Adobe Illustrator and Photoshop knowledge; and (6) 3D knowledge. Any 3D and multimedia examples must be printed. Digital files not accepted. Not all criteria will apply to each portfolio. Point value to each factor may vary in weight, depending on the number of applicable criteria. Each portfolio will be given an overall final score on a scale of 0-10 points.

Award amounts vary based on portfolio evaluation.

Score of 1.00 – 3.99 points: \$500

Score of 4.00 – 6.99 points: between \$500 and \$1,500

Score of 7.00 – 10.00 points: between \$1,500 and \$3,000

**Eligibility Requirements:**

- Full-time enrollment in the Graphic Design Bachelor of Fine Arts degree program
- Must have a portfolio available for review by committee

**Renewability Requirements:**

- Must maintain Berkeley College cumulative GPA of 2.5 or higher at the end of each award year
- Students who have attended for at least two consecutive semesters may take one semester leave

## Honors Scholarship

**Amount:** 50% of or full tuition, administrative fees, and technology fees, based on high school GPA. Cannot combine with any other Berkeley College grants or scholarships.

**Open to:** High school students

**Eligibility Requirements:**

- Full-time enrollment in a degree program
- Acceptance into Honors Program
- Enroll in a Bachelor's or Associate's degree program. (NOTE: Students enrolled in an degree program within the School of Health Studies are not eligible to apply or participate in the Honors Program.)
- High school cumulative GPA between 3.00 and 3.49 - eligible for 50% of tuition scholarships
- High school cumulative GPA of 3.50 or higher - eligible for full tuition scholarships

**Renewability Requirements:**

- Must maintain cumulative Berkeley College GPA of 3.0 or higher at the end of each award year
- Must maintain full-time, continuous, consecutive term enrollment. Cannot regain eligibility upon readmission.
- Maintain Satisfactory Academic Progress
- Students who initially enroll in an Associate's degree program and continue into a Bachelor's degree program may continue to renew until completion of the Bachelor's degree.

## International Achievement Award

**Amount:** Up to 25% of tuition. Applied after completion of two consecutive semesters.

**Open to:** International students (beginning in the Fall 2017 semester)

**Eligibility Requirements:**

- Full-time enrollment in a degree program
- Not a citizen of the U.S.
- Complete two consecutive semesters at Berkeley College and maintain a cumulative GPA of 3.0 or higher

**Renewability Requirements:**

- Must maintain cumulative Berkeley College GPA of 3.0 or higher at the end of each award year
- Must maintain full-time, continuous, consecutive term enrollment. Other than taking the Spring term off Cannot regain eligibility upon readmission

## International Honors Scholarship

**Amount:** 50% of tuition. Cannot combine with any other Berkeley College grants or scholarships.

**Open to:** International students

**Eligibility Requirements:**

- Full-time enrollment
- Not a citizen of the U.S.
- Acceptance into Honors Program
- First-time student
- Enroll in a Bachelor's or Associate's degree program (NOTE: Students enrolled in an Associate's degree program within the School of Health Studies are not eligible to apply or participate in the Honors Program.)

**Renewability Requirements:**

- Must maintain cumulative Berkeley College GPA of 3.0 or higher at the end of each award year
- Must maintain full-time, continuous, consecutive term enrollment. Cannot regain eligibility upon readmission (eligible for one leave).
- Students who initially enroll in an Associate's degree program and continue into a Bachelor's degree program may continue to renew until completion of the Bachelor's degree.

## Law Enforcement Scholarship

**Amount:** 50% of tuition. Cannot combine with any other Berkeley College grants or scholarships.

**Open to:** Adult, and transfer students

**Eligibility Requirements:**

- Full-time enrollment in a degree program
- Current uniformed members of the service in the rank of Police Officer through Chief, and Peace Officers

**Renewability Requirements:**

- Must maintain cumulative Berkeley College GPA of 2.5 or higher at the end of each award year
- Must maintain full-time, continuous, consecutive term enrollment. Cannot regain eligibility upon readmission.

## Military Tuition Assistance Grant

Amount: Award amounts vary and are based on the number of credits attempted and current tuition rate.

Open to: Service members eligible for Military Tuition Assistance

Eligibility Requirements:

- Full-time or part-time enrollment
- Active service member
- Apply and be approved to participate in the Military Tuition Assistance Program
- FAFSA not required but is recommended

Renewability Requirements:

- Meeting Satisfactory Academic Progress
- Continued participation in the Military Tuition Assistance Program

## NJCECA Scholarship

Amount: 1/3 Tuition. Cannot combine with any other Berkeley College grants or scholarships.

Open to: Two scholarships per year, selected by the New Jersey Cooperative Education Coordinators Association

Eligibility Requirements:

- Full-time enrollment in a degree program

Renewability Requirements:

- Maintain Satisfactory Academic Progress

## Phi Theta Kappa Scholarship

Amount: 50% of tuition. Cannot combine with any other Berkeley College grants or scholarships.

Open to: Transfer students

Eligibility Requirements:

- Full-time enrollment in a degree program
- Phi Theta Kappa membership

Renewability Requirements:

- Must maintain cumulative Berkeley College GPA of 3.0 or higher at the end of each award year
- Must remain in good academic standing
- Must maintain full-time, continuous, consecutive term enrollment. Cannot regain eligibility upon readmission.

## Power of ONE New Student Referral Program Grant

Amount: \$8,500 per award year for full-time Associate's degree students. \$17,000 per award year for full-time Bachelor's degree students. Amounts for part-time students are prorated based on the number of credits. Cannot combine with any other Berkeley College grants or scholarships.

Open to: High school, adult, and transfer students

Eligibility Requirements:

- Full-time or part-time enrollment in a degree program
- First-time student
- Nominated and referred by a Berkeley College faculty member

Renewability Requirements:

- Remain in good academic standing
- Maintain continuous enrollment.

## Presidential Scholarship

Amount: 50% of or up to full tuition based on high school GPA. Cannot combine with any other Berkeley College grants or scholarships.

Open to: High school students. Only eight full-tuition and 160 half-tuition scholarships available.

Eligibility Requirements:

- Full-time enrollment in a degree program
- First-time student
- Students must complete all admissions requirements by December 15 to be considered for this scholarship

Renewability Requirements:

- Maintain Berkeley College cumulative 3.0 GPA
- Maintain Satisfactory Academic Progress

- Must maintain full-time, continuous, consecutive term enrollment. Cannot regain eligibility upon readmission.

## Berkeley College TAP Grant

Amount: \$1,500 per award year.

Open to: High school, adult, and transfer students

Eligibility Requirements:

- Full-time enrollment in a degree program
- Must be a New York State Tuition Assistance Program ("TAP") recipient and satisfy all eligibility requirements to receive the New York State TAP Grant (See the [Financial Aid Eligibility](#) page for information about TAP eligibility)

Renewal Requirements:

- Maintain TAP eligibility

## Berkeley College TAG

Amount: Varies – awarded for one semester as needed

Open to: Continuing student during their NJ TAG exhausted semester

Eligibility Requirements:

- Full-time enrollment in a degree program
- Must be a New Jersey Tuition Assistance Grant ("TAG") recipient and satisfy all eligibility requirements to receive the New Jersey TAG (See the [Financial Aid Eligibility](#) page for information about TAG eligibility)

Renewal Requirements:

- Maintain TAG Eligibility
- Attend an exhausted TAG semester (Berkeley College has a 3 semester calendar and NJ TAG only covers 2 semesters)

## Berkeley College Dreamers TAG

Amount: 50% of tuition balance after the award of NJ Undocumented TAG Award

Open to: Undocumented students who are recipients of the NJ TAG

Eligibility Requirements:

- Full-time enrollment in a degree program
- Must be an Undocumented New Jersey Tuition Assistance Grant ("TAG") recipient and satisfy all eligibility requirements to receive the New Jersey TAP Grant (See the [Financial Aid Eligibility](#) page for information about TAG eligibility)

Renewal Requirements:

- Maintain TAG eligibility
- Not eligible during semesters which TAG is not available
- Tuition freeze will be maintained as long as student attends every eligible semester.

## Berkeley College ETA Match

Amount: Institutional match of the New York State Enhanced Tuition Award. Amounts vary.

Open to: All New York State residents who apply for and receive a New York State Enhanced Tuition Award

Eligibility Requirements:

- Meet New York State ETA Program eligibility requirements- <https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/nys-grants-scholarships-awards/enhanced-tuition-awards.html>

Renewal Requirements:

- Meet New York State ETA Program requirements- <https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/nys-grants-scholarships-awards/enhanced-tuition-awards.html>

Note: The College may initially award all (or a portion of) the required institutional match amount through another Berkeley College grant or scholarship. Such other grant or scholarship will be reallocated to and reclassified on the

student's account as this Berkeley College ETA Match (up to the required institutional match amount). No additional institutional aid will be awarded. If the other grant or scholarship is less than the required institutional match amount, the Berkeley College ETA Match award will be increased up to the full required institutional match amount. Students who do not otherwise qualify for any other Berkeley College grant or scholarship will receive the full required institutional match amount in the form of a Berkeley College ETA Match award. See the [New York State Financial Aid page](#) for more information about the NYS ETA Program.

## Transfer Opportunity Program Grant (T.O.P. Grants)

Amount: 50% of tuition. Cannot combine with any other Berkeley College grants or scholarships.

Open to: Transfer students entering Winter 2018 semester and forward

Eligibility Requirements:

- Full-time enrollment in a Bachelor's degree program
- Receipt of an Associate's degree from a United States college (other than Berkeley College)

Renewability Requirements:

- Must maintain cumulative Berkeley College GPA of 2.0 or higher at the end of each award year.
- Maintain Satisfactory Academic Progress (NOTE: GPA requirements may be higher for certain programs.)
- Students who have attended for at least two consecutive semesters may take one semester leave.

## Transfer Opportunity Program Scholarship (T.O.P. Scholars) (Discontinued as of Winter 2018 Semester)

Amount: 50% of tuition, depending on prior college GPA. Cannot combine with any other Berkeley College grants or scholarships.

Open to: Transfer students

Eligibility Requirements:

- Full-time enrollment in a Bachelor's degree program
- Receipt of an Associate's degree from a United States community college

Scholarship Amounts:

- Students with a prior GPA of 2.5-2.74 receive up to 35% of tuition
- Students with a prior GPA of 2.75-2.99 will receive up to 40% of tuition
- Students with a prior GPA of 3.0 or higher will receive up to 50% of tuition

Renewability Requirements:

- Must maintain cumulative Berkeley College GPA of 2.0 or higher at the end of each award year
- Students who have attended for at least two consecutive semesters may take one semester leave.

## Berkeley College Bachelor Grant - Effective Winter 2019

Amount:

50% of tuition for Berkeley College Associate's degree graduates immediately entering a Bachelor's degree program.

40% of tuition for Berkeley College Associate's degree graduates returning after one or more semesters. Cannot combine with any other Berkeley College grants or scholarships.

Open to: Berkeley College Associate's degree graduates

Eligibility Requirements:

- Full-time enrollment in a Bachelor's degree program
- Minimum cumulative Berkeley College Associate's degree GPA of 2.0 needed to be offered the grant

Renewability Requirements:

- Must maintain cumulative Berkeley College GPA of 2.0 or higher at the end of each award year
- Students who have attended for at least two consecutive semesters may take one semester leave.

## Yellow Ribbon Grant

Amount: 50% of remaining tuition balance after Post-9/11 GI Bill amounts have been applied. Cannot combine with any other Berkeley College grants or scholarships

Open to: Eligible Post-9/11 GI Bill recipients

Eligibility Requirements:

- Full-time or part-time enrollment in a degree program
- Must be a veteran of the U.S. military
- Satisfy Post-9/11 GI Bill [Yellow Ribbon Program](#) requirements
- FAFSA not required but recommended



Renewability Requirements:

- Continue to satisfy Post-9/11 GI Bill requirements

**Berkeley College Grant (Need-Based)**

Amount: Amounts vary based on need and enrollment status

Open to: High school, adult, and transfer students

Eligibility Requirements:

- Full-time or part-time enrollment
- Demonstrated financial need

Renewability Requirements:

- Students entering Fall **2017** or earlier must maintain a cumulative Berkeley College GPA of 2.00 or better.
- Students entering Winter **2018** or later must maintain a cumulative Berkeley College GPA of 1.50 or better and maintain Standards of Academic Progress
- College GPA of 1.50 or better and maintain Satisfactory Academic Progress

**International Grant (Need-Based)**

Amount: Up to 25% of tuition. Award amounts based on past academic achievement and financial need. Average award is 15% of tuition

Open to: International students

Eligibility Requirements:

- Full-time enrollment in a degree program
- Not a citizen of the United States
- Must apply during admission and prior to the start of the first semester

Renewability Requirements:

- Students entering Winter 2018 or earlier must maintain a cumulative Berkeley College GPA of 3.0 or higher at the end of each award year
- Students entering Spring 2018 or later must maintain cumulative Berkeley College GPA of 2.5 or higher at the end of each award year
- Must maintain full-time, continuous, consecutive term enrollment. Cannot regain eligibility upon readmission (allowed to take off Spring semesters).

**Residence Grants**

Amount: Varies based on GPA

Open to: Resident students

Eligibility Requirements:

- Full-time enrollment in a degree program
- Living in a White Plains Campus residence hall

Renewability Requirements:

- Remain a resident student meeting Satisfactory Academic Progress

**White Plains Campus Residence Grants**

Amount: Per semester residence hall charge less \$1,500

Open to: New resident students, effective Fall 2018, attending the White Plains Campus with GPAs of 3.0 or higher

Eligibility Requirements:

- Full-time enrollment in a degree program
- Living in a White Plains Campus residence hall
- 3.0 GPA or higher

Renewability Requirements:

- Remain a resident student
- Maintain College GPA of 3.0 at the end of each award year
- Maintain Satisfactory Academic Progress



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## Other Financial Assistance

### Berkeley College Challenge Program

NOTE: Challenge Program awards are initially awarded as loans, which are forgiven upon the student's completion of his/her degree.

Amount: \$1,275 per award year for full-time students. Award amounts for part-time students are prorated based on the number of credits.

Open to: High school, adult, and transfer students

#### Eligibility Requirements:

- Full-time or part-time enrollment in a degree program
- Completion of Berkeley College Challenge Program application and promissory note

#### Renewability Requirements:

- Must maintain cumulative Berkeley College GPA of 2.5 or higher at the end of each award year
- Must maintain full-time or part-time, continuous, consecutive term enrollment. May be considered for eligibility upon readmission after one full semester out.

### Berkeley College Graduation Assistance Program – ISA

Income Share Agreements, or ISAs, known here as the Berkeley College Graduation Assistance Program, are contractual agreements in which a student receives education funding while in college in exchange for an agreed upon percentage of post-graduation income over a defined number of years. It is not a grant or scholarship. It is not a loan or an extension of credit. An ISA is an alternative way for students to fund their education by committing to pay back a percentage of their salary for a defined period.

Amount: Up to \$10,000 per award year, however, the amount received will determine percentage of income. Berkeley College will not allow a student's percentage of debt (including student loans) to exceed 15%

Open to: By invitation only. Berkeley College Bachelor's students who have earned at least 60 or more credits. Transfer students are open for consideration.

#### Eligibility Requirements:

- You must be enrolled in a bachelor's degree program at least half time at Berkeley College and have at least 60 cumulative earned credit hours.
- You must be a U.S. citizen (includes naturalized citizens) or permanent resident.
- At the time of the application and/or registration, you must be at least the age of majority for your state of residence.
- Your total obligations under all income-based agreements with us or another person must not require you to pay an aggregate income share in excess of 15 percent of your earned income in any given month.
- You must be meeting Satisfactory Academic Progress (SAP).
- You cannot be enrolled only in courses for the 7-week Module B term.

### 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. 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

Paying for college may present a challenge for some students and their families. To help make it more convenient, Berkeley College offers qualified students a no-interest payment plan that permits students to pay semester charges in installments over the course of the semester. The College may offer alternative arrangements, at its sole direction, based on relevant circumstances.

There is a \$20 fee for each new payment plan, and loan documentation is required. Late payments are subject to a \$75 late fee. Interested students may obtain further information from the Student Accounts Office.



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## Financing an Education

The Berkeley College Financial Aid Department helps students and families understand the financial aid process. Students are encouraged to review their available options. All students are provided the opportunity to meet with a Berkeley College Financial Aid Administrator and are encouraged to do so.

The first step for students interested in applying for financial aid is to complete and submit the **Free Application for Federal Student Aid** ("FAFSA") at [fafsa.ed.gov](http://fafsa.ed.gov).

INTRODUCING – The MOBILE FAFSA. Complete the FAFSA and more on your phone/tablet today. Available for Apple and Android products. Search for the myStudentAid App.

Additional information about the FAFSA is available [here](#).

Berkeley College recommends that students avoid unnecessary borrowing. College financial aid packages are developed with this goal in mind. Financial aid awards are determined by the Berkeley College Financial Aid Department. Financial aid is typically offered and awarded to eligible students in a "financial aid package," detailing the student's eligibility for federal, state, and institutional grants, scholarships, and loans. Each financial aid package also reflects charges that are payable directly to the College, including tuition, fees, and the cost of housing obtained through the College.

The Financial Aid Department assembles student financial aid packages in the following order, with due consideration given to students' eligibility for various programs, their need and enrollment level, and in accordance with federal and state formulas:

1. Federal Grants
2. Post-9/11 GI Bill (Veterans Affairs Chapter 33) (if applicable)
3. State Grants and Scholarships
4. Berkeley College Grants and Scholarships (not based upon need)
5. Outside resources (such as private scholarships, VA benefits other than Post-9/11 GI Bill, tuition reimbursement etc.)
6. Federal Subsidized Loans
7. Berkeley College Need-based Grants
8. Federal Unsubsidized Loans
9. Federal Work Study

Following the student's submission of the FAFSA and the College's receipt of the ISIR (Institutional Student Information Record), initial award letter will be provided to the student. This initial award letter contains estimates based on the information submitted. Award amounts may increase or decrease (as a result of, for instance, a change in the student's academic or financial status). Additionally, state grants and awards are contingent upon annual state budget approval and may result in a change in the student's initial financial aid package. Students are electronically notified when their financial aid awards have been updated. Revised award letters are available in Engage.

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## Other Financial Aid Policies

**Code of Conduct for Financial Aid Professionals:** As a participant in federal student loan programs, Berkeley College is required to maintain a code of conduct for all personnel involved in the financial aid process. The College supports and adheres to the principles articulated in the federal Higher Education Opportunity Act as well as applicable state laws and regulations. Those principles require financial aid professionals to act with honesty and integrity and to avoid conflicts of interest. The Berkeley College Code of **Conduct for Financial Aid Professionals** is available on the College website or in the Financial Aid Office at each campus.

**Leaves of Absence:** For purposes of student financial aid, a student granted a leave of absence is considered to have withdrawn from the College. Any overpayment of institutional charges will be refunded in accordance with federal regulations. Other than as prescribed in the **Tuition Freeze Policy**, a student returning from a leave of absence will be charged the prevailing rate of tuition.

**Withdrawals from the College:** Financial aid will be adjusted based on the withdrawn student's last recorded date of participation. Eligibility for disbursement of federal and state funds will be recalculated as of that date in accordance with federal and state regulations. Returns will be made according to the federal refund allocation schedule. Students who withdraw or are dismissed after completing 60 percent of the semester (week 10 of the 15-week semester) will retain 100 percent of their federal awards.

Institutional aid will not be refunded. Berkeley institutional aid awards are earned ratably during the semester.

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## Satisfactory Academic Progress (SAP)

### Satisfactory Academic Progress

**Qualitative Assessments:** Every matriculated student is required to maintain a minimum grade point average (GPA), which varies based on the number of credits the student has already attempted. Compliance with this qualitative requirement is measured every term. Continued failure to meet this standard after a warning (automatic) or probationary (when permitted) period, or failing to fulfill the requirements of a prescribed academic plan, will lead to dismissal from the College. Probation may be granted and academic plans may be prescribed at the sole discretion of the College, only after a successful appeal by the student. Some programs have more restrictive requirements using different thresholds for passing grades. The details can be viewed, by program, in the Catalog. All course grades below the minimum passing standard for that course will be treated as failures in calculating the student's GPA for qualitative assessment. Students will not be allowed to change programs without approval from the Academic Advisement Department.

**Quantitative Assessments:** Students are also required to pass a minimum percentage of the credits they attempt in order to remain eligible for enrollment. Quantitative progress assessments are subject to those same warning, probation, and academic plan procedures every term. Some programs have more restrictive requirements using different thresholds for passing grades. The details can be viewed, by program, in the Catalog. All course grades below the minimum passing standard for that course will be treated as credits attempted and not earned for purposes of quantitative assessment. Students will not be allowed to change programs without approval from the Academic Advisement Department.

**QUALITATIVE STANDARDS**

In order to remain in good academic standing, students must maintain the GPA specified below:

Qualitative Standards	
Degree Programs	
Credits Attempted	Required GPA
0-15	1.5
16-30	1.75
31 or more	2
LPN to B.S.N Program	
Required GPA	2.75
Certificate Programs	
Required GPA	2

For this purpose, credits attempted are all those completed that receive a letter grade (including an F, WP, and College Skills credits).

Students in the LPN to B.S.N. program must maintain a 2.75 GPA while enrolled in the program. Students in all other Baccalaureate programs must have a GPA of at least 2.00 after completing 31 or more credits.

**QUANTITATIVE STANDARDS**

In addition to the qualitative standards set forth above, students must meet quantitative standards of progress in order to remain eligible for enrollment.

**150 Percent Rule**

In order to maintain the quantitative standards for satisfactory academic progress, students must be able to complete their programs by the time they have attempted 150 percent of the required credit hours necessary for graduation in their degree programs. The maximum timeframe for each program is listed below:

**Maximum Timeframe Standards**

Program	Credits Required for Graduation	Maximum Attempted Credits Allowed
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Associate's degree (A.A.S. and A.S.)	60	90
Bachelor's degree (B.B.A., B.F.A., B.S., and B.S.N.)	120	180
Patient Care Technician Certificate	33	49
Practical Nurse Certificate	50	75
Medical Assistant Certificate	30	45
Medical Insurance, Billing, and Coding Certificate	30	45
Surgical Processing Technician Certificate	33	49

#### Application of the 150 Percent Rule

The College includes test credits as "credits attempted" in applying the 150 percent metric. For students who have changed programs and/or have returned to complete additional degrees, only the attempted credits applicable to their current programs will be counted in the 150 percent calculation. Students will not be allowed to change programs without approval from the Academic Advisement Department.

Students for whom it is no longer possible to comply with the 150 percent rule before program completion will be declared ineligible to participate in Title IV or TAG programs. At the discretion of the Provost's Office, these students may be dismissed from the College. Such decisions are not appealable.

#### Progress Assessments

To help students avoid reaching the 150 percent point, the College tests student progress every term, based on attempted vs. earned benchmarks. The following standards are applied:

##### Degree Programs

Credits Attempted	Necessary % Passed (Earned/Attempted)
-------------------	--

0-30	50
------	----

31-45	65
-------	----

46 or more	67
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##### Certificate Programs

Credits Attempted	Necessary % Passed (Earned/Attempted)
-------------------	--

0-15	50
------	----

16 or more	67
------------	----

For this purpose, attempted credits include test credits, and all credits accepted in transfer. In addition, all credits for which a letter grade was received, including F, WP, and WF (withdrawn after tuition assessment), are counted as attempted credits. Credits earned include all coursework that was successfully completed (student received a passing grade).

Please note that in some certificate programs the grade of C is treated as a failing grade. Consult the Berkeley College Undergraduate Catalog or Student Handbook Supplements applicable to certain health studies programs for program-specific details.

#### WARNINGS AND APPEALS

##### Warning of Failure to Meet Satisfactory Academic Progress (SAP) Requirements

Students who, for the first time, fail to meet standards will automatically be placed on Warning status for the following term. Students on Warning status may continue to be enrolled and, if applicable, maintain their eligibility for financial aid. Students who meet the SAP standards during the Warning (subsequent) term will be restored to good standing.

##### Appeals for Probation

Students who fail to meet standards during the Warning term may appeal to be placed on Probation status for the subsequent term. Failure to submit an appeal if required will result in withdrawal from the College. Students on probation may continue to be enrolled and, if applicable, maintain their eligibility for financial aid. Students who have met the SAP standards by the end of the probationary term will be restored to good standing.

##### Appeals for Academic Plans

Students who fail to meet the SAP standards by the end of a probation term may appeal again to be given academic plans customized for their needs. Failure to submit an appeal if required will result in withdrawal from the College. Academic plans, to which students must agree, are designed to allow students to achieve compliance with SAP requirements within a reasonable period of time. Students on academic plans may continue to be enrolled and, if applicable, maintain their eligibility for financial aid programs as long as they satisfy the terms and conditions of their plans.

##### Academic Advisement

The College will promptly contact students placed on Warning, Probation, or Academic Plan status to offer additional academic support services.

##### Appeal Procedures

Students dismissed for failure to meet qualitative standards or prescribed quantitative benchmarks may appeal those dismissals by timely submission of online eForms. Dismissals for failure to satisfy the 150 percent rule are not appealable.



Students will be notified when their appeals have been submitted successfully. The appeals will be reviewed, as needed, by the SAP Review Committee, which is comprised of representatives appointed by the Provost's Office. Decisions made by the SAP Review Committee will be based on several criteria, including any special circumstances that contributed to the failure to satisfy SAP requirements and material changes in such circumstances. Students who successfully appeal may be restored to good academic standing by meeting the SAP standards in the subsequent term or following their prescribed academic plans. Students whose appeals are granted will receive instructions from the Academic Advisement Department on how to proceed. Approved appeals will be honored for two terms, the term for which they are appealing and the subsequent term.

**Provisional Appeals**

Students on Warning or Probation status who are not succeeding in their studies are encouraged to submit provisional appeals even before the end of the term. Provisional appeals by students who go on to meet SAP standards in that term will be deemed withdrawn.

**Denial of an Appeal**

If a failing student's appeal is denied, the student will be notified and dismissed from the College.

**Reinstatement after Dismissal or Loss of Eligibility for Financial Aid Due to Failure to Meet SAP Standards**

The College will consider exceptional appeals for reinstatement of students who have not been enrolled for a minimum of one term. Students dismissed or declared ineligible for financial aid due to their failure to meet SAP standards may later experience positive changes in their personal circumstances that improve their chances for future academic success. Reinstatement of such students will be at the non-appealable discretion of the Provost's Office and will be conditioned upon adherence to prescribed academic plans. Only those whose student accounts are current will be considered for reinstatement.

**SAP and Transfer Credits**

In measuring compliance with SAP standards, transfer credits will be considered as credits attempted and earned. Therefore, since transfer credits are ungraded but are nevertheless counted in calculating SAP requirements, transfer students may be required to earn at least a 2.00 GPA in their first term (and all subsequent terms) at Berkeley in order to remain in good standing.

**SAP and Repeated Courses**

When a course is successfully repeated, the original failure(s) is not included in calculating the cumulative GPA or the qualitative requirements. For the quantitative SAP measure, however, each failed attempt will be included in the "courses attempted" portion of the evaluation.

**SAP and Incomplete Grades**

Effective January 1, 2012, initial calculations of SAP will treat incomplete grades as F grades until such incompletes are replaced with passing letter grades. After the first week of the following term, all unresolved incomplete grades will convert to F grades and will be treated as such in all SAP evaluations. To accommodate grade changes, final SAP calculations are made after all grades have been recorded.

**SAP and Course Withdrawal**

Students who drop courses will receive letter grades of either WP (withdrawn-passing) or WF (withdrawn-failing). These grades will not be considered in the application of qualitative requirements, but will be counted as credits attempted for quantitative purposes.

**SAP and College Skills Coursework**

Effective January 1, 2012, even though they are not applied toward the number of credits required to complete a program of study, College Skills credits will be included in both qualitative and quantitative SAP measurements.

**SAP and Non-Matriculated Students**

Students enrolled as non-matriculated students will not be held to the SAP standards. However, if non-matriculated students matriculate, then all coursework will be included in SAP calculations.

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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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## Federal Financial Aid Programs

Below is a list of federal loans for which eligible Berkeley College students may be considered:

**Federal Pell Grant:** For the 2018-2019 award year, the Federal Pell Grant Program provides awards of up to \$6,095 per academic year for financially eligible undergraduate students who previously have not earned a Bachelor's degree. Recipients must be United States citizens or eligible noncitizens enrolled in degree programs. The **Free Application for Federal Student Aid (FAFSA)** must be completed when applying for financial assistance. The federal government limits students to six full scheduled annual awards. At Berkeley College, that would mean 12 semesters of full-time attendance (or 24 semesters at half-time attendance, etc.). Pell Grants used at other institutions count toward the maximum amount allowed. (Students who have attended multiple institutions within a brief period, and have received Pell disbursements, may be identified by the Department of Education as persons with an "Unusual Enrollment History." Regulations require Berkeley to review these circumstances for possible fraud and/or abuse of the Pell Grant Program.)

**Year Round Pell:** Effective with the 2018-19 award year, the federal government has made it easier for full-time students to accelerate and attend three semesters in one award year. In the past, students could only receive two full-time payments of Pell in an award year. Now, with Year Round Pell, students can receive three full time payments of Pell in one award year. Note this change does not increase the amount of a student's lifetime eligibility for Pell. For more information, contact the Financial Aid Department.

**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 first time borrowers will be provided entrance counseling that describes these options prior to loan disbursement.

- **Federal Direct Subsidized 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. Effective July 1, 2018 through June 30, 2019, a fixed interest rate of 5.045 applies. In most cases, repayment must be completed within 10 years. The U.S. Department of Education pays the interest while the borrower is in school. First-year students may borrow up to \$3,500 for qualified educational expenses; second-year students may borrow up to \$4,500. Third- and fourth-year students may borrow up to \$5,500 annually. Loan amounts will be originated by the College, based on enrollment status and need, as determined by federal formulas. Students are responsible for repaying their entire debt, with interest, as specified in the terms and conditions of the Promissory Note. Direct Subsidized Loans are available only for students who have not exceeded 150 percent of the published length of the academic program. This is called the "maximum eligibility period." For example, if you are enrolled in a four-year Bachelor's degree program, the maximum period for which you can receive Direct Subsidized Loans is six years (150 percent of four years = six years). Students may borrow an aggregate total of \$23,000 in Subsidized Stafford for an undergraduate degree.

When a student takes a Federal Direct Subsidized Stafford Student Loan for the first time on or after July 1, 2013 ("first time" includes previous borrowers who have repaid their Federal Stafford Loans in full), there is a maximum time period during which further Subsidized Stafford Student Loans may be taken. Furthermore, if the student enrolls for additional courses (regardless of whether the student applies for additional Stafford Loans) after the expiration of a period equal to 150 percent of the published length of the student's current program (for example, six years for a four-year Bachelor's degree program), the student will lose both eligibility for future interest subsidies and interest subsidies on all previously borrowed Subsidized Stafford Loans. That could add substantial interest charges to the student's loan debt.

- **Federal Direct Unsubsidized Stafford Loan (FDUSL):** This loan is available to students who are enrolled at least half-time, regardless of financial need. The borrower is responsible for interest during the life of the loan. Effective July 1, 2018 through June 30, 2019, a fixed interest rate of 5.045 percent applies. In most cases, repayment must be completed within 10 years. All students are eligible for the base amount, up to \$2,000. In addition to the base loan of up to \$2,000, independent students and those whose parents have been denied a Parent Loan may borrow an "additional" unsubsidized loan. First- and second-year students may borrow up to an additional \$4,000 for qualified educational expenses. Third- and fourth-year students may borrow up to an additional \$5,000 annually. Dependent students may borrow up to a total of \$8,000 in Unsubsidized Loans, and independent students may borrow up to a total of \$34,500, for an undergraduate degree. Loan amounts will be originated by the College based on enrollment, need, and dependency status as determined by federal regulations. Students are responsible for repaying their entire debt, with interest, as specified in the terms and conditions of the Promissory Note.
- **Federal Direct Parent Loan for Undergraduate Students (FDPLUS):** This loan is available to parents of dependent students who are enrolled at least half-time. Financial need is not a requirement. Parents are responsible for interest during the life of the loan. Effective July 1, 2018 through June 30, 2019, a fixed rate of 7.595 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 do not continue to borrow, lose their subsidized loan eligibility as well as the subsidy on all previous subsidized loans.

Students should always be aware of this especially if they are switching majors and taking longer to graduate. The greatest concern would be when switching majors to a shorter program. For example, a student may be pursuing a four-year degree for three award years, which would equal 75 percent. If that same student switched to a two-year degree, the three years of borrowing would now be 150 percent, and the student would lose subsidized loan eligibility and the loan subsidies for all previous subsidized loans.

Students should discuss changes in majors with Academic Advisors as well as Financial Aid Advisors.

- **Federal Supplemental Educational Opportunity Grants (FSEOG):** For the 2018-2019 award year, students with exceptional need (Zero Expected Family Contribution) may also be awarded a Federal Supplemental Grant. FSEOG for the 2018-2019 award are based on fund availability and can generally range from \$400 to \$700 per award year. Eligible students are automatically considered for this grant. The FAFSA must be completed annually. Students who exhaust their Pell eligibility are not eligible for FSEOG.
- **Federal Work Study (FWS):** Eligible degree-seeking students can seek part-time employment either on campus or in community service positions off campus. Eligible students in certificate programs may also be considered for a FWS position. Awards, hours, and pay rates vary. On average, students work 16 hours per week. Hourly compensation varies. Interested students should be directed to [BerkeleyCollege.edu/fws/index.htm](http://BerkeleyCollege.edu/fws/index.htm).
- **Return of Title IV:** The U.S. Department of Education regulates the treatment of all federal grants and loans. For those students who withdraw during the semester, the College is required to exercise the "Return to Title IV calculation" (R2T4). The R2T4 is based on the number of days in the semester divided into the number of days attended based on the separation date. This provides the percentage of Title IV aid a student has "earned."

For example, if the semester is 100 days, and a student's separation date falls on the 40th day of the semester, the formula used would be 40/100 or 40 percent. This percentage would then be applied to the Title IV aid disbursed, or potentially disbursed, in order to determine how much and which proceeds need to be returned. Students who separate after the 60 percent point of the semester, per federal guidelines, will have earned 100 percent of their federal aid.

#### SEVEN-WEEK SESSIONS

For purposes of the College's obligation to return Title IV funds to the federal government, a student who withdraws from a subsequent session while still attending classes in either a session or a 15-week semester is not subject to a return of funds calculation. The following examples will illustrate the important differences in timing:

##### Example 1

If a student registered for session A and session B withdraws from session B while still attending session A, then the student's aid will be reduced accordingly, but will not be subject to the return of funds calculation.

##### Example 2

If a student registered for session A and session B withdraws from session B after session A ends but before session B begins, then the student's aid will be reduced accordingly, and also will be subject to the return of funds calculation.

##### Example 3

If a student is registered for at least one 15-week semester course and drops a session of another course, then the student's aid will be reduced accordingly, but will not be subject to the return of funds calculation.

#### Intent to Return

A student registered for both session A and session B who chooses to withdraw from session A but intends to return for session B may submit an Intent to Return form to the Academic Advisement department. Upon receiving the completed form, the College will not cancel the student's session B registration and will not be required to reduce financial aid or perform the return of funds calculation. If, however, the student does not return to attend session B, then the College will reduce the student's aid accordingly.

Federal regulations determine the order in which the College must return financial aid funds after a student withdraws. The Attribution Table requires the College to return funds as follows:

- First - Direct Unsubsidized Loan**
- Second - Direct Subsidized Loan**
- Third - Direct Parent Loans**
- Fourth - Pell Grant**
- Fifth - SEOG**

Note: Federal Work Study earnings are not part of the above formula and funds earned do not need to be returned.

**Veterans' Benefits:** Veterans and/or dependents planning to receive educational assistance benefits from the Department of Veterans Affairs (VA) should get VA approval prior to enrollment. Veterans may apply for their GI Bill benefits at the VONAPP website, located at [vabenefits.vba.va.gov/vonapp/main.asp](http://vabenefits.vba.va.gov/vonapp/main.asp). Veterans are required to submit copies of their Certificate of Eligibility for their VA benefits and DD214 Member 4 copy during the admissions process in order to most effectively process their benefits.

**Study Abroad:** Federal financial aid funds may be available for study abroad programs if a consortium agreement between the home and visiting school is approved in advance. Questions regarding consortium 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](http://www2.ed.gov/policy/elsec/leg/esea02/pg98.html) and [www.bie.edu/ParentsStudents/Grants/index.htm](http://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: <https://www.ssa.gov/schoolofficials/index.htm>.

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## Satisfactory Academic Progress (SAP)

### Satisfactory Academic Progress

**Qualitative Assessments:** Every matriculated student is required to maintain a minimum grade point average (GPA), which varies based on the number of credits the student has already attempted. Compliance with this qualitative requirement is measured every term. Continued failure to meet this standard after a warning (automatic) or probationary (when permitted) period, or failing to fulfill the requirements of a prescribed academic plan, will lead to dismissal from the College. Probation may be granted and academic plans may be prescribed at the sole discretion of the College, only after a successful appeal by the student. Some programs have more restrictive requirements using different thresholds for passing grades. The details can be viewed, by program, in the Catalog. All course grades below the minimum passing standard for that course will be treated as failures in calculating the student's GPA for qualitative assessment. Students will not be allowed to change programs without approval from the Academic Advisement Department.

**Quantitative Assessments:** Students are also required to pass a minimum percentage of the credits they attempt in order to remain eligible for enrollment. Quantitative progress assessments are subject to those same warning, probation, and academic plan procedures every term. Some programs have more restrictive requirements using different thresholds for passing grades. The details can be viewed, by program, in the Catalog. All course grades below the minimum passing standard for that course will be treated as credits attempted and not earned for purposes of quantitative assessment. Students will not be allowed to change programs without approval from the Academic Advisement Department.

#### QUALITATIVE STANDARDS

In order to remain in good academic standing, students must maintain the GPA specified below:

Qualitative Standards	
Degree Programs	
Credits Attempted	Required GPA
0-15	1.5
16-30	1.75
31 or more	2
LPN to B.S.N Program	
Required GPA	2.75
Certificate Programs	
Required GPA	2

For this purpose, credits attempted are all those completed that receive a letter grade (including an F, WP, and College Skills credits).

Students in the LPN to B.S.N. program must maintain a 2.75 GPA while enrolled in the program. Students in all other Baccalaureate programs must have a GPA of at least 2.00 after completing 31 or more credits.

#### QUANTITATIVE STANDARDS

In addition to the qualitative standards set forth above, students must meet quantitative standards of progress in order to remain eligible for enrollment.

##### 150 Percent Rule

In order to maintain the quantitative standards for satisfactory academic progress, students must be able to complete their programs by the time they have attempted 150 percent of the required credit hours necessary for graduation in their degree programs. The maximum timeframe for each program is listed below:

##### Maximum Timeframe Standards

Program	Credits Required for Graduation	Maximum Attempted Credits Allowed
---------	--	--

Associate's degree (A.A.S. and A.S.)	60	90
Bachelor's degree (B.B.A., B.F.A., B.S., and B.S.N.)	120	180
Patient Care Technician Certificate	33	49
Practical Nurse Certificate	50	75
Medical Assistant Certificate	30	45
Medical Insurance, Billing, and Coding Certificate	30	45
Surgical Processing Technician Certificate	33	49

#### Application of the 150 Percent Rule

The College includes test credits as "credits attempted" in applying the 150 percent metric. For students who have changed programs and/or have returned to complete additional degrees, only the attempted credits applicable to their current programs will be counted in the 150 percent calculation. Students will not be allowed to change programs without approval from the Academic Advisement Department.

Students for whom it is no longer possible to comply with the 150 percent rule before program completion will be declared ineligible to participate in Title IV or TAG programs. At the discretion of the Provost's Office, these students may be dismissed from the College. Such decisions are not appealable.

#### Progress Assessments

To help students avoid reaching the 150 percent point, the College tests student progress every term, based on attempted vs. earned benchmarks. The following standards are applied:

##### Degree Programs

Credits Attempted	Necessary % Passed (Earned/Attempted)
-------------------	--

0-30	50
------	----

31-45	65
-------	----

46 or more	67
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##### Certificate Programs

Credits Attempted	Necessary % Passed (Earned/Attempted)
-------------------	--

0-15	50
------	----

16 or more	67
------------	----

For this purpose, attempted credits include test credits, and all credits accepted in transfer. In addition, all credits for which a letter grade was received, including F, WP, and WF (withdrawn after tuition assessment), are counted as attempted credits. Credits earned include all coursework that was successfully completed (student received a passing grade).

Please note that in some certificate programs the grade of C is treated as a failing grade. Consult the Berkeley College Undergraduate Catalog or Student Handbook Supplements applicable to certain health studies programs for program-specific details.

#### WARNINGS AND APPEALS

##### Warning of Failure to Meet Satisfactory Academic Progress (SAP) Requirements

Students who, for the first time, fail to meet standards will automatically be placed on Warning status for the following term. Students on Warning status may continue to be enrolled and, if applicable, maintain their eligibility for financial aid. Students who meet the SAP standards during the Warning (subsequent) term will be restored to good standing.

##### Appeals for Probation

Students who fail to meet standards during the Warning term may appeal to be placed on Probation status for the subsequent term. Failure to submit an appeal if required will result in withdrawal from the College. Students on probation may continue to be enrolled and, if applicable, maintain their eligibility for financial aid. Students who have met the SAP standards by the end of the probationary term will be restored to good standing.

##### Appeals for Academic Plans

Students who fail to meet the SAP standards by the end of a probation term may appeal again to be given academic plans customized for their needs. Failure to submit an appeal if required will result in withdrawal from the College. Academic plans, to which students must agree, are designed to allow students to achieve compliance with SAP requirements within a reasonable period of time. Students on academic plans may continue to be enrolled and, if applicable, maintain their eligibility for financial aid programs as long as they satisfy the terms and conditions of their plans.

##### Academic Advisement

The College will promptly contact students placed on Warning, Probation, or Academic Plan status to offer additional academic support services.

##### Appeal Procedures

Students dismissed for failure to meet qualitative standards or prescribed quantitative benchmarks may appeal those dismissals by timely submission of online eForms. Dismissals for failure to satisfy the 150 percent rule are not appealable.

Students will be notified when their appeals have been submitted successfully. The appeals will be reviewed, as needed, by the SAP Review Committee, which is comprised of representatives appointed by the Provost's Office. Decisions made by the SAP Review Committee will be based on several criteria, including any special circumstances that contributed to the failure to satisfy SAP requirements and material changes in such circumstances. Students who successfully appeal may be restored to good academic standing by meeting the SAP standards in the subsequent term or following their prescribed academic plans. Students whose appeals are granted will receive instructions from the Academic Advisement Department on how to proceed. Approved appeals will be honored for two terms, the term for which they are appealing and the subsequent term.

**Provisional Appeals**

Students on Warning or Probation status who are not succeeding in their studies are encouraged to submit provisional appeals even before the end of the term. Provisional appeals by students who go on to meet SAP standards in that term will be deemed withdrawn.

**Denial of an Appeal**

If a failing student's appeal is denied, the student will be notified and dismissed from the College.

**Reinstatement after Dismissal or Loss of Eligibility for Financial Aid Due to Failure to Meet SAP Standards**

The College will consider exceptional appeals for reinstatement of students who have not been enrolled for a minimum of one term. Students dismissed or declared ineligible for financial aid due to their failure to meet SAP standards may later experience positive changes in their personal circumstances that improve their chances for future academic success. Reinstatement of such students will be at the non-appealable discretion of the Provost's Office and will be conditioned upon adherence to prescribed academic plans. Only those whose student accounts are current will be considered for reinstatement.

**SAP and Transfer Credits**

In measuring compliance with SAP standards, transfer credits will be considered as credits attempted and earned. Therefore, since transfer credits are ungraded but are nevertheless counted in calculating SAP requirements, transfer students may be required to earn at least a 2.00 GPA in their first term (and all subsequent terms) at Berkeley in order to remain in good standing.

**SAP and Repeated Courses**

When a course is successfully repeated, the original failure(s) is not included in calculating the cumulative GPA or the qualitative requirements. For the quantitative SAP measure, however, each failed attempt will be included in the "courses attempted" portion of the evaluation.

**SAP and Incomplete Grades**

Effective January 1, 2012, initial calculations of SAP will treat incomplete grades as F grades until such incompletes are replaced with passing letter grades. After the first week of the following term, all unresolved incomplete grades will convert to F grades and will be treated as such in all SAP evaluations. To accommodate grade changes, final SAP calculations are made after all grades have been recorded.

**SAP and Course Withdrawal**

Students who drop courses will receive letter grades of either WP (withdrawn-passing) or WF (withdrawn-failing). These grades will not be considered in the application of qualitative requirements, but will be counted as credits attempted for quantitative purposes.

**SAP and College Skills Coursework**

Effective January 1, 2012, even though they are not applied toward the number of credits required to complete a program of study, College Skills credits will be included in both qualitative and quantitative SAP measurements.

**SAP and Non-Matriculated Students**

Students enrolled as non-matriculated students will not be held to the SAP standards. However, if non-matriculated students matriculate, then all coursework will be included in SAP calculations.



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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 degrees, to receive a TAP award. "Full-time" is defined as 12 credit hours per term. A student may register for up to 15 credits under regular full-time charges and up to 18 credit hours overall in a term (or up to 21 with special approval by the Academic Advisement Department); however, enrollment in more than 12 credit hours does not entitle the student to a TAP award greater than the maximum per-term award available to students carrying 12 credit hours.

An exception to the 12 credit hour rule is the use of remedial (developmental) courses. In the first year of study, up to six equivalent units of non-credit remedial (developmental) courses may be counted toward the 12 credit hours required for TAP eligibility. In the second year of study, up to three equivalent units of non-credit remedial (developmental) courses may be counted toward the 12 credit hours required for TAP eligibility. In the third year of study, non-credit remedial (developmental) courses may not be counted toward the 12 credit hours required for TAP eligibility.

Another exception to the 12 credit hour rule is when a student needs less than 12 credits to graduate. In this case a student may take additional credits, resulting in "full-time" and TAP eligibility, which are not applicable to the student's program of study. However, a student may have only one graduating term. This exception does not extend beyond the term of expected graduation.

In considering TAP eligibility, New York State defines a "year of study" as 12 "usage points," with each semester worth six usage points. For purposes of TAP eligibility, students who have used no more than 11 points are considered to be in their "first year"; students who have used 12 to 23 points are considered to be in their "second year"; students who have used 24 to 35 points are considered to be in their "third year"; students who have used 36 or more points are considered to be in their "fourth year" and will not be eligible unless they are pursuing a Bachelor's degree. Please note that points used are not college-specific, so TAP usage points will follow the student from one institution to another. For example, a transfer student starting at Berkeley already having already used 24 points would be treated as a third-year TAP recipient. See Beneficial Placement Section, below, for more information.

#### Pursuit of Program

Program pursuit must be determined independently from satisfactory academic progress. A measure of effort, it is based upon coursework completed, whether passed or failed, rather than achievement (credits earned).

The program pursuit requirement is the same for all students, including those enrolled in remedial (developmental) college skills courses. Students are required to complete a certain percentage of the minimum full-time load. The minimum full-time load at Berkeley is 12 semester credits applicable to the degree the student is pursuing. Therefore, the student at the 100 percent pursuit level (24 TAP points or more) must complete 12 semester hours of credit-bearing courses. (See detailed charts below.)

Under certain circumstances New York State regulations allow a "medical/health waiver" for students unable to engage in full-time study due to health or medical reasons. Such waivers are rarely granted, however, and their use is not encouraged.

TAP recipients must complete/receive a grade (including a failure) for the following number (see chart below) of required credit hours in order to maintain "program pursuit":

### PURSUIT OF PROGRAM TAP TABLE EFFECTIVE SUMMER 2016

#### Term/Payment Must Receive a Grade For:

Semester	Points used to date	Minimum number of credits that must be completed and graded	Maximum number of credits completed that are allowed to be remedial
1	0	6 (50% of full-time)	6
2	6	6 (50% of full-time)	6
3	12	9 (75% of full-time)	3
4	18	9 (75% of full-time)	3
5	24	12 (100% of full-time)	0
6	30	12 (100% of full-time)	0
7	36	12 (100% of full-time)	0

8                      42                      12 (100% of full-time)                      0

**Effective fall 2011 (for academic year 2015-2016)****When to Use**

- Student received first TAP payment prior to fall 2010.
- Student enrolled in at least six semester hours of non-credit remedial coursework in the first semester of his/her first TAP payment in fall 2010 or later.

**Associate's Degree Programs**

Before being certified for this payment	1	2	3	4	5	6
A student must have accrued at least this many credits	0	3	9	18	30	45
With at least this grade point average	0	.75	1.25	1.50	2.00	2.00
Minimum number of credit hours that must be completed the prior semester	0	6	6	9	9	12

**Bachelor's Degree Programs**

Before being certified for this payment	1	2	3	4	5	6	7	8	9	10
A student must have accrued at least this many credits	0	3	9	21	33	45	60	75	90	105
With at least this grade point average	0	1.10	1.25	1.50	2.00	2.00	2.00	2.00	2.00	2.00
Minimum number of credit hours that must be completed the prior semester	0	6	6	9	9	12	12	12	12	12

**Effective fall 2011 (for academic year 2015-2016)****When to Use**

- Student received first TAP payment fall 2010 or later.
- Student enrolled in less than six semester hours of non-credit remedial coursework.

**Associate's Degree Programs**

Before being certified for this payment	1	2	3	4	5	6
A student must have accrued at least this many credits	0	6	15	27	39	51
With at least this grade point average	0	1.30	1.50	1.80	2.00	2.00
Minimum number of credit hours that must be completed the prior semester	0	6	9	12	12	12

**Bachelor's Degree Programs**

Before being certified for this payment	1	2	3	4	5	6	7	8	9	10
A student must have accrued at least this many credits	0	6	15	27	39	51	66	81	96	111

With at least this grade point average	0	1.10	1.25	1.50	2.00	2.00	2.00	2.00	2.00	2.00
Minimum number of credit hours that must be completed the prior semester	0	6	9	12	12	12	12	12	12	12

### Satisfactory Academic Progress

The minimum standards of satisfactory progress for students attending Berkeley College, for federal financial aid purposes, contain both qualitative and quantitative measures. New York State regulations specify different measures of "program pursuit" and "satisfactory academic progress."

College skills courses (credits earned and GPA) are not included in the computation of TAP Standards of Progress. However, "remedial students" (students in developmental courses) are subject to a different set of standards than non-remedial students. (See charts, above, for details on TAP satisfactory academic progress requirements.)

### TAP Academic Standing

If a student is unable to meet the "program pursuit" or "satisfactory progress" standards during any semester in which a TAP grant was received, the student is not eligible for a TAP award in the subsequent term. Similarly, when a student who has received a TAP award officially or unofficially withdraws from all scheduled classes during a term, the student automatically loses TAP eligibility for the subsequent term. If a student successfully completes a term and is otherwise making satisfactory progress for both state and federal financial aid, but fails to enroll for the subsequent term, TAP eligibility upon re-enrollment at some later date is unaffected.

Note: If a student is subject to dismissal under either the federal or state progress policy, and the College grants an appeal under the federal Satisfactory Academic Progress (SAP) policy, the student remains ineligible for a TAP award during the subsequent term unless the College also grants a TAP appeal or waiver (see below).

### Reinstatement of Good Academic Standing

A student who loses good academic standing for TAP may restore TAP eligibility in one of the following ways: (1) remedying academic deficiencies and meeting good academic standing requirements by completing one term of study without TAP program funds; (2) successful appeal to the Director, Financial Aid, after readmission to the College after an absence of at least one calendar year; (3) transferring to another institution; or (4) applying for and receiving a one-time waiver based on extenuating circumstances. TAP appeals and waivers must be approved by the Director, Financial Aid.

### One-Time Waiver of Good Academic Standing Requirement

A one-time waiver of the good academic standing requirement for TAP may be granted during a student's period of enrollment. This waiver is permitted under New York State regulations for extraordinary or unusual cases where the student was unable to complete successfully the required academic coursework due to mitigating circumstances. For example, a waiver may be warranted for: a) death of a spouse or parent; b) divorce or separation; c) extreme illness documented by a physician; or d) another unusual or extraordinary reason beyond the student's control that is documented and approved by the Director, Financial Aid. When applying for a waiver, students must demonstrate that the circumstances which impeded their academic performance have been resolved.

New York State Education Department (SED) has two sets of standards. Effective for the 2010-11 academic year and thereafter, New York State Education Law requires a non-remedial student whose first award year is in 2010-11 or thereafter to meet new standards of SAP. Non-remedial students whose first year is 2007-08 through 2009-10 must meet the previous SAP requirements, enacted in 2006 for students receiving their first State award in academic year 2006-07. Students meeting the definition of "remedial student" also are not subject to the new SAP standards, and will use the 2006 requirements.

A "remedial student" at Berkeley College and as accepted by SED is defined as a student: (a) whose scores on a recognized college placement exam or nationally recognized standardized exam indicated the need for remediation for at least two semesters, as certified by the College and approved by the SED; or (b) who was enrolled in at least six semester hours of non-credit remedial (developmental) courses, as approved by SED, in the first term the student received a TAP award.

### TAP Accelerated Study

Any student attending Berkeley College for two consecutive semesters is considered, by New York State, to be an accelerated student when attempting the third consecutive semester.

To be eligible for an accelerated TAP payment (which is the third consecutive semester while receiving TAP), a student must have completed a full-time load with a passing grade. That would be 24 credits over the two semesters. No more than three developmental credits per term may be counted toward the 24-credit requirement.

Students are entitled to a total of four years of TAP. A "year" of payments is measured in points, and a year of payments equals 12 points for a lifetime total of 48 points. At Berkeley, each semester's usage counts as six points.

### TAP Beneficial Placement

Berkeley College applies New York State's approved Beneficial Placement policy in measuring a student's satisfactory academic progress to determine TAP eligibility. The policy allows a TAP recipient who has either transferred to Berkeley or changed from one Berkeley program to another to be repositioned on the SAP chart (above) based on either the number of credits the student has earned or the number of aid payments the student has already received, whichever measure is more beneficial to the student. For example, when a student has received terms of TAP payments but has earned only six credits that are transferable to the student's program of study at Berkeley, it would benefit the student to be evaluated for SAP based on credits transferred rather than points used. It is important to note that, even with Beneficial Placement, a student who has used 24 or more points must maintain a minimum 2.00 GPA.

Beneficial Placement also affects the number of remedial credits a transfer student can apply toward the 12-credit (full-time) prerequisite for TAP eligibility. Using the same example above (using a semester example), without Beneficial Placement the student (having used 18 points of TAP) would need to take at least nine academic credits to reach the 12-credit threshold. With Beneficial Placement, the student is only required to take six academic credits toward a 12-credit full-time load and the rest can be remedial.

The same Beneficial Placement policy would apply to a student who has changed programs while attending Berkeley, as long as the student is in good academic standing at the time of the program change. Please note, however, that a student who has failed to maintain good academic standing cannot regain eligibility by changing programs.

### Seven-Week Session Students

Students who begin session B without first completing session A (new or returning students) are not eligible for New York State Grants. Assuming all eligibility criteria are otherwise met, the student will become eligible in session A of the following semester. Disbursement, however, cannot be made until attendance begins at least 12 credits of course work, which can be a combination of courses in session A, session B and/or a 15-week semester.

**Enhanced Tuition Awards Program (ETA)**

The Enhanced Tuition Awards (ETA) program provides tuition awards to students who are New York State residents attending a participating college located in New York State.

The ETA is \$6,000 minus the award you receive through the New York State Tuition Assistance Program ("TAP"), if eligible. Of the resulting amount, NYS HESC pays 50 percent and the other 50 percent is matched by Berkeley College.

The College may initially award all (or a portion of) the required institutional match amount through another Berkeley College grant or scholarship. Such other grant or scholarship will be reallocated to and reclassified on the student's account as the Berkeley College ETA Match (up to the required institutional match amount). No additional institutional aid will be awarded. If the other grant or scholarship is less than the required institutional match amount, the Berkeley College ETA Match award will be increased up to the full required institutional match amount. Students who do not otherwise qualify for any other Berkeley College grant or scholarship will receive the full required institutional match amount in the form of a Berkeley College ETA Match award.

Other than remaining in good academic standing, there is no specific GPA requirement. However, you must meet the eligibility requirements, which include, but are not limited to:

1. Maintain continuous enrollment;
2. Earn a minimum of 30 credits (excludes remedial courses);
3. Remain on track to graduate within two (2) calendar years for an Associate's degree or four (4) calendar years for a Bachelor's degree; and
4. Satisfy all other NYS HESC requirements.

In addition to all other requirements listed on the NYS HESC website, students must live in New York State for the number of years equal to the awards received. For example, if you received two awards while pursuing your associate's degree, you would be required to live in New York State for two years after college. Additionally, if you are employed during those years, you must work in New York State. If you move or relocate outside of New York State during the required period of residency, your award will convert from a grant to a loan.

For full eligibility requirements and information [click here](#).

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## New Jersey State Financial Aid

**Tuition Aid Grant (TAG):** New Jersey degree-seeking residents, who attend college during the 17-18 award year, full-time at a New Jersey institution were potentially eligible for up to a \$12,686 TAG award per academic year. The 18-19 award amount is pending adoption of the NJ state budget. Available awards are determined by legislative action and are subject to change. TAG grants are based on need. Students are eligible for 4.5 years of TAG for a Bachelor's degree and 2.5 years for an Associate's degree. A student generally receives two semester payments of TAG in one academic year. Effective for Fall 2018, this award is available for undocumented students.

**Student Tuition Assistance Reward Scholarship II (STARS II):** New Jersey STARS students who graduated from a county college, and attained a cumulative grade point average of 3.25 or higher, may be eligible to receive a NJ STARS II award to earn a Bachelor's degree. Students may receive up to \$2,500 per award year.

**Governor's Urban Scholarship Program:** This is a merit award for full-time undergraduates enrolled in a degree program. Candidates will be selected for consideration by their high school guidance counselors. Recipients must be in the top five percent of their high school class and have a GPA of 3.00 or higher at the end of their junior year. Recipients must be NJ residents and meet State requirements and filing deadlines. They must also have a New Jersey Eligibility Index below \$10,500, and must live in a designated higher need urban community. The award is \$1,000 per year.

**Seven-Week Session Students:** Students who begin session B without first completing session A (new or returning students) are not eligible for New Jersey State Grants. Assuming all eligibility criteria are otherwise met, the student will become eligible in session A of the following semester. Disbursement, however, cannot be made until attendance begins in at least 12 credits of course work, which can be a combination of courses in session A, session B, and/or a 15 week semester.

For more information, [click here](#).

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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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Helpful information concerning financial aid sources, eligibility requirements, and related topics is available at the following sites:

#### Federal Resources

- [Apply for your Federal Student ID](#)
- [File your Free Application for Federal Student Aid](#)
- [Student Portal for Federal Student Aid Information](#)
- [Check your Federal Student Loan Balances](#)

#### Other Resources

- [State of New Jersey](#)
- [State of New York](#)
- [Other](#)

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## Academic Support

### Libraries

College libraries are available at all campuses. They provide a combination of physical and virtual learning environments, resources, personnel and services in support of learning, teaching, scholarship and the pursuit of life-long learning.

Resources include the system-wide collection of 99,000 print and media titles, 156,265 electronic book titles, 44,000 streaming video programs, and 85 research databases. Physical collections are held locally by campus and shared collectively throughout the College by way of a web-based library management system.

The **library's website** provides on-site and remote access to resources, services, research, and help options. Print, electronic, on-demand video, and full text databases enhance coursework and support research within the majors, specializations, elective, and interdisciplinary topics of each program of study. The Berkeley College Online<sup>®</sup> library, available at [Engage.BerkeleyCollege.edu](http://Engage.BerkeleyCollege.edu), supports online learning, locally and globally with a full array of web-based resources that include electronic journals, e-books, reference tools, assignment support and live chat assistance.\*

The libraries are open days, evenings, and weekends when classes are in session. Academic librarians are available in person, by telephone, email, or live chat service to assist with navigating the electronic resources and locating materials within the Berkeley College Collections or through a worldwide resource-sharing network.

The ability to find, interpret, evaluate, and use many types of information is a valuable set of skills for academic and professional success. Throughout the academic experience there are many opportunities to develop a deeper understanding of the value of information literacy.

\*The Berkeley College Online Library is available from a PC, Mac, tablet, or smartphone 24 hours a day, seven days a week, from any location where Internet access is available and permitted by law.

### Center for Academic Success

The Center for Academic Success is dedicated to empowering students throughout their academic careers at Berkeley College and encouraging their development as successful independent learners. Staff are available days, evenings, and weekends to support student achievement. Students may access an array of resources to support all academic courses.

Center services include:

#### On-site Services

The Center for Academic Success provides a productive learning environment at every campus for students to work and share ideas. Students can book one-on-one or group tutoring appointments with peer and professional tutors to discuss their progress in their courses and work toward their academic goals. Sessions are available for all courses at Berkeley College, as well as writing and computer literacy skills. Additionally, students can collaborate with their peers in tutor-led study groups in accounting, math, and other subjects. Groups may review coursework, study for assessments, or share strategies for success in their courses. The Speakeasy program, available at every campus, coaches students in public speaking skills so that they can complete class presentations with confidence.

#### Remote Services

Center for Academic Success Tutoring Anywhere, or CAST Anywhere, is a remote tutoring program. Students who prefer to connect to group or individual tutoring, study groups, computer skills assistance, or Speakeasy may access these services via any computer with a camera and a microphone. Some online classes also have an "Ask the Tutor" discussion board where students can connect with a tutor about questions they may have related to their course. WriteAid provides asynchronous feedback to students on their writing so that they can navigate the writing process independently. The Center's Canvas site provides a range of online resources to students, including course-specific and study skills materials and a LibGuide on writing and citations.

#### Learning Strategies

Students can attend small or large group discussions on a variety of learning skills, including time management, working effectively in groups, memory techniques, and many more. Students who are interested in developing their learning and study strategies on an individual basis may work with the Center for Academic Success staff to develop a plan for more effective learning on-site or online.

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## Career Services

Berkeley College provides a variety of career development and employment assistance services through the Career Services Department. The Career Services Department includes more than 30 career professionals who assist students in identifying and pursuing employment opportunities.

During their first term, a career counselor introduces students to the services offered by the department. This begins the partnership between students and career specialists and provides students with a forum to explore career opportunities.

Individual assistance with resume preparation and job interviewing strategies is another integral part of the educational program. Career Fairs, on-campus employer presentations and interviews, seminars, and workshops are organized regularly to help students identify employment opportunities as well as assist them with their professional development.

### Internship Opportunities

Career specialists work with individual students to identify internships that are best suited to students' majors, interests, and abilities. Interviews are scheduled in a variety of fields.

### Employment Opportunities

Berkeley graduates are eligible for free career services assistance for life\*. Berkeley College communicates regularly with a wide range of prospective employers to help identify potential opportunities for well-prepared candidates.

\*while the College is in operation

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## Office of Military and Veteran Affairs

**Special Veterans Activities**

Berkeley understands the importance of honoring our veterans. Each year, Berkeley organizes a group to participate in the New York City Veterans Day, one of the largest events of its kind in the nation. Veteran and active military students join with faculty and staff to show our appreciation and support.

**Urban Hikes to Support Awareness**

Regularly scheduled hikes throughout the area are a fun activity for military and veteran students as well as a great way to raise awareness for veterans' issues. Past hikes have included the Brooklyn Bridge and other scenic destinations throughout New York City and the surrounding area.

**Veterans Reflection Project**

This photographic project creates introspective portraits of veteran students reflecting on their military and civilian images. The striking images offer a chance to see some of the struggles these heroes face in the transition to post-military life.

**Gold Star Reflection Project**

To demonstrate the emotions facing military families, this image-based project uses artistic methods to create family portraits that include a loved one who lost his or her life. Serving as an opportunity to honor and remember, the project often helps families find peace. Families from throughout the United States have participated.

**Annual Salute to Veterans Graduation Dinner**

A gala event held each year to honor our veteran and military graduates, this formal reception recognizes our veterans' commitment to their studies at Berkeley College and the completion of their programs—a fitting beginning to their post-military careers.

**Veterans National Honors Society**

High-achieving military and veteran students are recognized for their outstanding academic performance at Berkeley College through this national program.

**Military/Veteran Clubs**

Clubs for military and veteran students are active at several Berkeley campuses, including New York City, Brooklyn, Woodland Park, and Newark. Organized extracurricular activities complement the academic experience and help military and veteran students expand their professional and social networks.

**Onsite Veterans Resource Centers**

Many of our veteran and active military students agree—sometimes it just helps to hang out with others who understand you. Berkeley's Veterans Resource Centers offer a comfortable, supportive environment where students can:

- Get information about VA benefits
- Meet with associates from the Office of Military and Veterans Affairs
- Socialize with other veterans
- Study in a quiet setting
- Learn about a wide range of veterans benefits and issues
- And much more

Onsite Veterans Resource Centers are available at five Berkeley campuses:

- New York City
- Brooklyn
- Newark
- Woodbridge
- Woodland Park

**Online Veterans Resource Center**

In addition to our onsite centers, Berkeley also offers an Online Veterans Resource Center in conjunction with the College's Online Library Services. For online students, including many who are stationed around the world, it's a great way to connect with other veteran students and be an active part of the Berkeley community. Many of the same support services are available to help students with a wide range of veterans benefits and issues.

**Skyla, Berkeley's Therapy Dog**

Even the toughest soldiers have a soft spot for Skyla, Berkeley's therapy dog. When she's not making regular visits with her handler to the Berkeley campuses, she can usually be found at her home base in Woodland Park. In addition to providing some comfort for our military and veteran students, Skyla often makes appearances at veteran-related events.





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## Student Support

### Registration

To register for an upcoming semester, students may use My Scheduler or meet with an Academic Advisor to select courses. All students must receive financial clearance each semester from both the Financial Aid and Student Accounts Departments. Once classes begin, Academic Advisors monitor students' progress to encourage the achievement of their educational goals. Students may also use Degree Map to track progress towards graduation.

All students enrolled in an online degree program who have not selected their course schedules by Friday of week six for the subsequent term will be assessed a \$100 late scheduling fee.

Students enrolled in the Medical Assistant, Patient Care Technician, Practical Nurse, Surgical Processing Technician, and Surgical Technology programs have their schedules created for them and must print them directly from Engage.

### Academic Advisement

Berkeley College recognizes academic advising to be an integral component of the educational experience of its students. Academic advising is a collaborative relationship for which Academic Advisors and students share responsibility and through which students create sound educational plans consistent with their academic, career, and personal goals.

In keeping with Berkeley College's mission, the Academic Advisement Department is committed to providing students with a comprehensive and supportive educational experience.

It is important for students to meet regularly with an Academic Advisor, minimally once per term, to register for courses and develop an individualized academic plan that will help students stay on track for graduation. The Academic Advisement Department will assist students with making connections to support services that will enhance the learning experience. Academic Advisement reserves the right to adjust students' schedules based on their degree requirements.

Students experiencing academic difficulties should contact the Academic Advisement Department as soon as possible.

In an effort to facilitate academic success, Berkeley College has implemented an early warning, midterm progress report, and late warning monitoring system designed to identify students experiencing academic difficulties. Those students then are referred to the Academic Advisement Department for appropriate intervention, which may include counseling, tutoring, and other referrals.

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

### College Transfer Academic Advisement

The Academic Advisement Department provides transfer students with academic counseling that includes a review of the courses that have been accepted and degree requirements that are outstanding. Students are also provided with an overview of services offered by the Academic Advisement Department to help make sure the transfer experience is smooth and seamless.

### Berkeley Refund Disbursement Card

The Berkeley Refund Disbursement Card is the official refund card for Berkeley College students. Upon enrollment, all students with a valid United States address are mailed an activation code to be used to 'activate' their card and select their preferred refund method. A student may choose either of two refund options: a deposit made either onto the Berkeley Refund Disbursement Card itself or into the student's own bank account. There is no charge to students for either option. Questions about the Berkeley Refund Disbursement Card may be directed to the Student Accounts Department.

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Special Assistant to the President  
B.S., Berkeley College  
M.B.A., Iona College

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Associate Vice President, Enrollment, Undergraduate Admissions

**Will Moya**

Vice President, Campus Operations

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**Gail Okun**

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**Deborah Palicia**

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**Joseph Scuralli**

Dean, Online

**Eva Skuka**

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Vice President, Career Services

**Marianne Vakalis**

Interim Dean, School of Professional Studies  
Dean, Strategic Initiatives

**Sharon McLennon-Wier**

Director, Disability Services

**Elana Zolfo**

Dean, Larry L. Luig School of Business®

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Dean, Larry L. Luing School of Business

A.A.S., Nassau Community College

B.A., Hofstra University

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## Accounting and Finance Faculty

**Laura Altomonte**

Chair, Online Business  
B.A., Jersey City College  
M.B.A., Fairleigh Dickinson University

**Robert Alvarez**

B.A., Wesley University  
M.B.A., University of Pennsylvania

**Ronald Boswell**

B.S., M.B.A., Fairleigh Dickinson University

**David Eichenholtz\***

B.S., Fairleigh Dickinson University  
M.B.A., Iona College  
Ed.D., St. John's University

**James Grady\***

B.S., Seton Hall University  
M.B.A., Saint Peter's College

**Miriam Keller-Perkins**

A.B., Boston College  
M.S., University of Wisconsin

**Robert Lucy**

B.A., Rutgers, The State University of New Jersey  
Ph.D., The Graduate Center, City University of New York

**Rosemarie McLaughlin**

Associate Chair, Online, Accounting  
B.S., Fairfield University  
M.B.A., New York University

**Maureen Mullins\***

B.B.A., Baruch College, City University of New York  
M.S., Pace University  
J.D., L.M.T., Quinnipiac University

**Emmanuel Mulumba**

B.A., University of Kinshasa  
M.A., D.A., Illinois State University

**William Blake Murray\***

A.B., Boston College  
M.B.A., New York University

**Diane Nolan**

B.S., The University at Albany  
M.B.A., Baruch College, City University of New York

**Marie M. Sieber\***

B.A., Upsala College  
M.B.A., Fairleigh Dickinson University

**Arjune Sharma**

B.B.A., Berkeley College  
M.A., Rutgers, The State University of New Jersey

**Joanne Snider**

Assistant Chair, Accounting and Finance  
A.B., University of Michigan  
M.B.A., Long Island University  
D.B.A., Walden University

**Claudia Tyska**

Chair, Accounting and Finance  
B.A., M.B.A., Ph.D., Rutgers, The State University of New Jersey

**Keith Weissman**

B.S., University of Pennsylvania  
M.B.A., Columbia University

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## Fashion Faculty

**Myra Butensky**

B.S., State University of New York, Albany  
M.A.S., Fairleigh Dickinson University

**Nancianne Esposito**

B.S., State University of New York, The Fashion Institute of Technology  
M.A., New York University

**William Filerino**

B.S., Villanova University  
M.A., New York University  
Ph.D., Capella University

**Mark Friedberg**

B.A., New York University  
M.B.A., Long Island University

**Diane Maglio**

A.A.S., State University of New York, The Fashion Institute of Technology  
B.A., Rutgers, The State University of New Jersey  
M.A., State University of New York, The Fashion Institute of Technology

**Kathy Mills**

B.A., M.A., Seton Hall University  
M.B.A., Georgian Court University

**Stella Nicolaou**

A.A.S., LaGuardia Community College, City University of New York  
B.F.A., Cooper Union Art School  
M.F.A., School of the Art Institute of Chicago

**Pamela Snyder-Gallagher\***

B.A., Kent State University  
M.F.A., New York University

**Susan Watters**

B.S., Syracuse University  
M.A., New York University

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**Surgical Technology  
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## Health Services Faculty

**Barbara Cohen, RN**

B.S.N., City College, City University of New York  
M.S., Touro College  
M.S.Ed., Teachers College, Columbia University  
J.D., New York Law School  
Ph.D., The Graduate Center, City University of New York

**Rekhmir Ford**

B.A., Montclair State University  
M.H.S., Ph.D., Nova Southeastern University

**Azam Rahman, RMA, CBCS**

Interim Chair, Health Services Management  
M.D., University of Karachi

**Yarissa Rodriguez-Williams**

Assistant Chair, Health Services Management  
B.S., William Paterson University  
M.P.H., Brooklyn College, City University of New York  
D.C., New York Chiropractic College

**Marjorie Silverman**

B.A., Duke University  
M.B.A., University of Pennsylvania  
Ph.D., North Central University

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## Management Faculty

**Barbara Adamczyk\***

A.S., County College of Morris  
B.S., M.S., Montclair State University

**Kwaku Ampadu-Nyarkoh**

B.S., M.B.A., Ph.D., Rutgers, The State University of New Jersey

**Micheline Attieh**

A.A.S., B.S., Berkeley College  
M.S.M., Colorado Technical University

**LeAnne Barclay-Platenburg**

B.S., Long Island University  
M.S., New York University  
Ph.D., Walden University

**Dena Bateh**

B.A., M.B.A., Jacksonville University  
Ph.D., Columbia University

**Rahul Bedi**

Chair, Management  
B.S., Aligarh University  
M.S., J&K University  
M.B.A., New York University  
Ph.D., Touro University International

**Donna Bonofiglio**

A.A.S., Westchester Community College  
B.B.A., Pace University  
M.S., Long Island University

**Natalie Casale**

B.S., Kean University  
M.B.A., Monmouth University  
Ph.D., Phoenix University

**Robert Carothers**

B.S., Hartwick College  
M.B.A., Columbia University

**Stephanie Cato\***

A.S., Holy Childhood Commercial College  
B.S., Monroe College  
M.B.A., M.S., Keller Graduate School of Management

**Howard Christiansen**

Assistant Chair, Management  
B.S., M.B.A., Saint John's University

**Manuel Correa**

B.E., Manhattan College  
M.B.A., Iona College  
Ph.D., Northcentral University

**Kathy Ann Culla\***

B.A., Manhattanville College  
M.B.A., Iona College

**Anthony Dell Cioppia\***

B.A., M.B.A., Fairleigh Dickinson University

**Darshan Desai**

B.B.A., M.B.A., Gujarat University  
Ph.D., Nirma University

**Thayer Draper**

B.S., Wagner College  
M.B.A., Saint John's University  
D.B.A., Nova Southeastern University

**Judy Durish\***

B.A., M.A., Montclair State University

**Nancy Fairbrother**

A.A.S., B.A., State University of New York, The Fashion Institute of Technology  
M.A., New York University

**Stephanie Fells**

B.S., Pace University  
M.S.E., Baruch College, City University of New York  
Ph.D., Capella University

**Linval Frazer**

B.A., Berkeley College  
M.S., Keller Graduate School of Management  
Ph.D., Walden University

**Robert Freeborough**

Associate Chair, Online, Business  
B.S., Virginia Polytechnic Institute and State University  
M.Div., M.B.A., Regent University  
Ph.D., Capella University

**Leo Giglio**

B.A., New York University  
M.S., Baruch, City University of New York  
Ph.D., The Graduate School, City University of New York

**George Gonzalez\***

B.S., New Jersey City University  
M.S., Thomas Edison State College

**Alfred Greulich\***

B.S., Montclair State University  
M.S., M.B.A., Fairleigh Dickinson University

**Chris Grevesen**

B.A., M.B.A., Ph.D., Rutgers, The State University of New Jersey

**Peter Jaskierny\***

A.B., Assumption College  
M.I.B., University of South Carolina

**Thomas Kernodle\***

B.S., New Jersey City University  
M.B.A., Regis University  
Ph.D., Touro University International

**Mohand Khoukhi\***

B.S., Algiers University  
M.B.A., Keller Graduate School of Management  
M.S., Ph.D., École des Hautes Etudes en Sciences Sociales

**Jim Lee**

B.A., Beijing Second Foreign Language Institute  
M.A., Canberra College  
M.S., Ph.D., State University of New York, Albany

**Rosalie LeVoci**

A.B., Lehman College, City University of New York  
M.A., New York University

**Samuel Lloyd**

Associate Chair, Online Business  
B.S., Florida A&M University  
M.A., Florida Atlantic University  
D.P.S., Pace University

**Richard Lovas\***

B.S., M.B.A., Fairleigh Dickinson University

**Jim McCarty**

B.S., Indiana University  
M.Div., Asbury Theological Seminary  
M.S.Ed., The Pennsylvania State University  
M.B.A., Eastern University  
Ph.D., Capella University

**Raul Mendez**

A.S., Essex County College  
B.S., Mercy College  
M.S., Long Island University  
Ed.S., Seton Hall University  
Ph.D., Capella University

**Albert Muzikar\***

B.A., St. Peter's University  
M.B.A., Fordham University

**Jonathan Ng**

B.B.A., Curtin University  
M.B.A., Nanyang Technological University  
Ph.D., Capella University

**Brien O'Neill\***

A.B., Princeton University  
M.B.A., Harvard University

**William Orbe\***

B.A., University of Florida  
M.A., Montclair State University

**Tomasz Pazdrowski**

B.S., M.S., Warsaw University  
Ph.D., University of Phoenix

**Paul Pensabene**

B.A., Kansas Wesleyan University  
M.B.A., University of Baltimore  
Ph.D., University of Essex

**Louis Piermatteo**

B.S., Kutztown University  
M.T.M., Stevens Institute of Technology  
D.M., University of Phoenix

**Andrew Raleigh**

B.S., M.B.A., Fairleigh Dickinson University  
Ph.D., Stevens Institute of Technology

**Joel Reichart**

A.A., Cerritos Community College  
B.S., University of Southern California  
M.B.A., University of Oregon  
Ph.D., University of Virginia

**Sharon Ritt**

B.A., Lehman College, City University of New York  
M.A., New York University

**Shelly Rosen**

B.S., Long Island University  
M.Ed., Saint Peter's College

**Melinda Salzer\***

B.A., Brooklyn College, City University of New York  
M.B.A., Saint John's University

**Janak Shah**

B.S., M.S., Gujarat University

**Syleecia Thompson**

B.S., Southern Illinois University  
M.B.A., Florida Metropolitan University  
D.B.A., Argosy University

**William Watko\***

B.S., Seton Hall University  
M.S., M.B.A., Fairleigh Dickinson University  
D.P.S., Pace University

**Beverly Wilson**

B.A., M.A., City College, City University of New York

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## Marketing Faculty

**Guy Adamo**

A.S., State University of New York, Nassau Community College  
B.B.A., M.B.A., Hofstra University  
Ph.D., New York University

**Frank Cuzzi\***

B.A., M.B.A., Cornell University

**Lance Erickson**

B.S., Georgetown University  
M.B.A., Ph.D., New York University

**Keith Fabes**

B.A., George Washington University  
Ph.D., Oklahoma State University

**David Glazer**

Chair, Marketing  
B.A., State University of New York, Oneonta  
M.S., The American College  
M.B.A., Ph.D., George Washington University  
J.D., American University

**Michael Kipness**

B.A., Kean University  
M.S., Pace University  
M.B.A., Centenary College

**Kim Malcolm**

B.S., M.B.A., Long Island University

**Melinda Salzer\***

B.A., City University of New York, Brooklyn College  
M.B.A., St. John's University

**Victoria Szerko\***

B.A., Barnard College  
M.B.A., Columbia University

**Mary Wagner**

B.A., University of Michigan  
M.B.A., Indiana University  
Ph.D., University of Michigan

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## School of Health Studies Faculty

**Eva Skuka, RMA, CPC, CBCS, CET, CPT**

Dean, School of Health Studies  
M.D., University of Tirana  
Ph.D., Capella University

- **Health Sciences Faculty**
- **Medical Assistant Faculty**
- **Medical Insurance, Billing, and Coding Faculty**
- **Nursing and Patient Care Technician Faculty**
- **Surgical Technology and Surgical Processing Technician Faculty**

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## Health Sciences Faculty

**Doris Alvarado**

B.S., University of Puerto Rico  
M.D., Universidad del Caribe

**Konrad Gut**

B.A., Lebanon Valley College  
M.D., Jagiellonian University

**Ivelisse Holder**

M.D., Autonomous University of Santo Domingo

**Jose A. Montalvo, CCMA**

Chair, Health Sciences  
B.A., Rutgers, The State University of New Jersey  
M.D., Universidad Central del Este

**Mandanna G. Naleyanda, CCMA**

A.A., B.S., Fairleigh Dickinson University  
M.D., Poznan University of Medical Sciences

**Angelo Soto**

B.A., Rutgers, The State University of New Jersey  
M.D., Our Lady of Fatima University

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**Surgical Technology  
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## Medical Assistant / Medical Insurance, Billing, and Coding Faculty

**Francisco Abinader, CCMA\***

M.D., Pontificia Universidad Catholica Madre y Maestra

**Shkelzen Badivuku, CCMA**

M.S., University of Zagreb

M.D., University of Kosovo

**Kelly Berge, CCS-P, CPC, CBCS**

Chair, Online Health Studies

A.A., Oakland Community College

B.S., Oakland University

M.S., New England College

**Samia Cheema, CCMA, CBCS**

M.D., Universidad Iberamericana

**Rita Genao, CCMA**

M.D., Pontifical Catholic University Madre y Maestra

**Gabriel Holder, RMA, CCMA**

Chair, Medical Assistant / Medical Insurance, Billing, and Coding

M.D., Universidad Iberamericana

**Suzan Melik, CCMA, CBCS**

Associate Chair, Medical Assistant / Medical Insurance, Billing, and Coding

M.D., Zagazig University

**Randolph Pama, CCMA**

B.S., Far Eastern University

M.D., Our Lady of Fatima University

**Theresa Reboli, CBCS**

B.A., Caldwell College

M.P.A., Kean Universit

**Janette Rodriguez, RMA, CPC**

A.A., B.S., M.H.A., University of Phoenix

**Giselle Salgado, CCMA**

M.D., Universidad Iberamericana

**Rosa Sellitto, LPN, CBCS**

B.A., Caldwell College

M.S., New England College

**Meta Wongkar-Gut, RMA, CCMA**

M.D., Maranatha Christian University

\*Part-time



## Nursing / Patient Care Technician Faculty

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#### **Apollo Bernardo, RN**

B.S.N., Trinity University of Asia  
M.S.N., College of Saint Elizabeth

#### **Suzanne Mullings Carter, RN**

A.A.S., Bergen Community College  
B.A., Rutgers, The State University of New Jersey  
M.S.N., Lehman College  
Ph.D., City University of New York, The Graduate Center

#### **Angelica Delacruz, RN\***

B.S.N., M.S.N., William Paterson University

#### **Christopher de la Victoria, RN**

B.S.N., Velez College  
M.S.N., Walden University

#### **Corazon Dumalagan, RN**

B.S.N., Medina College  
Ph.D., M.S.N., University of Phoenix

#### **Patricia Gallagher, RN**

B.S.N., University of Massachusetts  
M.S.N., Thomas Edison State University

#### **Mary Jane Genuino, RN-BC**

Chair, Nursing and Patient Care Technician  
B.S.N., Chinese General Hospital College of Nursing  
M.S.N., Regis University  
D.N.P., Rutgers, The State University of New Jersey

#### **Crystal Hall-Jones, RN\***

B.S.N., Salisbury University  
M.B.A., Wilmington University

#### **Colette Kramer, APN, RN**

B.S.N., State University of New York, Binghamton University  
M.A., New York University

#### **Gregory Luciuk, RN**

A.S., A.A.S., County College of Morris

#### **Teresita Medina, RN\***

B.S.N., St. Jude College  
M.A.S., Fairleigh Dickinson University

#### **Donna O'Hern, RN**

A.A.S., Ocean County College  
B.S.N., Monmouth University  
M.S.N., Walden University  
M.Div., Biblical Theological Seminary

#### **Debra Sacco, RN**

B.S., Boston University  
B.S.N., DeSales University

#### **Susan Such, RN\***

B.S.N., Fairleigh Dickinson University  
M.S.N., Walden University

#### **Elenita Talavera, RN**

B.S.N., Our Lady of Fatima University  
M.S.N., Ramapo College of New Jersey

#### **Joanah Zeitoun, RN, APN\***

B.S.N., M.S.N., D.N.P., Rutgers, The State University of New Jersey

\*Part-time

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## Surgical Technology / Surgical Processing Technician Faculty

**Amanda Carrasco, CST**

A.A.S., B.S., Berkeley College  
M.S., New England College

**Joseph Charleman, CST, CSFA, CRCST, LPN**

Chair, Surgical Technology and Surgical Processing Technician  
B.S., Nyack College  
M.S., New England College

**Amanda Lowe, CST**

A.S., Sussex County Community College

**Esmeralda Mucollari, CST**

B.B.A., M.B.A., American Intercontinental University

**Kofi Poku, CST, CRCST, CHL**

B.S., State University of New York, Empire State College  
M.S., University of Medicine and Dentistry of New Jersey

**Stephanie Williams, CST, CRCST**

Branch Campus Coordinator  
A.S., Bryman School of Phoenix  
B.B.A., Berkeley College  
M.S., New England College

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### Donald Kieffer

Dean, School of Liberal Arts  
B.A., Clark University  
M.A., Ph.D., University of South Dakota

- **English Faculty**
- **Humanities and Social Sciences Faculty**
- **Math and Sciences Faculty**

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Technician  
Supplement**
**Surgical Technology  
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## English Faculty

**Andrea Bates\***

B.A., University of Massachusetts  
M.A., Manhattanville College  
M.F.A., Vermont College of Fine Arts

**Sara-Ann Bermont\***

B.S., M.A., Ph.D., New York University

**Anthony Chu\***

B.A., University of California, Irvine  
M.A., California State University, Fullerton  
Ph.D., State University of New York, Stony Brook

**Edith Churchman\***

A.B., Heidelberg College  
M.S., Emerson College  
Ph.D., Bowling Green State University

**Patricia Cowan**

B.A., M.A., William Paterson University

**Maria Cuadrado\***

B.A., M.S., Kean University

**Diane Emmolo\***

B.A., M.A., Fairleigh Dickinson University

**Salena Fehnel**

B.A., East Stroudsburg University  
M.A., Wilkes University  
Ph.D., Drew University

**Luisa Ferreira**

B.A., M.A., Iona College  
Ph.D., Fordham University

**Michael Frew**

B.A., University of California, Santa Cruz  
M.A., San Francisco State University

**Jason Gulya**

B.A., M.A., Ph.D., Rutgers, The State University of New Jersey

**Stanley Hoffman\***

B.A., Brooklyn College, City University of New York  
M.A., University of Rochester

**Lisa Karakas**

B.A., State University of New York, Stony Brook  
M.S., State University of New York, Albany

**Filippa Modesto**

Co-Chair, English  
B.A., Brooklyn College, City University of New York  
M.A., M.Phil., Ph.D., The Graduate Center, City University of New York

**Barbara Monaghan**

B.A., Brooklyn College, City University of New York  
M.A., New York University  
M.S., DeVry University

**Julie Porter**

A.B., Princeton University  
M.Ed., Harvard University Graduate School of Education  
M.F.A., Sarah Lawrence College  
M.A., Middlebury College  
M.Phil., Ph.D., Columbia University

**Kenneth Pressman\***

B.A., Northwestern University  
M.A., New York University

**Esteban Rodriguez\***

B.S., M.A., New York University

**Richard Schultz**

Co-Chair, English  
B.A., Albright College  
Ph.D., State University of New York, Stony Brook

**Jessica Siecieska\***

B.A., Montclair State University  
M.A., Seton Hall University

**Edina Szalai\***

B.A., M.A., Lajos Kossuth University  
Ph.D., University of Debrecen

**Ellen Thomas**

B.A., Boston College  
M.A., M.Phil., Ph.D., Columbia University

**Eileen F. Toplansky\***

A.B., M.A., Lehman College, City University of New York

**Hugo Walter**

A.B., Princeton University  
M.A., Old Dominion University  
M.Phil., Ph.D., Drew University  
M.A., M.Phil., Ph.D., Yale University

**Doris White\***

A.B., Rutgers, The State University of New Jersey  
M.A., William Paterson University

**Stephen Wolf**

A.B., A.M., Ph.D., University of Illinois

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**Surgical Technology  
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## Humanities and Social Sciences Faculty

**Emily Archer\***

B.A., M.A., Florida Atlantic University

**Caroline Beretta\***

B.A., Bloomfield College  
M.A., Fairleigh Dickinson University

**Kim Bost\***

B.A., State University of New York, Stony Brook  
Ph.D., Argosy University

**Yesudas Choondassery**

M.A., Fordham University  
M.Phil., Ph.D., Drew University

**Gloria Davy**

A.S., Bronx Community College, City University of New York  
B.S., Hunter College, City University of New York  
Ph.D., Walden University

**Kim Felsenthal**

B.A., State University of New York, Buffalo  
M.U.P., Hunter College, City University of New York  
Ph.D., The Graduate Center, City University of New York

**Byron Hargrove**

Director, Honors Program  
B.A., University of North Carolina, Chapel Hill  
M.A., Ph.D., University of Maryland

**Gregory Hotchkiss**

Co-Chair, Humanities and Social Sciences  
B.A., Thomas Edison State College  
M.Div., Theological Seminary of the Reformed Episcopal Church  
Th.M., Princeton Theological Seminary  
Th.D., The General Theological Seminary of the Episcopal Church

**Bradley Jenkins**

B.A., Nyack College  
M.A., Long Island University

**Ruth Kaplan\***

B.A., Fairleigh Dickinson University  
M.A., New Jersey City University  
M.L.T., Drew University  
Ed.D., Seton Hall University

**John LaValle**

B.A., Hofstra University  
M.S.W., Ph.D., New York University

**Ralph Peters**

B.A., Bethany College  
M.Phil., Ph.D., Drew University

**Mitchell Serels**

B.A., M.S., Yeshiva University  
M.A., Hunter College, City University of New York  
Ph.D., New York University

**Marc Shur**

Co-Chair, Humanities and Social Sciences  
B.S., Texas A&M University  
M.A., California State University, Fullerton  
Ph.D., Rutgers, The State University of New Jersey

**Mary Slavin**

B.A., Bloomfield College  
M.Phil., Ph.D., Drew University

**Danielle Sonnenberg**

B.A., Fordham University  
M.A., M.S., The New School

**Marek Suchocki**

Master's Degree, Wroclaw University

Bachelor's, Master's, Ph.D., The John Paul II Catholic University of Lublin

**Jose Torres**

Associate Chair, Online, Social Sciences  
B.S., State University of New York, Buffalo  
M.A., M.S., Rutgers University  
M.B.A., Colorado State University

**Hui-Wen Tu**

B.S., Tamkang College  
M.Ed., Ed.D., The Pennsylvania State University

**Jonathan Weidenbaum**

B.A., State University of New York, Albany  
Ph.D., State University of New York, Buffalo

**Steven Wilson\***

B.A., Kean University  
M.Div., Drew University

**Elaine Zukerman**

B.A., Marymount Manhattan College  
M.S., Pace University

\*Part-time

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## Math and Sciences Faculty

**Walid Abushahba**

B.S., Rutgers, The State University of New Jersey  
Ph.D., University of Medicine and Dentistry of New Jersey

**Melissa Baralt**

B.S., M.S., Montclair State University  
Ph.D., University of Medicine and Dentistry of New Jersey

**Yuri Balla\***

B.S., M.S., Ivane Javakishvili Tbilisi State University  
Ph.D., Institute of Physics, Tbilisi, Republic of Georgia

**Paola Dolcemascolo**

B.A., Rutgers, The State University of New Jersey  
M.S., New York University  
Ph.D., Montclair State University

**Todd Eglow**

B.S., Fairleigh Dickinson University  
D.C., New York Chiropractic College

**Teshwar Gopaul**

A.S., Queensborough Community College  
B.S., M.A., New York University

**Laura Harste**

Chair, Online, School of Liberal Arts  
B.A., State University of New York, Stony Brook  
Ph.D., University of Liverpool

**William Grover Henry\***

A.A., Yuba College  
B.A., San Francisco State College  
M.A., Chico State College  
D.C., Southern California University of Health and Sciences

**Heidi Hoefinger**

B.S., State University of New York, Plattsburgh  
M.A., Hunter College, City University of New York  
Ph.D., Goldsmiths College, University of London

**Bahir Masadeh**

Co-Chair, Math and Sciences  
B.A., M.A., New Jersey City University  
M.Phil., Ph.D., Columbia University

**Marlon Morales\***

B.A., M.A., Hunter College, The City University of New York

**Alice Radin\***

B.A., Boston University  
M.S., Northeastern University  
J.D., Seton Hall University

**Michael Rotundo**

A.S., Monroe Community College  
B.S., M.S.Ed., M.A., State University of New York, Brockport

**Marc Shur**

Co-Chair, Math and Sciences  
B.S., Texas A&M University  
M.A., California State University, Fullerton  
Ph.D., Rutgers, The State University of New Jersey

**Jennifer Watts\***

B.A., University of California, Santa Barbara  
D.C., New York Chiropractic College

**Muhammad Yussouf**

B.S., Punjab University, Pakistan  
Ph.D., Graz University of Technology

\*Part-time





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Supplement****Surgical Processing  
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Supplement****Surgical Technology  
Supplement**

## School of Professional Studies Faculty

**Marianne Vakalis**

Interim Dean, School of Professional Studies

B.S., University of Hull

M.Ed., University of Bath

Ed.D., Western Michigan University

- **Graphic Design Faculty**
- **Interior Design Faculty**
- **Justice Studies Faculty**
- **Legal Studies Faculty**

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Supplement**

## Graphic Design Faculty

**Carlos Cruz**

Chair, Graphic Design  
B.F.A., State University of New York, Purchase College  
M.F.A., Michigan State University

**Julia Hutchinson**

B.F.A., Bloomfield College  
M.S., Full Sail University

**Alethea Maguire-Cruz**

B.F.A., State University of New York, Purchase College  
M.F.A., University of Delaware

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## Interior Design Faculty

**Brian J. Callahan\***

B.S., Philadelphia College of Art, The University of the Arts  
M.A., University of Houston

**Ernesto Fong**

B.Arch., City College, City University of New York  
M.A., State University of New York, The Fashion Institute of Technology

**Alan Horwitz\***

B.Arch., University of Detroit  
M.A., University of Wisconsin, Milwaukee

**Kyong (Jason) Lee**

B.A., Marymount University  
M.S., Pratt Institute

**Alfonso Torino**

Chair, Interior Design  
B.Arch., New Jersey Institute of Technology  
Ph.D., University of Rome

\*Part-time

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## Justice Studies Faculty

**Charlane Brown**

B.A., John Jay College of Criminal Justice, City University of New York  
J.D., New York Law School

**Judith Corbett-Carter**

B.A., Youngstown State University  
M.Ed., University of Toledo  
Ph.D., Loyola University

**Traci Dingle**

B.A., Columbia College  
M.S., Central Michigan University  
J.D. Charleston School of Law

**John Grant**

Assistant Chair, Justice Studies (NY)  
B.A., Fordham University  
J.D., New England School of Law

**Clark Hill**

B.S., St. Thomas Aquinas College  
M.P.S., Long Island University

**Gary Krulish**

Chair, Justice Studies  
B.S., Rutgers, The State University of New Jersey  
M.P.A., John Jay College of Criminal Justice, City University of New York

**John Link**

B.S., New Jersey City University  
M.S., Fairleigh Dickinson University

**Edith Linn\***

B.A., State University of New York, Binghamton  
M.Phil., Ph.D., The Graduate Center, City University of New York

**Edward J. Lynskey**

B.A., William Paterson University.  
M.S., University of Phoenix  
M.A., Ed.S., Ed.D., Seton Hall University

**Adrienne Pascal**

B.S., Long Island University  
M.S., John Jay College of Criminal Justice

**Deborah Ranges**

Associate Chair, Online Professional Studies  
B.A., Rutgers, The State University of New Jersey  
J.D., University of Baltimore, School of Law

**Allen Sondej**

Assistant Chair, Justice Studies (NJ)  
B.S., New Jersey City University  
J.D., Seton Hall University  
D.Sc., New Jersey City University

**Angelo Zecca**

B.S., Rutgers, The State University of New Jersey  
M.S., D.Sc., New Jersey City University

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## Legal Studies Faculty

**Marisol Abuin**

Chair, Online, Professional Studies  
B.S., J.D., Fordham University

**Moya Bansile-Williams**

B.S., York College  
J.D., Seton Hall University

**Patricia Greer**

Chair, Legal Studies  
A.B., Colgate University  
M.A., University of Rochester  
J.D., St. John's University

**Kenneth Husserl**

B.S., Cornell University  
J.D., Hofstra University

**Richard J. Olivieri**

B.A., Fordham University  
J.D., Creighton University

## College Skills Faculty

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#### Gerald Iacullo

Dean, College Skills  
B.A., Iona College  
M.A., University of Notre Dame  
M.T.S., Catholic University of America  
Ed.D., Grambling State University

#### Corinna Brathwaite

B.S., M.A., Adelphi University

#### Ryan Courtien

B.A., State University of New York, Plattsburgh  
M.S.Ed., Lehman College, City University of New York

#### Rosalind Eisenberg

B.A., Brooklyn College, City University of New York

#### Keri English

Program Director, College Skills Reading/Writing  
B.A., M.A., Hunter College, City University of New York

#### Isben Jeudy

Program Director, College Skills Math  
B.A., Brooklyn College, City University of New York  
M.S., St. John's University

#### Ilene Landsman

Chair, Online College Skills  
B.A., Brooklyn College, City University of New York  
M.S., Mercy College  
M.S., Adelphi University

#### Stafania Meza

M.Ed., B.A., Rutgers, The State University of New Jersey

#### Jennifer Moschella

M.A.T., Fairleigh Dickinson University

#### James Pacello

B.A., The College of Staten Island, City University of New York  
M.A., Hunter College, City University of New York  
Ed.D., Rutgers, The State University of New Jersey

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- Brooklyn
- White Plains
- Newark
- Paramus
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Vice President of Campus Operations – Will Moya

Assistant Campus Operating Officer – Ursula Bisconti

Dean, Academic Advisement - Kimberly Malone

Dean/Chief Administrative Officer, Student Development and Campus Life - Ashante Connor

Director, Student Development and Campus Life - Jeunelle Sanabria

Director, Counseling Services - Diane Georges

Director, Center for Academic Success - Patianne Stabile

Director, Library - William McNelis

Director, Career Services - Jasmine Briggs

Director, Financial Aid - Theresa Bryant

Director, Student Accounts - Zoila Antonio

Senior Director, Adult Admissions - Randy Gomez

Senior Director, High School Admissions - Michelle Gomez

Senior Director, Buildings and Grounds - Pete Blankman

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## Brooklyn

Campus Operating Officer - Iessa Sutton

Dean, Academic Advisement - Steven Bruno

Director, Student Development and Campus Life - Sherrille Shabazz

Director, Center for Academic Success - Pamela Smith

Director, Library -

Career Services Counselor - Steev Usungu

Director, Financial Aid - Chenae Dennis

Director, Student Accounts - Adriana Chicaiza

Director, Adult Admissions - Silvia Ortiz

Director, High School Admissions - Mahogany Calizaire

Director, Buildings and Grounds - Henry Tam

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## White Plains

Campus Operating Officer - Robert Miller

Dean, Academic Advisement -

Assistant Dean, Student Development and Campus Life - Alexandra Silvestre

Director, Center for Academic Success - Natalie Aleman

Director, Library - Jessica Kiebler

Director, Alumni Career Services & Quality Control - Ana Yee

Director, Financial Aid - Amanda Manuel

Director, Student Accounts - Zoila Antonio

Director, Buildings and Grounds - Eric Chulan

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## Newark

Campus Operating Officer - Earl Brown

Dean, Academic Advisement - Sophia Smith

Director, Student Development and Campus Life - Sandra Garcia

Director, Center for Academic Success - Romel Roachford

Director, Library - Laurie McFadden

Senior Director, Career Services - Maria Ortega-Cubas

Director, Financial Aid - Patricia Okorodudu

Director, Adult Admissions - Jennifer Cole

Director, High School Admissions - Leigh LeBlanc

Director, Buildings and Grounds - Mohammed Mohosin

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## Paramus

Campus Operating Officer - Timothy D. Luing

Assistant Campus Operating Officer- Annetta Ramtahal

Academic Advisor - Shannon Brantley

Director, Student Development and Campus Life - Jennifer Litvak

Director, Center for Academic Success - Natalie Aleman

Director, Library - Maria Deptula

Director, Financial Aid - Andrzej Oldakowski

Student Accounts Administrator - Stephanie Veliz

Director, Adult Admissions - Juliana Nagle

Director, High School Admissions - Jennifer Bookstaver

Maintenance Associate - Michael Gagliardi

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## Woodbridge

Campus Operating Officer - Michael Russo

Dean, Academic Advisement - Lorin Castellanos

Director, Student Development and Campus Life - Kevin Frey

Director, Center for Academic Success - Shefali Patel

Director, Library - Bonnie Lafazan

Senior Director, Career Services - Maria Ortega-Cubas

Director, Financial Aid - Melissa Peralta

Director, Student Accounts - Kerry Maikranz-Procopio

Director, Adult Admissions - Jennifer DeJesus

Director, High School Admissions - Tracey Tamuzza

Director, Buildings and Grounds - Samuel Miranda

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## Woodland Park

Campus Operating Officer - Linda Pinsky-Mauro

Dean, Academic Advisement - Steven Bruenjes

Assistant Dean of Student Development and Campus Life - Heather Eaton-Dwyer

Director, Center for Academic Success - Andrew Selig

Director, Student Development and Campus Life - Kevin Frey

Director, Library - Susan Van Alstyne

Senior Director, Career Services - Maria Ortega Cubas

Assistant Director, Career Services - Dylan Dell

Director, Financial Aid - James Peelman

Director, Student Accounts - Steven Figueiredo

Director, Adult Admissions - Maureen DiFonzo

Assistant Vice President, High School Admissions- Carol Allen-Covino

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## Online

Campus Operating Officer - Sharon Goldstein

Dean, Academic Advisement - Juli Wood

Director, Student Development and Campus Life - Christina Andrascik

Director, Center for Academic Success - Rose Arszulowicz

Senior Director, Library - Matthew LaBrake

Senior Director, Career Services - Flore Dorcely-Mohr

Director, Financial Aid - Cristina Carnemolla

Associate Director, Financial Aid - Josie Edwards

Director, Student Accounts - Sophia Slater

Director, Admissions - Jeanine Farrell



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## Contact Us

**800-446-5400 ext. WC1**
**info@BerkeleyCollege.edu**

## New York Campuses

**MIDTOWN MANHATTAN**

 3 East 43rd Street  
 New York, NY 10017  
 212-986-4343

**BROOKLYN**

 255 Duffield Street  
 Brooklyn, NY 11201  
 718-637-8600

**WHITE PLAINS**

 99 Church Street  
 White Plains, NY 10601  
 914-694-1122

## New Jersey Campuses

**NEWARK**

 536 Broad Street  
 Newark, NJ 07102  
 973-642-3888

**PARAMUS**

 64 East Midland Avenue  
 Paramus, NJ 07652  
 201-967-9667

**WOODBRIIDGE**

 430 Rahway Avenue  
 Woodbridge, NJ 07095  
 732-750-1800

**WOODLAND PARK**

 44 Rifle Camp Road  
 Woodland Park, NJ 07424  
 973-278-5400

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