

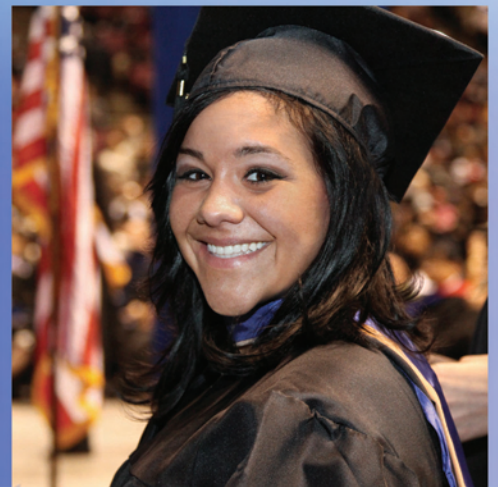
MY LIFE



MY CHOICE



MY EDUCATION



 **Berkeley College[®]**

CATALOG 2012

<http://berkeleycollege.edu>
**Berkeley College
Overview**
Academic Programs
Student Experience
**Admissions and
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Berkeley College Overview

With a tradition of more than 80 years of preparing students for successful careers, Berkeley College is committed to excellence in education. Berkeley serves nearly 8,700 students currently in eight locations and through Berkeley College Online™.

The College offers Bachelor's and Associate's degrees in disciplines that prepare students for the business and professional worlds. Receiving the benefit of practical experience through program-related internships or job-related assignments, and close, personal attention from faculty chosen for academic excellence and professional experience, students benefit from a career-focused education for which Berkeley has become known.



- **The Berkeley Advantage®**

(/catalog_2012/catalog_2012_105.htm)

- **Mission, Values, and Institutional Goals**
(/catalog_2012/catalog_2012_106.htm)
- **Accreditations and Approvals** (/catalog_2012/catalog_2012_107.htm)
- **Locations** (/catalog_2012/catalog_2012_108.htm)
- **Berkeley College Online™** (/catalog_2012/catalog_2012_109.htm)
- **International Students** (/catalog_2012/catalog_2012_110.htm)

Berkeley College reserves the right to add, discontinue, or modify its programs and policies at any time. Modifications subsequent to the original publication of this catalog may be reflected here or elsewhere on the **BerkeleyCollege.edu** (<http://berkeleycollege.edu>) website.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit **BerkeleyCollege.edu/disclosures** (<http://berkeleycollege.edu/disclosures>)



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The Berkeley Advantage®

Widely recognized among colleges and universities, Berkeley College offers a time-tested approach to career education that can help students reach their goals. This innovative combination of benefits is known as *The Berkeley Advantage®*.

- A supportive faculty selected on the basis of academic excellence and relevant professional experience
- Flexible scheduling: day, evening/weekend, and online classes
- More than \$40 million in Berkeley College grants and scholarships provided during the 2011-2012 award year
- Valuable, practical experience through program-related, faculty-monitored internships or job-related assignments
- Bachelor's and Associate's degree programs developed and updated to meet current business and professional demands
- Tuition freeze for students who meet continuous enrollment requirements
- More than 20 Career Services specialists who assist students in identifying and pursuing career opportunities
- Extensive network of employer contacts
- Free lifetime career assistance for Berkeley College graduates



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Mission, Values, and Institutional Goals

Mission

Berkeley College empowers students to achieve professional and personal success in dynamic careers and in a diverse global society by providing a comprehensive and supportive educational experience, fostering academic integrity, and encouraging lifelong learning.

Values

In achieving our Mission, Berkeley College is guided by core values.

Teaching and Learning

- We recognize and respond to student needs through one-on-one attention, small classes, and services focusing on our students as individuals.
- We begin our students' education at their level of preparedness, by providing quality learning experiences that lead to success.
- We focus our efforts on career preparation and emphasize the practical applications of learning in order to build a bridge to employers.
- We promote the liberal arts as an integral part of a collegiate curriculum.

The College Environment

- We believe that every associate at Berkeley is an educator.
- We are committed to attracting a diverse student population and to promoting the academic and career success of each student.
- We create a sense of community for our students to enhance their educational experience.
- We develop students' interpersonal skills critical to personal and workplace success, such as self-management, leadership, integrity, and social communication.

The Larger Berkeley Community

- We embrace diversity and inclusiveness as critical to the educational environment and continuously work to enhance it.
- We engage and collaborate with employers to provide educated, ethical, and responsible leaders for a global society.
- We are responsible and constructive members of the global community, and we encourage students and associates to do the same.

Institutional Goals

- Develop, support, and deliver curricula, programs, and services designed to prepare our students for professional and personal success.
- Attract, develop, and retain a diverse student population and promote its success.
- Attract, develop, and retain highly qualified, diverse faculty and staff who are committed to our mission.
- Ensure our programs and services are continually relevant to the markets we serve.

- Ensure facilities and operations support our College's current needs and anticipated growth.
- Proactively position our College to communicate its value and benefits and build this identity and image among our many constituencies.
- Ensure a sound fiscal environment for our College and our students.



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Accreditations and Approvals

All locations, other than Brooklyn which is pending, are accredited by the Middle States Commission on Higher Education (3624 Market Street, Philadelphia, PA 19104; telephone: 215-662-5606).

The Midtown Manhattan and White Plains locations are authorized by the New York State Board of Regents to confer 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.). The Brooklyn location is authorized by the New York State Board of Regents to confer the degrees of Bachelor of Business Administration (B.B.A.), Bachelor of Science (B.S.), and Associate in Applied Science (A.A.S.).

Operating under the authority of the Office of the Secretary of Education, the New Jersey locations are authorized to confer the degrees of Bachelor of Fine Arts (B.F.A.), Bachelor of Science (B.S.), Associate in Science (A.S.), and Associate in Applied Science (A.A.S.).

The Paralegal Studies programs are approved by the American Bar Association (ABA).

All locations are approved for the education of veterans and their eligible dependents, for rehabilitative training of physically challenged students, and for foreign students.

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.

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



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Berkeley College Online™



Online Learning Worldwide – Access to Berkeley College’s outstanding academic programs and support services are available on the Internet.

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

It’s supportive – Students find support every step of the way. Instructors, classmates, and academic advisors are just an email, phone call, or video chat away. In addition, students are able to access the services of the Academic Support Center for tutoring and other academic assistance at no additional charge. The online library provides electronic resources, as well as “Live Help.” The Online Student Development and Campus Life

Department provides support through counseling services, as well as opportunities for leadership, engagement, and community through online clubs and outreach initiatives.

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

Minimum computer/software requirements

(http://berkeleycollege.edu/Blackboard/Blackboard_Student_Documentation/system_requirements.htm)



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International Students

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

- **Convenience** – With locations in New York and New Jersey plus online, the College is proud to serve the special needs of international students with an intensive curriculum.
- **International Student Department** - Berkeley's International Student Department provides help with visa procedures, housing information, orientation to college life, and adjusting to educational practices and life in the United States.
- **Programs of Study** – International students may enroll in any of the programs of study at Berkeley College. Many of the courses can also be taken through Berkeley College Online™. (Please note, however, that federal regulations do not permit international students present in the United States to take more than one class or three credits online per quarter.)



For more information

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

[BerkeleyCollege.edu/international_students](http://www.BerkeleyCollege.edu/international_students)
(http://www.BerkeleyCollege.edu/international_students/)

Or contact:

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

international@BerkeleyCollege.edu (<mailto:international@BerkeleyCollege.edu>)



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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 programs are carefully developed and regularly updated and supplemented to ensure marketplace relevance. All programs require faculty-monitored internships or job-related assignments as part of the curriculum, allowing students to apply what they've learned and giving them valuable experience for beginning a career.

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

- **Programs of Study**

(/catalog_2012/catalog_2012_201.htm)

- **New York State Education Department Registered Programs**
(/catalog_2012/catalog_2012_298.htm)
- **School of Business** (/catalog_2012/catalog_2012_96.htm)
- **School of Professional Studies** (/catalog_2012/catalog_2012_97.htm)
- **School of Liberal Arts** (/catalog_2012/catalog_2012_98.htm)
- **Academic Policies and Procedures**
(/catalog_2012/catalog_2012_234.htm)
- **Course Descriptions** (/catalog_2012/catalog_2012_99.htm)
- **Academic Calendar** (/catalog_2012/catalog_2012_209.htm)
- **Employment and Graduation Rates**
(/catalog_2012/catalog_2012_2139.htm)

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

- The **Berkeley College Honors Program** is a selective interdisciplinary program that gives students the opportunity to study program-related topics in greater depth than is possible in the regular degree programs. Students who have earned at least 72 credits and have a 3.8 grade point average or higher may apply for acceptance into the Honors Program.
- **Learning Communities** enroll groups of students in linked classes during an academic term, with the intent of broadening the learning experience. Learning Communities build rapport among students and their teachers and facilitate collaboration among faculty members from different disciplines.



- The **Jumpstart Program** is an optional pre-college program that allows high school seniors and adult students to take no-cost remedial courses prior to beginning their studies at Berkeley. Students may begin the program in any quarter.



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Programs of Study

DEGREES OFFERED

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

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

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

[BerkeleyCollege.edu/Academics/CourseSchedules.htm](http://www.berkeleycollege.edu/Academics/CourseSchedules.htm)

(<http://www.berkeleycollege.edu/academics/CourseSchedules.htm>)

PROGRAMS OF STUDY

Accounting

- **A.A.S., Business Administration - Accounting**
(/catalog_2012/catalog_2012_754.htm)
- **B.B.A., Accounting** (/catalog_2012/catalog_2012_755.htm)
- **B.S., Accounting** (/catalog_2012/catalog_2012_756.htm)

Business Administration

- **B.S., Business Administration** (/catalog_2012/catalog_2012_757.htm)

Fashion Marketing and Management

- **A.A.S., Fashion Marketing and Management**
(/catalog_2012/catalog_2012_760.htm)
- **B.B.A., Fashion Marketing and Management**
(/catalog_2012/catalog_2012_759.htm)
- **B.S., Fashion Marketing and Management**
(/catalog_2012/catalog_2012_758.htm)

Financial Services

- **A.A.S., Financial Services** (/catalog_2012/catalog_2012_763.htm)
- **B.B.A., Financial Services** (/catalog_2012/catalog_2012_762.htm)
- **B.S., Financial Services** (/catalog_2012/catalog_2012_761.htm)

General Business

- **B.B.A., General Business** (/catalog_2012/catalog_2012_764.htm)

Health Services

- **A.A.S., Health Services Administration** (/catalog_2012/catalog_2012_504.htm)
- **A.A.S., Health Services Administration - Medical Insurance, Billing, and Coding** (/catalog_2012/catalog_2012_501.htm)
- **B.B.A., Health Services Management** (/catalog_2012/catalog_2012_500.htm)
- **B.S., Health Services Management** (/catalog_2012/catalog_2012_498.htm)

Information Technology Management

(Program availability in New York is subject to regulatory approval.)

- **A.A.S., Information Technology Management** (/catalog_2012/catalog_2012_771.htm)
- **B.S., Information Technology Management** (/catalog_2012/catalog_2012_770.htm)

Interior Design

- **A.A.S., Interior Design** (/catalog_2012/catalog_2012_520.htm)
- **B.F.A., Interior Design** (/catalog_2012/catalog_2012_519.htm)
- **B.S., Interior Design Management** (/catalog_2012/catalog_2012_518.htm)

International Business

- **A.A.S., International Business** (/catalog_2012/catalog_2012_775.htm)
- **A.S., International Business** (/catalog_2012/catalog_2012_774.htm)
- **B.B.A., International Business** (/catalog_2012/catalog_2012_773.htm)
- **B.S., International Business** (/catalog_2012/catalog_2012_772.htm)

Justice Studies - Criminal Justice

- **A.A.S., Justice Studies - Criminal Justice** (/catalog_2012/catalog_2012_155.htm)
- **B.S., Justice Studies - Criminal Justice** (/catalog_2012/catalog_2012_118.htm)

Legal Studies

(Program availability in New York is subject to regulatory approval.)

- **A.A.S., Legal Studies** (/catalog_2012/catalog_2012_4362.htm)
- **B.S., Legal Studies** (/catalog_2012/catalog_2012_4361.htm)

Management

- **A.A.S., Business Administration - Management** (/catalog_2012/catalog_2012_778.htm)
- **B.B.A., Business Administration - Management** (/catalog_2012/catalog_2012_777.htm)
- **B.S., Management** (/catalog_2012/catalog_2012_776.htm)
- **B.S., Management - Entrepreneurship** (/catalog_2012/catalog_2012_779.htm)
- **B.S., Management - Environmental Management** (/catalog_2012/catalog_2012_780.htm)
- **B.S., Management - Human Resources Management** (/catalog_2012/catalog_2012_781.htm)
- **B.S., Management - Nonprofit Management** (/catalog_2012/catalog_2012_782.htm)

Marketing Communications

- **A.A.S., Marketing Communications** (/catalog_2012/catalog_2012_785.htm)
- **B.B.A., Marketing Communications** (/catalog_2012/catalog_2012_784.htm)
- **B.S., Marketing Communications** (/catalog_2012/catalog_2012_783.htm)

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

Information Systems Management

- **A.A.S., Business Administration - Information Systems Management** (/catalog_2012/catalog_2012_1479.htm)
- **B.B.A., Business Administration - Information Systems Management** (/catalog_2012/catalog_2012_768.htm)

Marketing

- **A.A.S., Business Administration - Marketing** (/catalog_2012/catalog_2012_790.htm)
- **B.B.A., Business Administration - Marketing** (/catalog_2012/catalog_2012_789.htm)

- **B.S., Marketing** (/catalog_2012/catalog_2012_788.htm)

Paralegal Studies

- **A.A.S., Paralegal Studies** (/catalog_2012/catalog_2012_753.htm)

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) (<http://berkeleycollege.edu/disclosures>)



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New York State Education Department Registered Programs

HEGIS PROGRAM CODE	PROGRAM TITLE	DEGREE
5002	Business Administration - Accounting	A.A.S.
5004	Business Administration - Information Systems Management	A.A.S.
5004	Business Administration - Management	A.A.S.
5004	Business Administration - Marketing	A.A.S.
5004	Marketing Communications	A.A.S.
5004	Fashion Marketing and Management	A.A.S.
5002	Financial Services	A.A.S.
5299	Health Services Administration	A.A.S.
5213	Health Services Administration - Medical Insurance, Billing, and Coding	A.A.S.
0702	Information Technology Management	A.A.S.*
5004	International Business	A.A.S.
2105	Justice Studies - Criminal Justice	A.A.S.
5099	Paralegal Studies	A.A.S.
5004	International Business	A.S.
0502	Accounting	B.B.A.
0506	Business Administration - Information Systems Management	B.B.A.
0506	Business Administration - Management	B.B.A.
0509	Business Administration - Marketing	B.B.A.
0509	Marketing Communications	B.B.A.
0509	Fashion Marketing and Management	B.B.A.
5002	Financial Services	B.B.A.
0501	General Business	B.B.A.
1202	Health Services Management	B.B.A.
0513	International Business	B.B.A.
0702	Information Technology Management	B.S.*
2105	Justice Studies - Criminal Justice	B.S.

*Program availability is subject to regulatory approval.

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School of Business

With a commitment to a career-focused education that helps prepare students for the professional business world, The School of Business accounts for the majority of the programs of study at Berkeley College. A wide range of rigorous academic programs; a well-qualified, supportive faculty; and a wealth of student services and resources work together to help Berkeley graduates meet the challenges they will face in today's rapidly changing global business environment.

Academic Programs

- **Accounting**



(/catalog_2012/catalog_2012_610.htm)

- **Business Administration** (/catalog_2012/catalog_2012_609.htm)
- **Fashion Marketing and Management**
(/catalog_2012/catalog_2012_608.htm)
- **Financial Services** (/catalog_2012/catalog_2012_607.htm)
- **General Business** (/catalog_2012/catalog_2012_606.htm)
- **Information Systems Management**
(/catalog_2012/catalog_2012_765.htm)
- **Information Technology Management**
(/catalog_2012/catalog_2012_605.htm)
- **International Business** (/catalog_2012/catalog_2012_604.htm)
- **Management** (/catalog_2012/catalog_2012_603.htm)
- **Management - Entrepreneurship** (/catalog_2012/catalog_2012_602.htm)
- **Management - Environmental Management**
(/catalog_2012/catalog_2012_601.htm)
- **Management - Human Resources Management**
(/catalog_2012/catalog_2012_600.htm)
- **Management - Nonprofit Management**
(/catalog_2012/catalog_2012_599.htm)
- **Marketing** (/catalog_2012/catalog_2012_786.htm)
- **Marketing Communications** (/catalog_2012/catalog_2012_531.htm)

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School of Professional Studies

The School of Professional Studies provides the necessary education to prepare students for success in careers requiring specialized training. Overseeing degree programs in Paralegal Studies, Justice Studies - Criminal Justice, Interior Design, and Health Services, the School of Professional Studies offers courses that give students the in-depth knowledge and latest skills required to excel in professional environments. A dedicated, outstanding faculty combines excellent academic credentials and practical experience, and delivers close, personal attention to students.

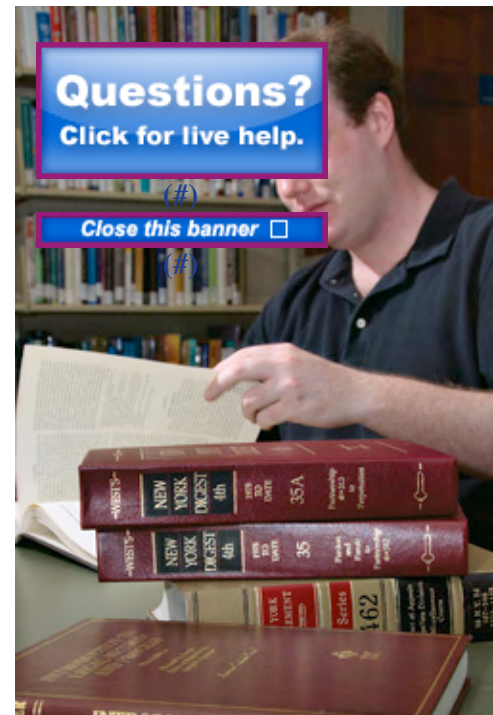
Academic Programs

- **Health Services**

(/catalog_2012/catalog_2012_491.htm)

- **Interior Design** (/catalog_2012/catalog_2012_505.htm)
- **Justice Studies - Criminal Justice** (/catalog_2012/catalog_2012_116.htm)
- **Legal Studies** (/catalog_2012/catalog_2012_4359.htm)
- **Paralegal Studies** (/catalog_2012/catalog_2012_523.htm)

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School of Liberal Arts

A liberal arts education is an important part of the Berkeley College curriculum. It adds value to the specialized, career-focused business or professional studies training received by students. Supportive instructors, chosen for their excellent academic credentials, offer courses in humanities, mathematics/science, social sciences, English, and foreign languages. The School of Liberal Arts helps students work toward professional and personal success by expanding their knowledge of related subjects and broadening their awareness of the world around them.



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Academic Policies and Procedures

- [Academic Year \(/catalog_2012/catalog_2012_2052.htm\)](/catalog_2012/catalog_2012_2052.htm)
- [Academic Policies \(/catalog_2012/catalog_2012_2054.htm\)](/catalog_2012/catalog_2012_2054.htm)
- [Evaluation and Grading \(/catalog_2012/catalog_2012_2058.htm\)](/catalog_2012/catalog_2012_2058.htm)
- [Academic Records \(/catalog_2012/catalog_2012_2059.htm\)](/catalog_2012/catalog_2012_2059.htm)
- [Graduation \(/catalog_2012/catalog_2012_2060.htm\)](/catalog_2012/catalog_2012_2060.htm)
- [Satisfactory Academic Progress \(SAP\) \(/catalog_2012/catalog_2012_2061.htm\)](/catalog_2012/catalog_2012_2061.htm)



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- [Business Administration \(/catalog_2012/catalog_2012_1058.htm\)](/catalog_2012/catalog_2012_1058.htm)
- [College Skills \(/catalog_2012/catalog_2012_1184.htm\)](/catalog_2012/catalog_2012_1184.htm)
- [Computer Information Systems \(/catalog_2012/catalog_2012_1067.htm\)](/catalog_2012/catalog_2012_1067.htm)
- [English \(/catalog_2012/catalog_2012_1185.htm\)](/catalog_2012/catalog_2012_1185.htm)
- [Fashion \(/catalog_2012/catalog_2012_1060.htm\)](/catalog_2012/catalog_2012_1060.htm)
- [Finance \(/catalog_2012/catalog_2012_1062.htm\)](/catalog_2012/catalog_2012_1062.htm)
- [Health Services \(/catalog_2012/catalog_2012_1096.htm\)](/catalog_2012/catalog_2012_1096.htm)
- [Honors Program \(/catalog_2012/catalog_2012_1186.htm\)](/catalog_2012/catalog_2012_1186.htm)
- [Information Technology Management \(/catalog_2012/catalog_2012_1093.htm\)](/catalog_2012/catalog_2012_1093.htm)
- [Interior Design \(/catalog_2012/catalog_2012_1098.htm\)](/catalog_2012/catalog_2012_1098.htm)
- [International Business \(/catalog_2012/catalog_2012_1401.htm\)](/catalog_2012/catalog_2012_1401.htm)
- [Justice Studies \(/catalog_2012/catalog_2012_162.htm\)](/catalog_2012/catalog_2012_162.htm)
- [Legal Studies \(/catalog_2012/catalog_2012_4426.htm\)](/catalog_2012/catalog_2012_4426.htm)
- [Liberal Arts and Sciences \(/catalog_2012/catalog_2012_1187.htm\)](/catalog_2012/catalog_2012_1187.htm)
- [Management \(/catalog_2012/catalog_2012_1073.htm\)](/catalog_2012/catalog_2012_1073.htm)
- [Marketing and Marketing Communications \(/catalog_2012/catalog_2012_1075.htm\)](/catalog_2012/catalog_2012_1075.htm)
- [Paralegal Studies \(/catalog_2012/catalog_2012_1100.htm\)](/catalog_2012/catalog_2012_1100.htm)



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Academic Calendar

WINTER QUARTER 2012

Tuesday, January 3 – Classes Begin
 Monday, January 16 - Martin Luther King, Jr. Day – No Classes
 Monday, February 20 - Presidents' Day – No Classes
 Sunday, March 25 - Classes End
 Monday, March 26 through Sunday, April 1 - Spring Vacation

SPRING QUARTER 2012

Monday, April 2 – Classes Begin
 Monday, May 28 - Memorial Day – No Classes
 Sunday, June 24 - Classes End
 Monday, June 25 through Sunday, July 1 - Summer Vacation

SUMMER QUARTER 2012

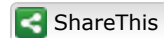
Monday, July 2 – Classes Begin
 Wednesday, July 4 - Independence Day – No Classes
 Monday, September 3 - Labor Day – No Classes
 Sunday, September 16 - Classes End
 Monday, September 17 through Sunday, September 23 - Fall Vacation

FALL QUARTER 2012

Monday, September 24 – Classes Begin
 Monday, October 8 - Columbus Day – No Classes
 Thursday, November 22 through Sunday, November 25 - Thanksgiving Recess
 Sunday, December 16 - Classes End
 Monday, December 17 through Tuesday, January 1, 2013 - Winter Vacation

WINTER QUARTER 2013

Wednesday, January 2 – Classes Begin
 Monday, January 21 - Martin Luther King, Jr. Day – No Classes
 Monday, February 18 - Presidents' Day – No Classes
 Sunday, March 24 - Classes End
 Monday, March 25 through Sunday, March 31 - Spring Vacation



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Employment and Graduation Rates

Over 87% of Berkeley College graduates who graduated during the academic year ending June 30, 2011 secured employment in their chosen fields (as communicated by the graduates) prior to June 30, 2012 (excluding graduates who were not actively pursuing employment or did not provide information).

First-to-Second Year Retention Rates

Retention and graduation rates specified by the National Center for Education Statistics are calculated for "...students entering the institution as ... first-time, degree/certificate-seeking undergraduate students in a particular year (cohort)."

Under this definition, retention rates measuring the percentage of first-time students who began their studies in Fall 2009 seeking Bachelor's degrees and who returned in Fall 2010 are as shown below:

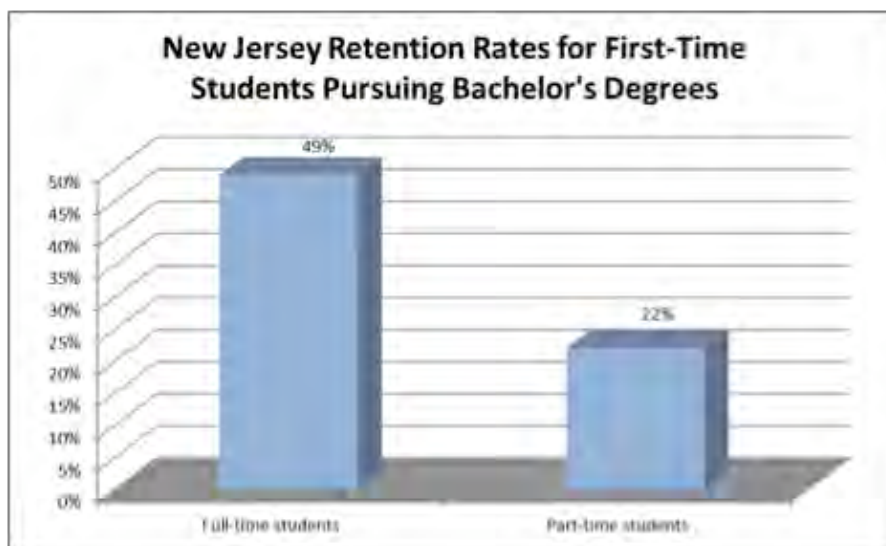


Figure 1 - Percentage of New Jersey First-Time Freshmen Students Who Began Their Studies in Fall 2009 and Returned in Fall 2010

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Accounting

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

A range of degree programs covers varying levels of accounting theory and practical knowledge, preparing students to embark upon careers in the professional world.

Benefit from:

- Understanding financial and managerial accounting theory and applying that knowledge in a business environment
- Mastery of the technology used by accounting professionals, including the creation and management of spreadsheets, databases, and more
- Curricula that include courses in Government, Nonprofit, and Tax Accounting
- Valuable, real-world 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**
(/catalog_2012/catalog_2012_754.htm)
- **B.B.A., Accounting** (/catalog_2012/catalog_2012_755.htm)
- **B.S., Accounting** (/catalog_2012/catalog_2012_756.htm)



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A.A.S., Business Administration - Accounting

- **A.A.S., Business Administration - Accounting Course Requirements** (/catalog_2012/catalog_2012_966.htm)

The following are A.A.S., Business Administration program statistics for New Jersey in 2010-2011.

Click on the links for more information on jobs related to this program:

ACCOUNTING:

13-2071 Credit Counselors, (<http://www.bls.gov/soc/2010/soc132071.htm>)
 13-2082 Tax Preparers, (<http://www.bls.gov/soc/2010/soc132082.htm>)
 43-3010 Bill and Account Collectors, (<http://www.bls.gov/soc/2010/soc433010.htm>)
 43-3011 Bill and Account Collectors, (<http://www.bls.gov/soc/2010/soc433011.htm>)
 43-3020 Billing and Posting Clerks, (<http://www.bls.gov/soc/2010/soc433020.htm>)
 43-3021 Billing and Posting Clerks, (<http://www.bls.gov/soc/2010/soc433021.htm>)
 43-3050 Payroll and Timekeeping Clerks, (<http://www.bls.gov/soc/2010/soc433050.htm>)
 43-3051 Payroll and Timekeeping Clerks, (<http://www.bls.gov/soc/2010/soc433051.htm>)
 43-3070 Tellers, (<http://www.bls.gov/soc/2010/soc433070.htm>)
 43-3071 Tellers, (<http://www.bls.gov/soc/2010/soc433071.htm>)
 43-3090 Miscellaneous Financial Clerks, (<http://www.bls.gov/soc/2010/soc433090.htm>)
 43-3099 Financial Clerks, All Other, (<http://www.bls.gov/soc/2010/soc433099.htm>)
 43-4040 Credit Authorizers, Checkers, and Clerks, (<http://www.bls.gov/soc/2010/soc434040.htm>)
 43-4041 Credit Authorizers, Checkers, and Clerks, (<http://www.bls.gov/soc/2010/soc434041.htm>)
 43-4050 Customer Service Representatives, (<http://www.bls.gov/soc/2010/soc434050.htm>)
 43-4051 Customer Service Representatives, (<http://www.bls.gov/soc/2010/soc434051.htm>)
 43-4190 Miscellaneous Information and Record Clerks, (<http://www.bls.gov/soc/2010/soc434190.htm>)
 43-4199 Information and Record Clerks, All Other (<http://www.bls.gov/soc/2010/soc434199.htm>)

INFORMATION SYSTEMS MANAGEMENT:

43-9020 Data Entry and Information Processing Workers, (<http://www.bls.gov/soc/2010/soc439020.htm>)
 43-4199 Information and Record Clerks, All Other, (<http://www.bls.gov/soc/2010/soc434199.htm>)
 43-4190 Miscellaneous Information and Record Clerks, (<http://www.bls.gov/soc/2010/soc434190.htm>)
 43-4051 Customer Service Representatives, (<http://www.bls.gov/soc/2010/soc434051.htm>)
 15-1199 Computer Occupations, All Other, (<http://www.bls.gov/soc/2010/soc151199.htm>)
 15-1150 Computer Support Specialists, (<http://www.bls.gov/soc/2010/soc151150.htm>)
 11-9190 Miscellaneous Managers, (<http://www.bls.gov/soc/2010/soc119190.htm>)
 11-3010 Administrative Services Managers (<http://www.bls.gov/soc/2010/soc113010.htm>)

MANAGEMENT:

11-2022 Sales Managers, (<http://www.bls.gov/soc/2010/soc112022.htm>)
 11-3011 Administrative Services Managers, (<http://www.bls.gov/soc/2010/soc113011.htm>)
 (<http://www.bls.gov/soc/2010/soc119190.htm>)
 11-9199 Managers, All Other, (<http://www.bls.gov/soc/2010/soc119199.htm>)
 11-1011 Chief Executives (<http://www.onetonline.org/link/summary/11-1011.00>)
 /
 11-1021 General and Operations Managers (<http://www.onetonline.org/link/summary/11-1021.00>)
 /
 11-3051 Industrial Production Managers (<http://www.onetonline.org/link/summary/11-3051.00>)
 /
 11-3071 Transportation, Storage and Distribution Managers (<http://www.onetonline.org/find/quick?s=11-3071>)
 /
 11-9021 Construction Managers (<http://www.onetonline.org/link/summary/11-9021.00>)

- 11-9151 Social and Community Service Managers (<http://www.onetonline.org/link/summary/11-9151.00>)
- 13-1051 Cost Estimators (<http://www.onetonline.org/link/summary/13-1051.00>)
- 13-1111 Management Analysts (<http://www.onetonline.org/link/summary/13-1111.00>)
- 25-1011 Business Teachers, Postsecondary (<http://www.onetonline.org/link/summary/25-1011.00>)

MARKETING:

- 13-1199 Business Operations Specialists, All Other, (<http://www.bls.gov/soc/2010/soc131199.htm>)
- 27-1026 Merchandise Displayers and Window Trimmers, (<http://www.bls.gov/soc/2010/soc271026.htm>)
- 27-3030 Public Relations Specialists, (<http://www.bls.gov/soc/2010/soc273030.htm>)
- 27-3031 Public Relations Specialists, (<http://www.bls.gov/soc/2010/soc273031.htm>)
- 41-1010 First-Line Supervisors of Sales Workers, (<http://www.bls.gov/soc/2010/soc411010.htm>)
- 41-1011 First-Line Supervisors of Retail Sales Workers, (<http://www.bls.gov/soc/2010/soc411011.htm>)
- 41-1012 First-Line Supervisors of Non-Retail Sales Workers, (<http://www.bls.gov/soc/2010/soc411012.htm>)
- 41-2022 Parts Salespersons, (<http://www.bls.gov/soc/2010/soc412022.htm>)
- 41-2030 Retail Salespersons, (<http://www.bls.gov/soc/2010/soc412030.htm>)
- 41-2031 Retail Salespersons, (<http://www.bls.gov/soc/2010/soc412031.htm>)
- 41-3010 Advertising Sales Agents, (<http://www.bls.gov/soc/2010/soc413010.htm>)
- 41-3011 Advertising Sales Agents, (<http://www.bls.gov/soc/2010/soc413011.htm>)
- 41-3020 Insurance Sales Agents, (<http://www.bls.gov/soc/2010/soc413020.htm>)
- 41-3021 Insurance Sales Agents, (<http://www.bls.gov/soc/2010/soc413021.htm>)
- 41-3040 Travel Agents, (<http://www.bls.gov/soc/2010/soc413040.htm>)
- 41-3041 Travel Agents, (<http://www.bls.gov/soc/2010/soc413041.htm>)
- 41-3090 Miscellaneous Sales Representatives, Services, (<http://www.bls.gov/soc/2010/soc413090.htm>)
- 41-3099 Sales Representatives, Services, All Other, (<http://www.bls.gov/soc/2010/soc413099.htm>)
- 41-9010 Models, Demonstrators, and Product Promoters, (<http://www.bls.gov/soc/2010/soc419010.htm>)
- 41-9011 Demonstrators and Product Promoters, (<http://www.bls.gov/soc/2010/soc419011.htm>)
- 41-9020 Real Estate Brokers and Sales Agents, (<http://www.bls.gov/soc/2010/soc419020.htm>)
- 41-9022 Real Estate Sales Agents, (<http://www.bls.gov/soc/2010/soc419022.htm>)
- 41-9040 Telemarketers, (<http://www.bls.gov/soc/2010/soc419040.htm>)
- 41-9041 Telemarketers, (<http://www.bls.gov/soc/2010/soc419041.htm>)
- 41-9090 Miscellaneous Sales and Related Workers, (<http://www.bls.gov/soc/2010/soc419090.htm>)
- 41-9099 Sales and Related Workers, All Other, (<http://www.bls.gov/soc/2010/soc419099.htm>)
- 43-3060 Procurement Clerks, (<http://www.bls.gov/soc/2010/soc433060.htm>)
- 43-3061 Procurement Clerks, (<http://www.bls.gov/soc/2010/soc433061.htm>)
- 43-4050 Customer Service Representatives, (<http://www.bls.gov/soc/2010/soc434050.htm>)
- 43-4051 Customer Service Representatives, (<http://www.bls.gov/soc/2010/soc434051.htm>)
- 13-1190 Miscellaneous Business Operations Specialists, (<http://www.bls.gov/soc/2010/soc131190.htm>)
- 13-1120 Meeting, Convention, and Event Planners, (<http://www.bls.gov/soc/2010/soc131120.htm>)
- 13-1121 Meeting, Convention, and Event Planners (<http://www.bls.gov/soc/2010/soc131121.htm>)

Cost

Q: How much will this program cost me to complete?
A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$45,900
Books and supplies:	\$3,070
On-campus room & board:	Not required

Q: What's included?
A: The cost is based on completion of the program within two years for an Associate's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost ([click here for terms and conditions](#))

Financing

Q: What are my financing options to pay for the program?
A: In addition to any grant and scholarship aid for which they are eligible, 88% of graduates used loans to finance their education. For the 2010-2011 award year, the median debt for program graduates was:

Federal loans:	\$15,062.50
Private educational loans:	\$0
Institution Financing Plan:	\$0

cess

Q: How long will it take me to complete this program?

(http://berkeleycollege.edu/files_bc/Copyrig). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Center in Newark, NJ (which has an additional estimated cost of \$15,300 for six quarters) or housing at the White Plains location (which has an additional estimated cost of \$17,700 for six quarters).

Success

A:
This 90-credit program is designed to be completed in six academic quarters over two calendar years.

For the 2010-2011 award year, 52% of graduates from this program finished within this time.

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

The following are A.A.S., Business Administration - Accounting program statistics for New York in 2010-2011.

Click on the links for more information on jobs related to this program:

ACCOUNTING:

- 13-2071 Credit Counselors, (<http://www.bls.gov/soc/2010/soc132071.htm>)
- 13-2082 Tax Preparers, (<http://www.bls.gov/soc/2010/soc132082.htm>)
- 43-3010 Bill and Account Collectors, (<http://www.bls.gov/soc/2010/soc433010.htm>)
- 43-3011 Bill and Account Collectors, (<http://www.bls.gov/soc/2010/soc433011.htm>)
- 43-3020 Billing and Posting Clerks, (<http://www.bls.gov/soc/2010/soc433020.htm>)
- 43-3021 Billing and Posting Clerks, (<http://www.bls.gov/soc/2010/soc433021.htm>)
- 43-3050 Payroll and Timekeeping Clerks, (<http://www.bls.gov/soc/2010/soc433050.htm>)
- 43-3051 Payroll and Timekeeping Clerks, (<http://www.bls.gov/soc/2010/soc433051.htm>)
- 43-3070 Tellers, (<http://www.bls.gov/soc/2010/soc433070.htm>)
- 43-3071 Tellers, (<http://www.bls.gov/soc/2010/soc433071.htm>)
- 43-3090 Miscellaneous Financial Clerks, (<http://www.bls.gov/soc/2010/soc433090.htm>)
- 43-3099 Financial Clerks, All Other, (<http://www.bls.gov/soc/2010/soc433099.htm>)
- 43-4040 Credit Authorizers, Checkers, and Clerks, (<http://www.bls.gov/soc/2010/soc434040.htm>)
- 43-4041 Credit Authorizers, Checkers, and Clerks, (<http://www.bls.gov/soc/2010/soc434041.htm>)
- 43-4050 Customer Service Representatives, (<http://www.bls.gov/soc/2010/soc434050.htm>)
- 43-4051 Customer Service Representatives, (<http://www.bls.gov/soc/2010/soc434051.htm>)
- 43-4190 Miscellaneous Information and Record Clerks, (<http://www.bls.gov/soc/2010/soc434190.htm>)
- 43-4199 Information and Record Clerks, All Other (<http://www.bls.gov/soc/2010/soc434199.htm>)

Cost

Q: How much will this program cost me to complete?

A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$45,900
Books and supplies:	\$3,070
On-campus room & board:	Not required

Q: What's included?

Financing

Q: What are my financing options to pay for the program?

A:
In addition to any grant and scholarship aid for which they are eligible, students may borrow funds through federal, private, and institutional loans to finance their education.

In accordance with applicable regulations, the College does not disclose median debt information for programs completed by fewer than 10 students during the award year.

A:
 The cost is based on completion of the program within two years for an Associate's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for **terms and conditions** (http://berkeleycollege.edu/files_bc/Copyright)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Center in Newark, NJ (which has an additional estimated cost of \$15,300 for six quarters) or housing at the White Plains location (which has an additional estimated cost of \$17,700 for six quarters).

Success

Q: How long will it take me to complete this program?

A:
 This 90-credit program is designed to be completed in six academic quarters over two calendar years.

In accordance with applicable regulations, the College does not disclose on-time completion rates for programs completed by fewer than 10 students during the award year.

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



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

Course Requirements

MAJOR COURSES

	Qtr. hrs. credit
ACC111 Financial Accounting I	4
ACC112 Financial Accounting II	4
ACC113 Managerial Accounting	4
ACC201 Intermediate Accounting I	4
ACC202 Intermediate Accounting II	4
ACC240 Cost Accounting	4
ACC255 Computer Applications in Accounting	2

BUSINESS COURSES

BUS100 Business Organization and Management	4
BUS225 Career Management Seminar	2
BUS292 Internship	4
MGT220 Principles of Management	4
MKT220 Principles of Marketing	4
CIS115 Computer Applications	4

LIBERAL ARTS COURSES

ENG105 Expository Writing	4
ENG106 Writing Through Literature	4
ENG115 Public Speaking	4
SOC225 Psychology	4
Macroeconomics/Microeconomics Elective	4
General Education Core Humanities Elective	4
General Education Core Mathematics/Science Elective	4
General Education Core Social Science Elective	4
FREE ELECTIVES	10

90 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

[Program Statistics \(/catalog_2012/catalog_2012_754.htm\)](/catalog_2012/catalog_2012_754.htm)



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B.B.A., Accounting

- [B.B.A., Accounting Course Requirements \(/catalog_2012/catalog_2012_969.htm\)](/catalog_2012/catalog_2012_969.htm)

The following are B.B.A., Accounting program statistics for New York in 2010-2011.

Click on the links for more information on jobs related to this program:

ACCOUNTING:

- 13-2010 Accountants and Auditors, (<http://www.bls.gov/soc/2010/soc132010.htm>)
- 13-2011 Accountants and Auditors, (<http://www.bls.gov/soc/2010/soc132011.htm>)
- 13-2040 Credit Analysts, (<http://www.bls.gov/soc/2010/soc132040.htm>)
- 13-2041 Credit Analysts, (<http://www.bls.gov/soc/2010/soc132041.htm>)
- 13-2070 Credit Counselors and Loan Officers, (<http://www.bls.gov/soc/2010/soc132070.htm>)
- 13-2071 Credit Counselors, (<http://www.bls.gov/soc/2010/soc132071.htm>)
- 13-2072 Loan Officers, (<http://www.bls.gov/soc/2010/soc132072.htm>)
- 13-2080 Tax Examiners, Collectors and Preparers, and Revenue Agents, (<http://www.bls.gov/soc/2010/soc132080.htm>)
- 13-2081 Tax Examiners and Collectors, and Revenue Agents, (<http://www.bls.gov/soc/2010/soc132081.htm>)
- 13-2090 Miscellaneous Financial Specialists, (<http://www.bls.gov/soc/2010/soc132090.htm>)
- 13-2099 Financial Specialists, All Other, (<http://www.bls.gov/soc/2010/soc132099.htm>)
- 43-3030 Bookkeeping, Accounting, and Auditing Clerks, (<http://www.bls.gov/soc/2010/soc433030.htm>)
- 43-3031 Bookkeeping, Accounting, and Auditing Clerks, (<http://www.bls.gov/soc/2010/soc433031.htm>)
- 43-3050 Payroll and Timekeeping Clerks, (<http://www.bls.gov/soc/2010/soc433050.htm>)
- 43-3051 Payroll and Timekeeping Clerks, (<http://www.bls.gov/soc/2010/soc433051.htm>)
- 43-3070 Tellers, (<http://www.bls.gov/soc/2010/soc433070.htm>)
- 43-3071 Tellers (<http://www.bls.gov/soc/2010/soc433071.htm>)

Cost

Q: How much will this program cost me to complete?

A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$95,400
Books and supplies:	\$6,140
On-campus room & board:	Not required

Q: What's included?

A: The cost is based on completion of the program within four years for a Bachelor's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions \(http://berkeleycollege.edu/files_bc/Copyright\)](http://berkeleycollege.edu/files_bc/Copyright)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies.

Financing

Q: What are my financing options to pay for the program?

A: In addition to any grant and scholarship aid for which they are eligible, 98% of graduates used loans to finance their education. For the 2010-2011 award year, the median debt for program graduates:

Federal loans:	\$26,572.65
Private educational loans:	\$0
Institution Financing Plan:	\$0

Success

Q: How long will it take me to complete this program?

A: This 180-credit program is designed to be completed in 12 academic quarters over four calendar years.

Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Centre in Newark, NJ (which has an additional estimated cost of \$31,800 for 12 quarters) or housing at the White Plains location (which has an additional estimated cost of \$36,600 for 12 quarters).

For the 2010-2011 award year, 83% of graduates from this program finished within this time.

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



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

Course Requirements

MAJOR COURSES

	Qtr. hrs. credit
ACC111 Financial Accounting I	4
ACC112 Financial Accounting II	4
ACC113 Managerial Accounting	4
ACC201 Intermediate Accounting I	4
ACC202 Intermediate Accounting II	4
ACC203 Intermediate Accounting III	4
ACC240 Cost Accounting	4
ACC255 Computer Applications in Accounting	2
ACC310 Advanced Accounting	4
ACC330 Government and Nonprofit Accounting	4
ACC351 Federal Taxation I	4
ACC352 Federal Taxation II	4
ACC410 Auditing	4
ACC425 Advanced Analysis of Financial Statements	3

BUSINESS COURSES

BUS100 Business Organization and Management	4
BUS225 Career Management Seminar	2
BUS231 Business Law I	4
BUS265 Business Communication	4
BUS331 Business Law II	4
BUS482 Internship	4
FIN301 Principles of Finance I	4
FIN415 Principles of Finance II	3
MGT220 Principles of Management	4
MKT220 Principles of Marketing	4
CIS115 Computer Applications	4
<hr/>	
LIBERAL ARTS COURSES*	
ENG105 Expository Writing	4
ENG106 Writing Through Literature	4
ENG115 Public Speaking	4
HUM225 Ethics	4
MAT210 Finite Mathematics	4
MAT215 Statistics I	4
SOC201 Macroeconomics	4
SOC202 Microeconomics	4
SOC225 Psychology	4
SOC401 International Economics	4
Humanities Electives	4
Mathematics/Science Electives	8

Social Science Electives	4
General Education Core Humanities Elective	4
General Education Core Mathematics/Science Elective	4
General Education Core Social Science Elective	4
FREE ELECTIVES	18

180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

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

[Program Statistics \(/catalog_2012/catalog_2012_755.htm\)](/catalog_2012/catalog_2012_755.htm)



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B.S., Accounting

- [B.S., Accounting Course Requirements \(/catalog_2012/catalog_2012_971.htm\)](/catalog_2012/catalog_2012_971.htm)

The following are B.S., Accounting program statistics for New Jersey in 2010-2011.

Click on the links for more information on jobs related to this program:

ACCOUNTING:

- 13-2010 Accountants and Auditors, (<http://www.bls.gov/soc/2010/soc132010.htm>)
- 13-2011 Accountants and Auditors, (<http://www.bls.gov/soc/2010/soc132011.htm>)
- 13-2040 Credit Analysts, (<http://www.bls.gov/soc/2010/soc132040.htm>)
- 13-2041 Credit Analysts, (<http://www.bls.gov/soc/2010/soc132041.htm>)
- 13-2070 Credit Counselors and Loan Officers, (<http://www.bls.gov/soc/2010/soc132070.htm>)
- 13-2071 Credit Counselors, (<http://www.bls.gov/soc/2010/soc132071.htm>)
- 13-2072 Loan Officers, (<http://www.bls.gov/soc/2010/soc132072.htm>)
- 13-2080 Tax Examiners, Collectors and Preparers, and Revenue Agents, (<http://www.bls.gov/soc/2010/soc132080.htm>)
- 13-2081 Tax Examiners and Collectors, and Revenue Agents, (<http://www.bls.gov/soc/2010/soc132081.htm>)
- 13-2090 Miscellaneous Financial Specialists, (<http://www.bls.gov/soc/2010/soc132090.htm>)
- 13-2099 Financial Specialists, All Other, (<http://www.bls.gov/soc/2010/soc132099.htm>)
- 43-3030 Bookkeeping, Accounting, and Auditing Clerks, (<http://www.bls.gov/soc/2010/soc433030.htm>)
- 43-3031 Bookkeeping, Accounting, and Auditing Clerks, (<http://www.bls.gov/soc/2010/soc433031.htm>)
- 43-3050 Payroll and Timekeeping Clerks, (<http://www.bls.gov/soc/2010/soc433050.htm>)
- 43-3051 Payroll and Timekeeping Clerks, (<http://www.bls.gov/soc/2010/soc433051.htm>)
- 43-3070 Tellers, (<http://www.bls.gov/soc/2010/soc433070.htm>)
- 43-3071 Tellers (<http://www.bls.gov/soc/2010/soc433071.htm>)

Cost

Q: How much will this program cost me to complete?

A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$95,400
Books and supplies:	\$6,140
On-campus room & board:	Not required

Q: What's included?

A: The cost is based on completion of the program within four years for a Bachelor's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions \(http://berkeleycollege.edu/files_bc/Copyright\)](http://berkeleycollege.edu/files_bc/Copyright)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies.

Financing

Q: What are my financing options to pay for the program?

A: In addition to any grant and scholarship aid for which they are eligible, 89% of graduates used loans to finance their education. For the 2010-2011 award year, the median debt for program graduates:

Federal loans:	\$22,557.00
Private educational loans:	\$0
Institution Financing Plan:	\$0

Success

Q: How long will it take me to complete this program?

A: This 180-credit program is designed to be completed in 12 academic quarters over four calendar years.

Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Centre in Newark, NJ (which has an additional estimated cost of \$31,800 for 12 quarters) or housing at the White Plains location (which has an additional estimated cost of \$36,600 for 12 quarters).

For the 2010-2011 award year, 87% of graduates from this program finished within this time.

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



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Accounting Bachelor of Science Degree (B.S.)

Course Requirements

MAJOR COURSES

	Qtr. hrs. credit
ACC111 Financial Accounting I	4
ACC112 Financial Accounting II	4
ACC113 Managerial Accounting	4
ACC201 Intermediate Accounting I	4
ACC202 Intermediate Accounting II	4
ACC203 Intermediate Accounting III	4
ACC240 Cost Accounting	4
ACC255 Computer Applications in Accounting	2
ACC310 Advanced Accounting	4
ACC330 Government and Nonprofit Accounting	4
ACC351 Federal Taxation I	4
ACC352 Federal Taxation II	4
ACC410 Auditing	4
ACC425 Advanced Analysis of Financial Statements	3

BUSINESS COURSES

BUS100 Business Organization and Management	4
---	---

BUS225 Career Management Seminar	2
BUS231 Business Law I	4
BUS265 Business Communication	4
BUS482 Internship	4
FIN301 Principles of Finance I	4
FIN415 Principles of Finance II	3
MGT220 Principles of Management	4
MKT220 Principles of Marketing	4
CIS115 Computer Applications	4
<hr/>	
LIBERAL ARTS COURSES*	
ENG105 Expository Writing	4
ENG106 Writing Through Literature	4
ENG115 Public Speaking	4
MAT210 Finite Mathematics	4
MAT215 Statistics I	4
SOC201 Macroeconomics	4
SOC202 Microeconomics	4
SOC225 Psychology	4
Humanities Electives	12
Mathematics/Science Electives	12
Social Science Electives	12
Liberal Arts Electives	10
General Education Core Humanities Elective	4

General Education Core Mathematics/Science Elective	4
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General Education Core Social Science Elective	4
--	---

180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

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

[Program Statistics \(/catalog_2012/catalog_2012_756.htm\)](/catalog_2012/catalog_2012_756.htm)



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Business Administration

Acquire strategies for success in the business world.

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

Benefit from:

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

Degree Program

- **[B.S., Business Administration \(/catalog_2012/catalog_2012_757.htm\)](/catalog_2012/catalog_2012_757.htm)**



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B.S., Business Administration

- **B.S., Business Administration Course Requirements**
(/catalog_2012/catalog_2012_973.htm)

The following are B.S., Business Administration program statistics for New Jersey in 2010-2011.

Click on the links for more information on jobs related to this program:

BUSINESS ADMINISTRATION:

[11-3010 Administrative Services Managers](http://www.bls.gov/soc/2010/soc113010.htm), (<http://www.bls.gov/soc/2010/soc113010.htm>)
[11-3011 Administrative Services Managers](http://www.bls.gov/soc/2010/soc113011.htm), (<http://www.bls.gov/soc/2010/soc113011.htm>)
[11-9190 Miscellaneous Managers](http://www.bls.gov/soc/2010/soc119190.htm), (<http://www.bls.gov/soc/2010/soc119190.htm>)
[11-9199 Managers, All Other](http://www.bls.gov/soc/2010/soc119199.htm), (<http://www.bls.gov/soc/2010/soc119199.htm>)
[13-1070 Human Resources Workers](http://www.bls.gov/soc/2010/soc131070.htm), (<http://www.bls.gov/soc/2010/soc131070.htm>)
[13-2052 Personal Financial Advisors](http://www.bls.gov/soc/2010/soc132052.htm), (<http://www.bls.gov/soc/2010/soc132052.htm>)
[41-1010 First-Line Supervisors of Sales Workers](http://www.bls.gov/soc/2010/soc411010.htm), (<http://www.bls.gov/soc/2010/soc411010.htm>)
[41-1011 First-Line Supervisors of Retail Sales Workers](http://www.bls.gov/soc/2010/soc411011.htm), (<http://www.bls.gov/soc/2010/soc411011.htm>)
[41-1012 First-Line Supervisors of Non-Retail Sales Workers](http://www.bls.gov/soc/2010/soc411012.htm), (<http://www.bls.gov/soc/2010/soc411012.htm>)
[41-2030 Retail Salespersons](http://www.bls.gov/soc/2010/soc412030.htm), (<http://www.bls.gov/soc/2010/soc412030.htm>)
[41-2031 Retail Salespersons](http://www.bls.gov/soc/2010/soc412031.htm), (<http://www.bls.gov/soc/2010/soc412031.htm>)
[41-3090 Miscellaneous Sales Representatives, Services](http://www.bls.gov/soc/2010/soc413090.htm), (<http://www.bls.gov/soc/2010/soc413090.htm>)
[41-3099 Sales Representatives, Services, All Other](http://www.bls.gov/soc/2010/soc413099.htm), (<http://www.bls.gov/soc/2010/soc413099.htm>)
[41-9090 Miscellaneous Sales and Related Workers](http://www.bls.gov/soc/2010/soc419090.htm), (<http://www.bls.gov/soc/2010/soc419090.htm>)
[41-9099 Sales and Related Workers, All Other](http://www.bls.gov/soc/2010/soc419099.htm), (<http://www.bls.gov/soc/2010/soc419099.htm>)
[43-1010 First-Line Supervisors of Office and Administrative Support Workers](http://www.bls.gov/soc/2010/soc431010.htm), (<http://www.bls.gov/soc/2010/soc431010.htm>)
[43-1011 First-Line Supervisors of Office and Administrative Support Workers](http://www.bls.gov/soc/2010/soc431011.htm), (<http://www.bls.gov/soc/2010/soc431011.htm>)
[43-3070 Tellers](http://www.bls.gov/soc/2010/soc433070.htm), (<http://www.bls.gov/soc/2010/soc433070.htm>)
[43-3071 Tellers](http://www.bls.gov/soc/2010/soc433071.htm), (<http://www.bls.gov/soc/2010/soc433071.htm>)
[43-3090 Miscellaneous Financial Clerks](http://www.bls.gov/soc/2010/soc433090.htm), (<http://www.bls.gov/soc/2010/soc433090.htm>)
[43-4050 Customer Service Representatives](http://www.bls.gov/soc/2010/soc434050.htm), (<http://www.bls.gov/soc/2010/soc434050.htm>)
[43-4051 Customer Service Representatives](http://www.bls.gov/soc/2010/soc434051.htm), (<http://www.bls.gov/soc/2010/soc434051.htm>)
[43-4140 New Accounts Clerks](http://www.bls.gov/soc/2010/soc434140.htm), (<http://www.bls.gov/soc/2010/soc434140.htm>)
[43-4141 New Accounts Clerks](http://www.bls.gov/soc/2010/soc434141.htm), (<http://www.bls.gov/soc/2010/soc434141.htm>)
[43-4190 Miscellaneous Information and Record Clerks](http://www.bls.gov/soc/2010/soc434190.htm), (<http://www.bls.gov/soc/2010/soc434190.htm>)
[43-4199 Information and Record Clerks, All Other](http://www.bls.gov/soc/2010/soc434199.htm), (<http://www.bls.gov/soc/2010/soc434199.htm>)
[43-9020 Data Entry and Information Processing Workers](http://www.bls.gov/soc/2010/soc439020.htm), (<http://www.bls.gov/soc/2010/soc439020.htm>)
[43-9060 Office Clerks, General](http://www.bls.gov/soc/2010/soc439060.htm), (<http://www.bls.gov/soc/2010/soc439060.htm>)
[43-9061 Office Clerks, General](http://www.bls.gov/soc/2010/soc439061.htm), (<http://www.bls.gov/soc/2010/soc439061.htm>)
[43-9190 Miscellaneous Office and Administrative Support Workers](http://www.bls.gov/soc/2010/soc439190.htm), (<http://www.bls.gov/soc/2010/soc439190.htm>)
[43-9199 Office and Administrative Support Workers, All Other](http://www.bls.gov/soc/2010/soc439199.htm) (<http://www.bls.gov/soc/2010/soc439199.htm>)

Cost

Q: How much will this program cost me to complete?

A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees: \$95,400

Financing

Q: What are my financing options to pay for the program?

A: In addition to any grant and scholarship aid for which they are eligible, 84% of graduates used loans to finance their education. For the 2010-2011 award year, the median debt for program graduates was \$10,000.

Books and supplies:	\$6,140
On-campus room & board:	Not required

Q: What's included?

A:
 The cost is based on completion of the program within four years for a Bachelor's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions \(http://berkeleycollege.edu/files_bc/Copyright](http://berkeleycollege.edu/files_bc/Copyright%20and%20Conditions.pdf))). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Centre in Newark, NJ (which has an additional estimated cost of \$31,800 for 12 quarters) or housing at the White Plains location (which has an additional estimated cost of \$36,600 for 12 quarters).

graduates:	
Federal loans:	\$23,365.97
Private educational loans:	\$0
Institution Financing Plan:	\$0

Success

Q: How long will it take me to complete this program?

A:
 This 180-credit program is designed to be completed in 12 academic quarters over four calendar years.

 For the 2010-2011 award year, 60% of graduates from this program finished within this time.



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

Course Requirements

MAJOR COURSES

	Qtr. hrs. credit
ACC110 Fundamentals of Accounting for Managers	4
ACC113 Managerial Accounting	4
BUS100 Business Organization and Management	4
BUS225 Career Management Seminar	2
BUS231 Business Law I	4
BUS250 Computer Applications in Business	2
BUS265 Business Communication	4
BUS451 Business Strategy and Policy	4
BUS482 Internship	4
FIN301 Principles of Finance I	4
IBS201 International Business	4
MGT220 Principles of Management	4
MKT220 Principles of Marketing	4
CIS115 Computer Applications	4
Business Electives	36

LIBERAL ARTS COURSES*

ENG105 Expository Writing	4
ENG106 Writing Through Literature	4
ENG115 Public Speaking	4

MAT210 Finite Mathematics	4
MAT215 Statistics I	4
SOC201 Macroeconomics	4
SOC202 Microeconomics	4
SOC225 Psychology	4
Humanities Electives	12
Mathematics/Science Electives	12
Social Science Electives	12
Liberal Arts Electives	12
General Education Core Humanities Elective	4
General Education Core Mathematics/Science Elective	4
General Education Core Social Science Elective	4

180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

[Program Statistics \(/catalog_2012/catalog_2012_757.htm\)](/catalog_2012/catalog_2012_757.htm)



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Fashion Marketing and Management

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

Berkeley College's degree programs in Fashion Marketing and Management integrate the creative and business aspects of the fashion industry that employers demand. Incorporating marketing strategies and management skills, the Fashion Marketing and Management programs encompass an all-around understanding of the fashion industry. From historical trends to the latest technology, students are prepared to enter the industry in a number of roles.

Benefit from:

- Understanding the fashion industry cycle from product development to consumer
- Opportunities to explore consumer and buyer trends, analyze the market base, evaluate production needs, and learn how each affects the retail and wholesale sides of the fashion industry
- Hands-on experience with merchandising software and related programs utilized in the industry
- Applying principles of business administration and marketing techniques
- Creating a quality marketing strategy
- Valuable, real-world experience through program-related, faculty-monitored internships or job-related assignments
- A seamless transition between Associate's and Bachelor's degrees

Degree Programs

- **A.A.S., Fashion Marketing and Management**
(/catalog_2012/catalog_2012_760.htm)
- **B.B.A., Fashion Marketing and Management**
(/catalog_2012/catalog_2012_759.htm)
- **B.S., Fashion Marketing and Management**
(/catalog_2012/catalog_2012_758.htm)



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A.A.S., Fashion Marketing and Management

- [A.A.S., Fashion Marketing and Management Course Requirements \(/catalog_2012/catalog_2012_975.htm\)](/catalog_2012/catalog_2012_975.htm)

The following are A.A.S., Fashion Marketing and Management program statistics for New Jersey in 2010-2011.

Click on the links for more information on jobs related to this program:

FASHION MARKETING and MANAGEMENT:
41-4012 Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products, (<http://www.bls.gov/soc/2010/soc414012.htm>)
13-1022 Wholesale and Retail Buyers, Except Farm Products (<http://www.onetonline.org/link/summary/13-1022.00>)

Cost

Q: How much will this program cost me to complete?
A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$45,900
Books and supplies:	\$3,070
On-campus room & board:	Not required

Q: What's included?
A: The cost is based on completion of the program within two years for an Associate's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions \(http://berkeleycollege.edu/files_bc/Copyright\)](http://berkeleycollege.edu/files_bc/Copyright)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Center in Newark, NJ (which has an additional estimated cost of \$15,300 for six quarters) or housing at the White Plains location (which has an additional estimated cost of \$17,700 for six quarters).

Financing

Q: What are my financing options to pay for the program?
A: In addition to any grant and scholarship aid for which they are eligible, 79% of graduates used loans to finance their education. For the 2010-2011 award year, the median debt for program graduates was:

Federal loans:	\$14,276.00
Private educational loans:	\$0
Institution Financing Plan:	\$0

Success

Q: How long will it take me to complete this program?
A: This 90-credit program is designed to be completed in six academic quarters over two calendar years.
 For the 2010-2011 award year, 46% of graduates from this program finished within this time.

The following are A.A.S., Fashion Marketing and Management

program statistics for New York in 2010-2011.

Click on the links for more information on jobs related to this program:

FASHION MARKETING and MANAGEMENT:

41-4012 Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products,
 (<http://www.bls.gov/soc/2010/soc414012.htm>)

13-1022 Wholesale and Retail Buyers, Except Farm Products
 (<http://www.onetonline.org/link/summary/13-1022.00>)

Cost

Q: How much will this program cost me to complete?

A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$45,900
Books and supplies:	\$3,070
On-campus room & board:	Not required

Q: What's included?

A:
 The cost is based on completion of the program within two years for an Associate's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions](http://berkeleycollege.edu/files_bc/Copyright) (http://berkeleycollege.edu/files_bc/Copyright)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Center in Newark, NJ (which has an additional estimated cost of \$15,300 for six quarters) or housing at the White Plains location (which has an additional estimated cost of \$17,700 for six quarters).

Financing

Q: What are my financing options to pay for the program?

A:
 In addition to any grant and scholarship aid for which they are eligible, 97% of graduates used loans to finance their education. For the 2010-2011 award year, the median debt for program graduates was:

Federal loans:	\$16,579.74
Private educational loans:	\$0
Institution Financing Plan:	\$0

Success

Q: How long will it take me to complete this program?

A:
 This 90-credit program is designed to be completed in six academic quarters over two calendar years.
 For the 2010-2011 award year, 53% of graduates from this program finished within this time.



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

Course Requirements

MAJOR COURSES

	Qtr. hrs. credit
FAS101 Introduction to the Fashion Business	4
FAS230 Fashion Textiles for Apparel and Home	4
FAS240 Visual Merchandising	4
FAS245 Merchandise Planning and Buying	4
FAS250 Computer Applications in the Fashion Industry	2
FAS255 Product Lifecycle Planning	4
FAS260 Fashion Forecasting	4
MGT220 Principles of Management	4
MKT220 Principles of Marketing	4
MKT245 Professional Selling and Sales Management	4

BUSINESS COURSES

BUS100 Business Organization and Management	4
BUS225 Career Management Seminar	2
BUS231 Business Law I	4
BUS292 Internship	4

CIS115 Computer Applications	4
------------------------------	---

LIBERAL ARTS COURSES

ENG105 Expository Writing	4
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ENG106 Writing Through Literature	4
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ENG115 Public Speaking	4
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SOC225 Psychology	4
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Macroeconomics/Microeconomics Elective	4
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General Education Core Humanities Elective	4
--	---

General Education Core Mathematics/Science Elective	4
---	---

General Education Core Social Science Elective	4
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FREE ELECTIVES	2
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90 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

[Program Statistics \(/catalog_2012/catalog_2012_760.htm\)](/catalog_2012/catalog_2012_760.htm)



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B.B.A., Fashion Marketing and Management

- [B.B.A., Fashion Marketing and Management Course Requirements \(/catalog_2012/catalog_2012_979.htm\)](/catalog_2012/catalog_2012_979.htm)

The following are B.B.A., Fashion Marketing and Management program statistics for New York in 2010-2011.

Click on the links for more information on jobs related to this program:

FASHION MARKETING and MANAGEMENT:
 (<http://www.bls.gov/soc/2010/soc410000.htm>)
41-4012 Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products,
 (<http://www.bls.gov/soc/2010/soc414012.htm>)
13-1022 Wholesale and Retail Buyers, Except Farm Products
 (<http://www.onetonline.org/link/summary/13-1022.00>)

Cost

Q: How much will this program cost me to complete?
A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$95,400
Books and supplies:	\$6,140
On-campus room & board:	Not required

Q: What's included?
A: The cost is based on completion of the program within four years for a Bachelor's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions](#) (http://berkeleycollege.edu/files_bc/Copyright)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Centre in Newark, NJ (which has an additional estimated cost of \$31,800 for 12 quarters) or housing at the White Plains location (which has an additional estimated cost of \$36,600 for 12 quarters).

Financing

Q: What are my financing options to pay for the program?
A: In addition to any grant and scholarship aid for which they are eligible, 94% of graduates used loans to finance their education. For the 2010-2011 award year, the median debt for program graduates:

Federal loans:	\$24,656.74
Private educational loans:	\$0
Institution Financing Plan:	\$0

Success

Q: How long will it take me to complete this program?
A: This 180-credit program is designed to be completed in 12 academic quarters over four calendar years.

For the 2010-2011 award year, 89% of graduates from this program finished within this time.



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

Course Requirements

MAJOR COURSES	Qtr. hrs. credit
FAS101 Introduction to the Fashion Business	4
FAS230 Fashion Textiles for Apparel and Home	4
FAS240 Visual Merchandising	4
FAS245 Merchandise Planning and Buying	4
FAS250 Computer Applications in the Fashion Industry	2
FAS255 Product Lifecycle Planning	4
FAS260 Fashion Forecasting	4
FAS312 Marketing Accessories, Home, and Cosmetics	4
FAS335 Retail Management	4
FAS427 Operations Management in the Fashion Business	4
MGT220 Principles of Management	4
MKT220 Principles of Marketing	4
MKT241 Consumer Behavior	4
Fashion or Management or Marketing Upper Division Elective	4

BUSINESS COURSES

ACC110 Fundamentals of Accounting for Managers	4
ACC113 Managerial Accounting	4
BUS100 Business Organization and Management	4
BUS225 Career Management Seminar	2
BUS231 Business Law I	4
BUS482 Internship	4
FIN301 Principles of Finance I	4
IBS201 International Business	4
CIS115 Computer Applications	4
CIS201 Advanced Spreadsheets	2

LIBERAL ARTS COURSES*

ENG105 Expository Writing	4
ENG106 Writing Through Literature	4
ENG115 Public Speaking	4
MAT210 Finite Mathematics	4
MAT215 Statistics I	4
SOC201 Macroeconomics	4
SOC202 Microeconomics	4
SOC225 Psychology	4
Humanities Electives	8
Mathematics/Science Electives	8
Social Science Electives	8

General Education Core Humanities Elective	4
General Education Core Mathematics/Science Elective	4
General Education Core Social Science Elective	4
FREE ELECTIVES	22

180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

[Program Statistics \(/catalog_2012/catalog_2012_759.htm\)](/catalog_2012/catalog_2012_759.htm)



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B.S., Fashion Marketing and Management

- [B.S., Fashion Marketing and Management Course Requirements \(/catalog_2012/catalog_2012_982.htm\)](/catalog_2012/catalog_2012_982.htm)

The following are B.S., Fashion Marketing and Management program statistics for New Jersey in 2010-2011.

Click on the links for more information on jobs related to this program:

FASHION MARKETING and MANAGEMENT:
 (<http://www.bls.gov/soc/2010/soc410000.htm>)
41-4012 Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products,
 (<http://www.bls.gov/soc/2010/soc414012.htm>)
13-1022 Wholesale and Retail Buyers, Except Farm Products
 (<http://www.onetonline.org/link/summary/13-1022.00>)

Cost

Q: How much will this program cost me to complete?
A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$95,400
Books and supplies:	\$6,140
On-campus room & board:	Not required

Q: What's included?
A: The cost is based on completion of the program within four years for a Bachelor's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions](#) (http://berkeleycollege.edu/files_bc/Copyright)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Centre in Newark, NJ (which has an additional estimated cost of \$31,800 for 12 quarters) or housing at the White Plains location (which has an additional estimated cost of \$36,600 for 12 quarters).

Financing

Q: What are my financing options to pay for the program?
A: In addition to any grant and scholarship aid for which they are eligible, 87% of graduates used loans to finance their education. For the 2010-2011 award year, the median debt for program graduates:

Federal loans:	\$23,463.54
Private educational loans:	\$0
Institution Financing Plan:	\$0

Success

Q: How long will it take me to complete this program?
A: This 180-credit program is designed to be completed in 12 academic quarters over four calendar years.

For the 2010-2011 award year, 75% of graduates from this program finished within this time.



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

Course Requirements

MAJOR COURSES	Qtr. hrs. credit
FAS101 Introduction to the Fashion Business	4
FAS230 Fashion Textiles for Apparel and Home	4
FAS240 Visual Merchandising	4
FAS245 Merchandise Planning and Buying	4
FAS250 Computer Applications in the Fashion Industry	2
FAS255 Product Lifecycle Planning	4
FAS260 Fashion Forecasting	4
FAS312 Marketing Accessories, Home, and Cosmetics	4
FAS335 Retail Management	4
FAS427 Operations Management in the Fashion Business	4
MGT220 Principles of Management	4
MKT220 Principles of Marketing	4
MKT241 Consumer Behavior	4
Fashion/Management/Marketing Upper Division Elective	4

BUSINESS COURSES

ACC110 Fundamentals of Accounting for Managers	4
ACC113 Managerial Accounting	4
BUS100 Business Organization and Management	4
BUS225 Career Management Seminar	2
BUS231 Business Law I	4
BUS482 Internship	4
FIN301 Principles of Finance I	4
CIS115 Computer Applications	4
CIS201 Advanced Spreadsheets	2

LIBERAL ARTS COURSES*

ENG105 Expository Writing	4
ENG106 Writing Through Literature	4
ENG115 Public Speaking	4
MAT210 Finite Mathematics	4
MAT215 Statistics I	4
SOC201 Macroeconomics	4
SOC202 Microeconomics	4
SOC225 Psychology	4
Humanities Electives	12
Mathematics/Science Electives	12
Social Science Electives	12
Liberal Arts Electives	12
General Education Core Humanities Elective	4

General Education Core Mathematics/Science Elective	4
General Education Core Social Science Elective	4
FREE ELECTIVES	2

180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

[Program Statistics \(/catalog_2012/catalog_2012_758.htm\)](/catalog_2012/catalog_2012_758.htm)



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Financial Services

Help others invest in a better future.

Nowhere does information change faster than in today's financial world. Students are exposed to an overview of financial institutions, the products and services they offer, and their importance to the economy. From experienced professionals, they learn skills in assessing client needs and developing comprehensive financial plans.

Benefit from:

- A solid business and technology core curriculum with an emphasis on financial planning and exchange
- Baccalaureate programs that prepare students for the Certified Financial Planning Examination offered by the CFP Board of Standards, Inc.™
- Insights into investment and securities management
- Hands-on experience with software used by financial service professionals
- Valuable, real-world experience through program-related, faculty-monitored internships or job-related assignments
- A seamless transition between Associate's and Bachelor's degrees

Degree Programs

- [A.A.S., Financial Services \(/catalog_2012/catalog_2012_763.htm\)](/catalog_2012/catalog_2012_763.htm)
- [B.B.A., Financial Services \(/catalog_2012/catalog_2012_762.htm\)](/catalog_2012/catalog_2012_762.htm)
- [B.S., Financial Services \(/catalog_2012/catalog_2012_761.htm\)](/catalog_2012/catalog_2012_761.htm)



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A.A.S., Financial Services

- **A.A.S., Financial Services Course Requirements**
(/catalog_2012/catalog_2012_984.htm)

The following are A.A.S., Financial Services program statistics for New Jersey in 2010-2011.

Click on the links for more information on jobs related to this program:

FINANCIAL SERVICES:

13-2052 Personal Financial (<http://www.onetonline.org/link/summary/13-2052.00>)

13-2071 Credit Counselors (<http://www.onetonline.org/link/summary/13-2071.00>)

25-1011 Business Teachers, Postsecondary (<http://www.onetonline.org/link/summary/25-1011.00>)

41-3031 Sales Agents, Securities, Commodities and Financial Service
(<http://www.onetonline.org/link/summary/41-3031.01>)

Cost

Q: How much will this program cost me to complete?

A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$45,900
Books and supplies:	\$3,070
On-campus room & board:	Not required

Q: What's included?

A: The cost is based on completion of the program within two years for an Associate's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions](http://berkeleycollege.edu/files_bc/Copyright) (http://berkeleycollege.edu/files_bc/Copyright)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Center in Newark, NJ (which has an additional estimated cost of \$15,300 for six quarters) or housing at the White Plains location (which has an additional estimated cost of \$17,700 for six quarters).

Financing

Q: What are my financing options to pay for the program?

A: In addition to any grant and scholarship aid for which they are eligible, students may borrow funds through federal, private, and institutional loans to finance their education.

In accordance with applicable regulations, the College does not disclose median debt information for programs completed by fewer than 10 students during the award year.

Success

Q: How long will it take me to complete this program?

A: This 90-credit program is designed to be completed in six academic quarters over two calendar years.

In accordance with applicable regulations, the College does not disclose on-time completion rates for programs completed by fewer than 10 students during the award year.

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

The following are A.A.S., Financial Services program statistics for New York in 2010-2011.

Click on the links for more information on jobs related to this program:

FINANCIAL SERVICES:

13-2052 Personal Financial (<http://www.onetonline.org/link/summary/13-2052.00>)

13-2071 Credit Counselors (<http://www.onetonline.org/link/summary/13-2071.00>)

25-1011 Business Teachers, Postsecondary (<http://www.onetonline.org/link/summary/25-1011.00>)

41-3031 Sales Agents, Securities, Commodities and Financial Service (<http://www.onetonline.org/link/summary/41-3031.01>)

Cost

Q: How much will this program cost me to complete?
A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$45,900
Books and supplies:	\$3,070
On-campus room & board:	Not required

Q: What's included?
A: The cost is based on completion of the program within two years for an Associate's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions](http://berkeleycollege.edu/files_bc/Copyright) (http://berkeleycollege.edu/files_bc/Copyright)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Center in Newark, NJ (which has an additional estimated cost of \$15,300 for six quarters) or housing at the White Plains location (which has an additional estimated cost of \$17,700 for six quarters).

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In accordance with applicable regulations, the College does not disclose median debt information for programs completed by fewer than 10 students during the award year.

Success

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



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

Course Requirements

MAJOR COURSES

	Qtr. hrs. credit
ACC110 Fundamentals of Accounting for Managers	4
ACC113 Managerial Accounting	4
FIN200 Introduction to Financial Services	4
FIN204 Financial Markets and Institutions	4
FIN250 Computer Applications in Financial Services	2

BUSINESS COURSES

BUS100 Business Organization and Management	4
BUS225 Career Management Seminar	2
BUS231 Business Law I	4
BUS265 Business Communication	4
BUS292 Internship	4
CIS115 Computer Applications	4
CIS204 Database Management Systems	2
MKT220 Principles of Marketing	4

LIBERAL ARTS COURSES

ENG105 Expository Writing	4
ENG106 Writing Through Literature	4
ENG115 Public Speaking	4
SOC225 Psychology	4
Macroeconomics/Microeconomics Elective	4
General Education Core Humanities Elective	4
General Education Core Mathematics/Science Elective	4
General Education Core Social Science Elective	4
FREE ELECTIVES	12

90 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

[Program Statistics \(/catalog_2012/catalog_2012_763.htm\)](/catalog_2012/catalog_2012_763.htm)



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B.B.A., Financial Services

- **B.B.A., Financial Services Course Requirements**
(/catalog_2012/catalog_2012_986.htm)

The following are B.B.A., Financial Services program statistics for New York in 2010-2011.

Click on the links for more information on jobs related to this program:

FINANCIAL SERVICES:

(<http://www.bls.gov/soc/2010/soc132041.htm>)

13-2052 Personal Financial Advisors, (<http://www.bls.gov/soc/2010/soc132052.htm>)

13-2071 Credit Counselors (<http://www.onetonline.org/link/summary/13-2071.00>)

25-1011 Business Teachers, Postsecondary (<http://www.onetonline.org/link/summary/25-1011.00>)

41-3031 Sales Agents, Financial Services, Securities and Commodities
(<http://www.onetonline.org/find/quick?s=41-3031>)

Cost

Q: How much will this program cost me to complete?
A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$95,400
Books and supplies:	\$6,140
On-campus room & board:	Not required

Q: What's included?
A: The cost is based on completion of the program within four years for a Bachelor's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions](http://berkeleycollege.edu/files_bc/Copyright) (http://berkeleycollege.edu/files_bc/Copyright)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Centre in Newark, NJ (which has an additional estimated cost of \$31,800 for 12 quarters) or housing at the White Plains location (which has an additional estimated cost of \$36,600 for 12 quarters).

Financing

Q: What are my financing options to pay for the program?
A: In addition to any grant and scholarship aid for which they are eligible, 93% of graduates used loans to finance their education. For the 2010-2011 award year, the median debt for program graduates:

Federal loans:	\$23,990.91
Private educational loans:	\$0.00
Institution Financing Plan:	\$0.00

Success

Q: How long will it take me to complete this program?
A: This 180-credit program is designed to be completed in 12 academic quarters over four calendar years.

For the 2010-2011 award year, 100% of graduates from this program finished within this time.

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



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

Course Requirements

MAJOR COURSES

	Qtr. hrs. credit
ACC110 Fundamentals of Accounting for Managers	4
ACC113 Managerial Accounting	4
FIN200 Introduction to Financial Services	4
FIN204 Financial Markets and Institutions	4
FIN250 Computer Applications in Financial Services	2
FIN301 Principles of Finance I	4
FIN305 Principles of Financial Planning	4
FIN310 Insurance Planning	4
FIN315 Investment Planning	4
FIN400 Tax Planning	4
FIN405 Retirement Planning	4
FIN410 Estate Planning	4
FIN415 Principles of Finance II	3
FIN420 Personal Financial Planning Capstone	4

BUSINESS COURSES

BUS100 Business Organization and Management	4
BUS225 Career Management Seminar	2
BUS231 Business Law I	4
BUS265 Business Communication	4
BUS482 Internship	4
MGT220 Principles of Management	4
MKT220 Principles of Marketing	4
CIS115 Computer Applications	4
CIS204 Database Management Systems	2
Business Electives	8

LIBERAL ARTS COURSES*

ENG105 Expository Writing	4
ENG106 Writing Through Literature	4
ENG115 Public Speaking	4
MAT210 Finite Mathematics	4
MAT215 Statistics I	4
SOC201 Macroeconomics	4
SOC202 Microeconomics	4
SOC225 Psychology	4
Humanities Electives	8
Mathematics/Science Electives	8
Social Science Electives	8
General Education Core Humanities Elective	4

General Education Core Mathematics/Science Elective	4
General Education Core Social Science Elective	4
FREE ELECTIVES	19

180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

[Program Statistics \(/catalog_2012/catalog_2012_762.htm\)](/catalog_2012/catalog_2012_762.htm)



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B.S., Financial Services

- **B.S., Financial Services Course Requirements**
(/catalog_2012/catalog_2012_988.htm)

The following are B.S., Financial Services program statistics for New Jersey in 2010-2011.

Click on the links for more information on jobs related to this program:

FINANCIAL SERVICES:

(<http://www.bls.gov/soc/2010/soc132041.htm>)

13-2052 Personal Financial Advisors, (<http://www.bls.gov/soc/2010/soc132052.htm>)

13-2071 Credit Counselors (<http://www.onetonline.org/link/summary/13-2071.00>)

25-1011 Business Teachers, Postsecondary (<http://www.onetonline.org/link/summary/25-1011.00>)

41-3031 Sales Agents, Financial Services, Securities and Commodities
(<http://www.onetonline.org/find/quick?s=41-3031>)

Cost

Q: How much will this program cost me to complete?
A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$95,400
Books and supplies:	\$6,140
On-campus room & board:	Not required

Q: What's included?
A: The cost is based on completion of the program within four years for a Bachelor's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for **terms and conditions** (http://berkeleycollege.edu/files_bc/Copyright)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Centre in Newark, NJ (which has an additional estimated cost of \$31,800 for 12 quarters) or housing at the White Plains location (which has an additional estimated cost of \$36,600 for 12 quarters).

Financing

Q: What are my financing options to pay for the program?
A: In addition to any grant and scholarship aid for which they are eligible, students may borrow funds through federal, private, and institutional loans to finance their education.

In accordance with applicable regulations, the College does not disclose median debt information for programs completed by fewer than 10 students during the award year.

Success

Q: How long will it take me to complete this program?
A: This 180-credit program is designed to be completed in 12 academic quarters over four calendar years.

In accordance with applicable regulations, the College does not disclose on-time completion rates for programs completed by fewer than 10 students during the award year.

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



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

Course Requirements

MAJOR COURSES

	Qtr. hrs. credit
ACC110 Fundamentals of Accounting for Managers	4
ACC113 Managerial Accounting	4
FIN200 Introduction to Financial Services	4
FIN204 Financial Markets and Institutions	4
FIN250 Computer Applications in Financial Services	2
FIN301 Principles of Finance I	4
FIN305 Principles of Financial Planning	4
FIN310 Insurance Planning	4
FIN315 Investment Planning	4
FIN400 Tax Planning	4
FIN405 Retirement Planning	4
FIN410 Estate Planning	4
FIN415 Principles of Finance II	3
FIN420 Personal Financial Planning Capstone	4

BUSINESS COURSES

BUS100 Business Organization and Management	4
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BUS225 Career Management Seminar	2
BUS231 Business Law I	4
BUS265 Business Communication	4
BUS482 Internship	4
MGT220 Principles of Management	4
MKT220 Principles of Marketing	4
CIS115 Computer Applications	4
CIS204 Database Management Systems	2
Business Elective	3

LIBERAL ARTS COURSES*

ENG105 Expository Writing	4
ENG106 Writing Through Literature	4
ENG115 Public Speaking	4
MAT210 Finite Mathematics	4
MAT215 Statistics I	4
SOC201 Macroeconomics	4
SOC202 Microeconomics	4
SOC225 Psychology	4
Humanities Electives	12
Mathematics/Science Electives	12
Social Science Electives	12
Liberal Arts Electives	12
General Education Core Humanities Elective	4

General Education Core Mathematics/Science Elective	4
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General Education Core Social Science Elective	4
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180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

[Program Statistics \(/catalog_2012/catalog_2012_761.htm\)](/catalog_2012/catalog_2012_761.htm)



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General Business

Gain a broad base of powerful business knowledge.

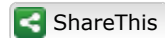
This flexible program allows students to study in a variety of business areas related to a range of employment opportunities. Graduates gain the necessary skills for the competitive marketplace, yet also have the option of continuing their education or exploring different roles and industries.

Benefit from:

- A well-rounded business curriculum that's ideal for students with transfer or prior learning credits
- Understanding the workings of a competitive business marketplace
- Hands-on experience with the current technology used in business
- Valuable, real-world experience through program-related, faculty-monitored internships or job-related assignments
- A seamless transition with Associate's degrees in Business and Paralegal Studies

Degree Program

- [B.B.A., General Business \(/catalog_2012/catalog_2012_764.htm\)](/catalog_2012/catalog_2012_764.htm)



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B.B.A., General Business

- **B.B.A., General Business Course Requirements**
(/catalog_2012/catalog_2012_990.htm)

The following are B.B.A., General Business program statistics for New York in 2010-2011.

Click on the links for more information on jobs related to this program:

GENERAL BUSINESS:

[11-3010 Administrative Services Managers](http://www.bls.gov/soc/2010/soc113010.htm), (<http://www.bls.gov/soc/2010/soc113010.htm>)
[11-3011 Administrative Services Managers](http://www.bls.gov/soc/2010/soc113011.htm), (<http://www.bls.gov/soc/2010/soc113011.htm>)
[11-9190 Miscellaneous Managers](http://www.bls.gov/soc/2010/soc119190.htm), (<http://www.bls.gov/soc/2010/soc119190.htm>)
[11-9199 Managers, All Other](http://www.bls.gov/soc/2010/soc119199.htm), (<http://www.bls.gov/soc/2010/soc119199.htm>)
[13-1070 Human Resources Workers](http://www.bls.gov/soc/2010/soc131070.htm), (<http://www.bls.gov/soc/2010/soc131070.htm>)
[13-2052 Personal Financial Advisors](http://www.bls.gov/soc/2010/soc132052.htm), (<http://www.bls.gov/soc/2010/soc132052.htm>)
[41-1010 First-Line Supervisors of Sales Workers](http://www.bls.gov/soc/2010/soc411010.htm), (<http://www.bls.gov/soc/2010/soc411010.htm>)
[41-1011 First-Line Supervisors of Retail Sales Workers](http://www.bls.gov/soc/2010/soc411011.htm), (<http://www.bls.gov/soc/2010/soc411011.htm>)
[41-1012 First-Line Supervisors of Non-Retail Sales Workers](http://www.bls.gov/soc/2010/soc411012.htm), (<http://www.bls.gov/soc/2010/soc411012.htm>)
[41-2030 Retail Salespersons](http://www.bls.gov/soc/2010/soc412030.htm), (<http://www.bls.gov/soc/2010/soc412030.htm>)
[41-2031 Retail Salespersons](http://www.bls.gov/soc/2010/soc412031.htm), (<http://www.bls.gov/soc/2010/soc412031.htm>)
[41-3090 Miscellaneous Sales Representatives, Services](http://www.bls.gov/soc/2010/soc413090.htm), (<http://www.bls.gov/soc/2010/soc413090.htm>)
[41-3099 Sales Representatives, Services, All Other](http://www.bls.gov/soc/2010/soc413099.htm), (<http://www.bls.gov/soc/2010/soc413099.htm>)
[41-9090 Miscellaneous Sales and Related Workers](http://www.bls.gov/soc/2010/soc419090.htm), (<http://www.bls.gov/soc/2010/soc419090.htm>)
[41-9099 Sales and Related Workers, All Other](http://www.bls.gov/soc/2010/soc419099.htm), (<http://www.bls.gov/soc/2010/soc419099.htm>)
[43-1010 First-Line Supervisors of Office and Administrative Support Workers](http://www.bls.gov/soc/2010/soc431010.htm), (<http://www.bls.gov/soc/2010/soc431010.htm>)
[43-1011 First-Line Supervisors of Office and Administrative Support Workers](http://www.bls.gov/soc/2010/soc431011.htm), (<http://www.bls.gov/soc/2010/soc431011.htm>)
[43-3070 Tellers](http://www.bls.gov/soc/2010/soc433070.htm), (<http://www.bls.gov/soc/2010/soc433070.htm>)
[43-3071 Tellers](http://www.bls.gov/soc/2010/soc433071.htm), (<http://www.bls.gov/soc/2010/soc433071.htm>)
[43-3090 Miscellaneous Financial Clerks](http://www.bls.gov/soc/2010/soc433090.htm), (<http://www.bls.gov/soc/2010/soc433090.htm>)
[43-4050 Customer Service Representatives](http://www.bls.gov/soc/2010/soc434050.htm), (<http://www.bls.gov/soc/2010/soc434050.htm>)
[43-4051 Customer Service Representatives](http://www.bls.gov/soc/2010/soc434051.htm), (<http://www.bls.gov/soc/2010/soc434051.htm>)
[43-4140 New Accounts Clerks](http://www.bls.gov/soc/2010/soc434140.htm), (<http://www.bls.gov/soc/2010/soc434140.htm>)
[43-4141 New Accounts Clerks](http://www.bls.gov/soc/2010/soc434141.htm), (<http://www.bls.gov/soc/2010/soc434141.htm>)
[43-4190 Miscellaneous Information and Record Clerks](http://www.bls.gov/soc/2010/soc434190.htm), (<http://www.bls.gov/soc/2010/soc434190.htm>)
[43-4199 Information and Record Clerks, All Other](http://www.bls.gov/soc/2010/soc434199.htm), (<http://www.bls.gov/soc/2010/soc434199.htm>)
[43-9020 Data Entry and Information Processing Workers](http://www.bls.gov/soc/2010/soc439020.htm), (<http://www.bls.gov/soc/2010/soc439020.htm>)
[43-9060 Office Clerks, General](http://www.bls.gov/soc/2010/soc439060.htm), (<http://www.bls.gov/soc/2010/soc439060.htm>)
[43-9061 Office Clerks, General](http://www.bls.gov/soc/2010/soc439061.htm), (<http://www.bls.gov/soc/2010/soc439061.htm>)
[43-9190 Miscellaneous Office and Administrative Support Workers](http://www.bls.gov/soc/2010/soc439190.htm), (<http://www.bls.gov/soc/2010/soc439190.htm>)
[43-9199 Office and Administrative Support Workers, All Other](http://www.bls.gov/soc/2010/soc439199.htm) (<http://www.bls.gov/soc/2010/soc439199.htm>)

Cost

Q: How much will this program cost me to complete?

A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees: \$95,400

Financing

Q: What are my financing options to pay for the program?

A: In addition to any grant and scholarship aid for which they are eligible, 100% of graduates used loans to finance their education. For the 2010-2011 award year, the median debt for program graduates was \$10,000.

Books and supplies:	\$6,140
On-campus room & board:	Not required

Q: What's included?

A:
 The cost is based on completion of the program within four years for a Bachelor's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions \(http://berkeleycollege.edu/files_bc/Copyright](http://berkeleycollege.edu/files_bc/Copyright%20and%20Conditions.pdf)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Centre in Newark, NJ (which has an additional estimated cost of \$31,800 for 12 quarters) or housing at the White Plains location (which has an additional estimated cost of \$36,600 for 12 quarters).

graduates:	
Federal loans:	\$26,247.32
Private educational loans:	\$0
Institution Financing Plan:	\$0

Success

Q: How long will it take me to complete this program?

A:
 This 180-credit program is designed to be completed in 12 academic quarters over four calendar years.

 For the 2010-2011 award year, 82% of graduates from this program finished within this time.



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

Course Requirements

MAJOR COURSES

	Qtr. hrs. credit
Specialization	20
BUS250 Computer Applications in Business	2
BUS451 Business Strategy and Policy	4
MGT220 Principles of Management	4
CIS212 Multimedia and Business Presentations	2

BUSINESS COURSES

ACC110 Fundamentals of Accounting for Managers	4
ACC113 Managerial Accounting	4
BUS100 Business Organization and Management	4
BUS225 Career Management Seminar	2
BUS231 Business Law I	4
BUS265 Business Communication	4
BUS482 Internship	4
FIN301 Principles of Finance I	4
IBS201 International Business	4

MKT220 Principles of Marketing	4
CIS115 Computer Applications	4
Business Electives	16

LIBERAL ARTS COURSES*

ENG105 Expository Writing	4
ENG106 Writing Through Literature	4
ENG115 Public Speaking	4
MAT210 Finite Mathematics	4
MAT215 Statistics I	4
SOC201 Macroeconomics	4
SOC202 Microeconomics	4
SOC225 Psychology	4
Humanities Electives	8
Mathematics/Science Electives	8
Social Science Electives	8
General Education Core Humanities Elective	4
General Education Core Mathematics/Science Elective	4
General Education Core Social Science Elective	4
FREE ELECTIVES	22

180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

[Program Statistics \(/catalog_2012/catalog_2012_764.htm\)](/catalog_2012/catalog_2012_764.htm)



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Information Systems Management

Make a career of managing data.

The amount of information in the business world and the speed at which it is exchanged increases constantly. Managing that data is a skill that's highly in demand and one that requires intensive training. Berkeley College Information Systems Management programs help students develop an understanding of how successful businesses have streamlined their systems to exchange vast amounts of information more efficiently than ever. All programs include hands-on training in software essential for today's businesses.

Benefit from:

- A broad background in business administration
- A combination of professional courses in management with courses on the Internet, electronic communication, web design, online data services, and software management
- Valuable, real-world experience through program-related, faculty-monitored internships or job-related assignments
- A seamless transition between Associate's and Bachelor's degree

Degree Programs

For continuing students only.

- **A.A.S., Business Administration - Information Systems Management**
(/catalog_2012/catalog_2012_1479.htm)
- **B.B.A., Business Administration - Information Systems Management**
(/catalog_2012/catalog_2012_768.htm)



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

Program is only available to continuing students currently enrolled.

- **A.A.S., Business Administration - Information Systems Management Course Requirements** (/catalog_2012/catalog_2012_992.htm)

The following are A.A.S., Business Administration program statistics for New Jersey in 2010-2011.

Click on the links for more information on jobs related to this program:

ACCOUNTING:

13-2071 Credit Counselors, (<http://www.bls.gov/soc/2010/soc132071.htm>)
 13-2082 Tax Preparers, (<http://www.bls.gov/soc/2010/soc132082.htm>)
 43-3010 Bill and Account Collectors, (<http://www.bls.gov/soc/2010/soc433010.htm>)
 43-3011 Bill and Account Collectors, (<http://www.bls.gov/soc/2010/soc433011.htm>)
 43-3020 Billing and Posting Clerks, (<http://www.bls.gov/soc/2010/soc433020.htm>)
 43-3021 Billing and Posting Clerks, (<http://www.bls.gov/soc/2010/soc433021.htm>)
 43-3050 Payroll and Timekeeping Clerks, (<http://www.bls.gov/soc/2010/soc433050.htm>)
 43-3051 Payroll and Timekeeping Clerks, (<http://www.bls.gov/soc/2010/soc433051.htm>)
 43-3070 Tellers, (<http://www.bls.gov/soc/2010/soc433070.htm>)
 43-3071 Tellers, (<http://www.bls.gov/soc/2010/soc433071.htm>)
 43-3090 Miscellaneous Financial Clerks, (<http://www.bls.gov/soc/2010/soc433090.htm>)
 43-3099 Financial Clerks, All Other, (<http://www.bls.gov/soc/2010/soc433099.htm>)
 43-4040 Credit Authorizers, Checkers, and Clerks, (<http://www.bls.gov/soc/2010/soc434040.htm>)
 43-4041 Credit Authorizers, Checkers, and Clerks, (<http://www.bls.gov/soc/2010/soc434041.htm>)
 43-4050 Customer Service Representatives, (<http://www.bls.gov/soc/2010/soc434050.htm>)
 43-4051 Customer Service Representatives, (<http://www.bls.gov/soc/2010/soc434051.htm>)
 43-4190 Miscellaneous Information and Record Clerks, (<http://www.bls.gov/soc/2010/soc434190.htm>)
 43-4199 Information and Record Clerks, All Other (<http://www.bls.gov/soc/2010/soc434199.htm>)

INFORMATION SYSTEMS MANAGEMENT:

43-9020 Data Entry and Information Processing Workers, (<http://www.bls.gov/soc/2010/soc439020.htm>)
 43-4199 Information and Record Clerks, All Other, (<http://www.bls.gov/soc/2010/soc434199.htm>)
 43-4190 Miscellaneous Information and Record Clerks, (<http://www.bls.gov/soc/2010/soc434190.htm>)
 43-4051 Customer Service Representatives, (<http://www.bls.gov/soc/2010/soc434051.htm>)
 15-1199 Computer Occupations, All Other, (<http://www.bls.gov/soc/2010/soc151199.htm>)
 15-1150 Computer Support Specialists, (<http://www.bls.gov/soc/2010/soc151150.htm>)
 11-9190 Miscellaneous Managers, (<http://www.bls.gov/soc/2010/soc119190.htm>)
 11-3010 Administrative Services Managers (<http://www.bls.gov/soc/2010/soc113010.htm>)

MANAGEMENT:

11-2022 Sales Managers, (<http://www.bls.gov/soc/2010/soc112022.htm>)
 11-3011 Administrative Services Managers, (<http://www.bls.gov/soc/2010/soc113011.htm>)
 (<http://www.bls.gov/soc/2010/soc119190.htm>)
 11-9199 Managers, All Other, (<http://www.bls.gov/soc/2010/soc119199.htm>)
 ,
 11-1011 Chief Executives (<http://www.onetonline.org/link/summary/11-1011.00>)
 ,
 11-1021 General and Operations Managers (<http://www.onetonline.org/link/summary/11-1021.00>)
 ,
 11-3051 Industrial Production Managers (<http://www.onetonline.org/link/summary/11-3051.00>)
 ,
 11-3071 Transportation, Storage and Distribution Managers (<http://www.onetonline.org/find/quick?>)

s=11-3071)

11-9021 Construction Managers (<http://www.onetonline.org/link/summary/11-9021.00>)

11-9151 Social and Community Service Managers (<http://www.onetonline.org/link/summary/11-9151.00>)

13-1051 Cost Estimators (<http://www.onetonline.org/link/summary/13-1051.00>)

13-1111 Management Analysts (<http://www.onetonline.org/link/summary/13-1111.00>)

25-1011 Business Teachers, Postsecondary (<http://www.onetonline.org/link/summary/25-1011.00>)

MARKETING:

13-1199 Business Operations Specialists, All Other, (<http://www.bls.gov/soc/2010/soc131199.htm>)

27-1026 Merchandise Displayers and Window Trimmers, (<http://www.bls.gov/soc/2010/soc271026.htm>)

27-3030 Public Relations Specialists, (<http://www.bls.gov/soc/2010/soc273030.htm>)

27-3031 Public Relations Specialists, (<http://www.bls.gov/soc/2010/soc273031.htm>)

41-1010 First-Line Supervisors of Sales Workers, (<http://www.bls.gov/soc/2010/soc411010.htm>)

41-1011 First-Line Supervisors of Retail Sales Workers, (<http://www.bls.gov/soc/2010/soc411011.htm>)

41-1012 First-Line Supervisors of Non-Retail Sales Workers, (<http://www.bls.gov/soc/2010/soc411012.htm>)

41-2022 Parts Salespersons, (<http://www.bls.gov/soc/2010/soc412022.htm>)

41-2030 Retail Salespersons, (<http://www.bls.gov/soc/2010/soc412030.htm>)

41-2031 Retail Salespersons, (<http://www.bls.gov/soc/2010/soc412031.htm>)

41-3010 Advertising Sales Agents, (<http://www.bls.gov/soc/2010/soc413010.htm>)

41-3011 Advertising Sales Agents, (<http://www.bls.gov/soc/2010/soc413011.htm>)

41-3020 Insurance Sales Agents, (<http://www.bls.gov/soc/2010/soc413020.htm>)

41-3021 Insurance Sales Agents, (<http://www.bls.gov/soc/2010/soc413021.htm>)

41-3040 Travel Agents, (<http://www.bls.gov/soc/2010/soc413040.htm>)

41-3041 Travel Agents, (<http://www.bls.gov/soc/2010/soc413041.htm>)

41-3090 Miscellaneous Sales Representatives, Services, (<http://www.bls.gov/soc/2010/soc413090.htm>)

41-3099 Sales Representatives, Services, All Other, (<http://www.bls.gov/soc/2010/soc413099.htm>)

41-9010 Models, Demonstrators, and Product Promoters, (<http://www.bls.gov/soc/2010/soc419010.htm>)

41-9011 Demonstrators and Product Promoters, (<http://www.bls.gov/soc/2010/soc419011.htm>)

41-9020 Real Estate Brokers and Sales Agents, (<http://www.bls.gov/soc/2010/soc419020.htm>)

41-9022 Real Estate Sales Agents, (<http://www.bls.gov/soc/2010/soc419022.htm>)

41-9040 Telemarketers, (<http://www.bls.gov/soc/2010/soc419040.htm>)

41-9041 Telemarketers, (<http://www.bls.gov/soc/2010/soc419041.htm>)

41-9090 Miscellaneous Sales and Related Workers, (<http://www.bls.gov/soc/2010/soc419090.htm>)

41-9099 Sales and Related Workers, All Other, (<http://www.bls.gov/soc/2010/soc419099.htm>)

43-3060 Procurement Clerks, (<http://www.bls.gov/soc/2010/soc433060.htm>)

43-3061 Procurement Clerks, (<http://www.bls.gov/soc/2010/soc433061.htm>)

43-4050 Customer Service Representatives, (<http://www.bls.gov/soc/2010/soc434050.htm>)

43-4051 Customer Service Representatives, (<http://www.bls.gov/soc/2010/soc434051.htm>)

13-1190 Miscellaneous Business Operations Specialists, (<http://www.bls.gov/soc/2010/soc131190.htm>)

13-1120 Meeting, Convention, and Event Planners, (<http://www.bls.gov/soc/2010/soc131120.htm>)

13-1121 Meeting, Convention, and Event Planners (<http://www.bls.gov/soc/2010/soc131121.htm>)

Cost

Q: How much will this program cost me to complete?

A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees: \$45,900

Books and supplies: \$3,070

On-campus room & board: Not required

Q: What's included?

A: The cost is based on completion of the program within two years for an Associate's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze

Financing

Q: What are my financing options to pay for the program?

A: In addition to any grant and scholarship aid for which they are eligible, 88% of graduates used loans to finance their education. For the 2010-2011 award year, the median debt for program graduates was:

Federal loans: \$15,062.50

Private educational loans: \$0

Institution Financing Plan: \$0

Program which may reduce overall tuition cost (click here for **terms and conditions** (http://berkeleycollege.edu/files_bc/Copyright)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Center in Newark, NJ (which has an additional estimated cost of \$15,300 for six quarters) or housing at the White Plains location (which has an additional estimated cost of \$17,700 for six quarters).

Success

Q: How long will it take me to complete this program?

A: This 90-credit program is designed to be completed in six academic quarters over two calendar years.

For the 2010-2011 award year, 52% of graduates from this program finished within this time.

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

The following are A.A.S., Business Administration - Information Systems Management program statistics for New York in 2010-2011.

Click on the links for more information on jobs related to this program:

INFORMATION SYSTEMS MANAGEMENT:

- 43-9020 Data Entry and Information Processing Workers,** (<http://www.bls.gov/soc/2010/soc439020.htm>)
- 43-4199 Information and Record Clerks, All Other,** (<http://www.bls.gov/soc/2010/soc434199.htm>)
- 43-4190 Miscellaneous Information and Record Clerks,** (<http://www.bls.gov/soc/2010/soc434190.htm>)
- 43-4051 Customer Service Representatives,** (<http://www.bls.gov/soc/2010/soc434051.htm>)
- 15-1199 Computer Occupations, All Other,** (<http://www.bls.gov/soc/2010/soc151199.htm>)
- 15-1150 Computer Support Specialists,** (<http://www.bls.gov/soc/2010/soc151150.htm>)
- 11-9190 Miscellaneous Managers,** (<http://www.bls.gov/soc/2010/soc119190.htm>)
- 11-3010 Administrative Services Managers** (<http://www.bls.gov/soc/2010/soc113010.htm>)

Cost

Q: How much will this program cost me to complete?

A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$45,900
Books and supplies:	\$3,070
On-campus room & board:	Not required

Q: What's included?

A: The cost is based on completion of the program within two years for an Associate's degree (Note: Additional costs may be incurred due to

Financing

Q: What are my financing options to pay for the program?

A: In addition to any grant and scholarship aid for which they are eligible, 100% of graduates used loans to finance their education. For the 2010-2011 award year, the median debt for program graduates was:

Federal loans:	\$21,805.00
Private educational loans:	\$0
Institution Financing Plan:	\$0

individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for **terms and conditions** (http://berkeleycollege.edu/files_bc/Copyrig)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Center in Newark, NJ (which has an additional estimated cost of \$15,300 for six quarters) or housing at the White Plains location (which has an additional estimated cost of \$17,700 for six quarters).

Success

Q: How long will it take me to complete this program?

A: This 90-credit program is designed to be completed in six academic quarters over two calendar years.

For the 2010-2011 award year, 80% of graduates from this program finished within this time.



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

Course Requirements

MAJOR COURSES

	Qtr. hrs. credit
MGT220 Principles of Management	4
MGT231 Organizational Behavior	4
BUS250 Computer Applications in Business	2
BUS267 Management Information Systems	4
BUS281 Project Management	4
CIS201 Advanced Spreadsheets	2
CIS204 Database Management Systems	2
CIS212 Multimedia and Business Presentations	2
CIS233 Web Design I	3

BUSINESS COURSES

ACC110 Fundamentals of Accounting for Managers	4
BUS100 Business Organization and Management	4
BUS225 Career Management Seminar	2
BUS231 Business Law I	4
BUS292 Internship	4

CIS115 Computer Applications	4
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LIBERAL ARTS COURSES

ENG105 Expository Writing	4
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ENG106 Writing Through Literature	4
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ENG115 Public Speaking	4
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SOC225 Psychology	4
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Macroeconomics/Microeconomics Elective	4
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General Education Core Humanities Elective	4
--	---

General Education Core Mathematics/Science Elective	4
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General Education Core Social Science Elective	4
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FREE ELECTIVES	9
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90 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

[Program Statistics \(/catalog_2012/catalog_2012_1479.htm\)](/catalog_2012/catalog_2012_1479.htm)



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

Program is only available to continuing students currently enrolled.

- **B.B.A., Business Administration - Information Systems Management Course Requirements** (/catalog_2012/catalog_2012_994.htm)

The following are B.B.A., Business Administration - Information Systems Management program statistics for New York in 2010-2011.

Click on the links for more information on jobs related to this program:

INFORMATION SYSTEMS:

- 11-3010 Administrative Services Managers, (<http://www.bls.gov/soc/2010/soc113010.htm>)
- 11-3011 Administrative Services Managers, (<http://www.bls.gov/soc/2010/soc113011.htm>)
- 11-9190 Miscellaneous Managers, (<http://www.bls.gov/soc/2010/soc119190.htm>)
- 11-9199 Managers, All Other, (<http://www.bls.gov/soc/2010/soc119199.htm>)
- 15-1141 Database Administrators, (<http://www.bls.gov/soc/2010/soc151141.htm>)
- 15-1150 Computer Support Specialists, (<http://www.bls.gov/soc/2010/soc151150.htm>)
- 15-1151 Computer User Support Specialists, (<http://www.bls.gov/soc/2010/soc151151.htm>)
- 15-1190 Miscellaneous Computer Occupations, (<http://www.bls.gov/soc/2010/soc151190.htm>)
- 15-1199 Computer Occupations, All Other, (<http://www.bls.gov/soc/2010/soc151199.htm>)
- 43-4050 Customer Service Representatives, (<http://www.bls.gov/soc/2010/soc434050.htm>)
- 43-4051 Customer Service Representatives, (<http://www.bls.gov/soc/2010/soc434051.htm>)
- 43-4190 Miscellaneous Information and Record Clerks, (<http://www.bls.gov/soc/2010/soc434190.htm>)
- 43-4199 Information and Record Clerks, All Other (<http://www.bls.gov/soc/2010/soc434199.htm>)

Cost

Q: How much will this program cost me to complete?

A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$95,400
Books and supplies:	\$6,140
On-campus room & board:	Not required

Q: What's included?

A: The cost is based on completion of the program within four years for a Bachelor's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions](#) (http://berkeleycollege.edu/files_bc/Copyrig)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies.

Financing

Q: What are my financing options to pay for the program?

A: In addition to any grant and scholarship aid for which they are eligible, 89% of graduates used loans to finance their education. For the 2010-2011 award year, the median debt for program graduates:

Federal loans:	\$35,433.64
Private educational loans:	\$0
Institution Financing Plan:	\$0

Success

Q: How long will it take me to complete this program?

A: This 180-credit program is designed to be completed in 12 academic quarters over four calendar years.

Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Centre in Newark, NJ (which has an additional estimated cost of \$31,800 for 12 quarters) or housing at the White Plains location (which has an additional estimated cost of \$36,600 for 12 quarters).

For the 2010-2011 award year, 74% of graduates from this program finished within this time.



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

Course Requirements

MAJOR COURSES

	Qtr. hrs. credit
MGT220 Principles of Management	4
MGT231 Organizational Behavior	4
MGT420 Managing for Change	4
MGT425 Management Simulation	4
BUS250 Computer Applications in Business	2
BUS267 Management Information Systems	4
BUS281 Project Management	4
CIS201 Advanced Spreadsheets	2
CIS204 Database Management Systems	2
CIS212 Multimedia and Business Presentations	2
CIS233 Web Design I	3
Computer Information Systems Electives	12

BUSINESS COURSES

ACC110 Fundamentals of Accounting for Managers	4
ACC113 Managerial Accounting	4

BUS100 Business Organization and Management	4
BUS225 Career Management Seminar	2
BUS231 Business Law I	4
BUS451 Business Strategy and Policy	4
BUS482 Internship	4
FIN301 Principles of Finance I	4
IBS201 International Business	4
MKT220 Principles of Marketing	4
CIS115 Computer Applications	4

LIBERAL ARTS COURSES*

ENG105 Expository Writing	4
ENG106 Writing Through Literature	4
ENG115 Public Speaking	4
MAT210 Finite Mathematics	4
MAT215 Statistics I	4
SOC201 Macroeconomics	4
SOC202 Microeconomics	4
SOC225 Psychology	4
Humanities Electives	8
Mathematics/Science Electives	8
Social Science Electives	8
General Education Core Humanities Elective	4
General Education Core Mathematics/Science Elective	4

General Education Core Social Science Elective	4
FREE ELECTIVES	23

180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

[Program Statistics \(/catalog_2012/catalog_2012_768.htm\)](/catalog_2012/catalog_2012_768.htm)



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Information Technology Management

Link information technologies and business applications.

Students in Information Technology Management gain knowledge and experience in the use of current IT technologies, with special focus on web, network security, and database management. The program's unique focus on the impact of technology on business management effectively prepares students for successful careers in the dynamic and fast-paced information systems marketplace.

Benefit from:

- Learning how businesses use information technology resources to perform business functions and to gain competitive advantage
- Working with the latest web, networking, and database technologies
- Integrating technical and business applications in course projects
- Valuable, real-world 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**
(/catalog_2012/catalog_2012_771.htm)
- **B.S., Information Technology Management**
(/catalog_2012/catalog_2012_770.htm)



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A.A.S., Information Technology Management

Program availability is subject to regulatory approval.

- [A.A.S., Information Technology Management Course Requirements \(/catalog_2012/catalog_2012_996.htm\)](/catalog_2012/catalog_2012_996.htm)

The following are A.A.S., Information Technology Management program statistics for New Jersey. Students may start this program in the Winter 2012 quarter.

Click on the links for more information on jobs related to this program:

- [15-1131 Computer Programmers, \(http://www.bls.gov/soc/2010/soc151131.htm\)](http://www.bls.gov/soc/2010/soc151131.htm)
- [15-1132 Software Developers, Applications, \(http://www.bls.gov/soc/2010/soc151132.htm\)](http://www.bls.gov/soc/2010/soc151132.htm)
- [15-1141 Database Administrators, \(http://www.bls.gov/soc/2010/soc151141.htm\)](http://www.bls.gov/soc/2010/soc151141.htm)
- [15-1150 Computer Support Specialists, \(http://www.bls.gov/soc/2010/soc151150.htm\)](http://www.bls.gov/soc/2010/soc151150.htm)
- [15-1151 Computer User Support Specialists, \(http://www.bls.gov/soc/2010/soc151151.htm\)](http://www.bls.gov/soc/2010/soc151151.htm)
- [15-1152 Computer Network Support Specialists, \(http://www.bls.gov/soc/2010/soc151152.htm\)](http://www.bls.gov/soc/2010/soc151152.htm)
- [15-1190 Miscellaneous Computer Occupations, \(http://www.bls.gov/soc/2010/soc151190.htm\)](http://www.bls.gov/soc/2010/soc151190.htm)
- [15-1199 Computer Occupations, All Other, \(http://www.bls.gov/soc/2010/soc151199.htm\)](http://www.bls.gov/soc/2010/soc151199.htm)
- [15-1120 Computer and Information Analysts \(http://www.bls.gov/soc/2010/soc151120.htm\)](http://www.bls.gov/soc/2010/soc151120.htm)

Cost

Q: How much will this program cost me to complete?

A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$45,900
Books and supplies:	\$3,070
On-campus room & board:	Not required

Q: What's included?

A:
 The cost is based on completion of the program within two years for an Associate's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions \(http://berkeleycollege.edu/files_bc/Copyright](http://berkeleycollege.edu/files_bc/Copyright))). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Centre in

Financing

Q: What are my financing options to pay for the program?

A:
 In addition to any grant and scholarship aid for which they are eligible, students may be eligible to borrow federal loans and private educational loans, and participate in institutional financing plans.

Success

Q: How long will it take me to complete this program?

A:
 This 90-credit program is designed to be completed in six academic quarters over two calendar years.

Newark, NJ (which has an additional estimated cost of \$15,300 for six quarters) or housing at the White Plains location (which has an additional estimated cost of \$17,700 for six quarters).

The following are A.A.S., Information Technology Management program statistics for New York. Students may start this program in the Winter 2013 quarter.

Click on the links for more information on jobs related to this program:

- 15-1131 Computer Programmers, (<http://www.bls.gov/soc/2010/soc151131.htm>)
- 15-1132 Software Developers, Applications, (<http://www.bls.gov/soc/2010/soc151132.htm>)
- 15-1141 Database Administrators, (<http://www.bls.gov/soc/2010/soc151141.htm>)
- 15-1150 Computer Support Specialists, (<http://www.bls.gov/soc/2010/soc151150.htm>)
- 15-1151 Computer User Support Specialists, (<http://www.bls.gov/soc/2010/soc151151.htm>)
- 15-1152 Computer Network Support Specialists, (<http://www.bls.gov/soc/2010/soc151152.htm>)
- 15-1190 Miscellaneous Computer Occupations, (<http://www.bls.gov/soc/2010/soc151190.htm>)
- 15-1199 Computer Occupations, All Other, (<http://www.bls.gov/soc/2010/soc151199.htm>)
- 15-1120 Computer and Information Analysts (<http://www.bls.gov/soc/2010/soc151120.htm>)

Cost

Q: How much will this program cost me to complete?

A: If you begin this program in 2013, your estimated total costs for the entire program are:

Tuition and fees:	\$47,700
Books and supplies:	\$3,070
On-campus room & board:	Not required

Q: What's included?

A:
 The cost is based on completion of the program within two years for an Associate's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions](http://berkeleycollege.edu/files_bc/Copyright) (http://berkeleycollege.edu/files_bc/Copyright)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Centre in Newark, NJ (which has an additional estimated cost of \$15,900 for six quarters) or housing at the White Plains location (which has an additional estimated cost of \$18,300 for six quarters).

Financing

Q: What are my financing options to pay for the program?

A:
 In addition to any grant and scholarship aid for which they are eligible, students may be eligible to borrow federal loans and private educational loans, and participate in institutional financing plans.

Success

Q: How long will it take me to complete this program?

A:
 This 90-credit program is designed to be completed in six academic quarters over two calendar years.



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Information Technology Management

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

Course Requirements

MAJOR COURSES

	Qtr. hrs. credit
ITM100 Introduction to Information Technology	4
ITM200 Introduction to Networking	4
ITM210 Introduction to Database Management	4
ITM220 Introduction to Web Design and Graphics	4
ITM230 Fundamentals of Object Oriented Programming	4
ITM240 Information Systems Analysis and Design	4
ITM250 Information Technology and Law	4

BUSINESS COURSES

BUS100 Business Organization and Management	4
CIS115 Computer Applications	4
BUS225 Career Management Seminar	2
MGT220 Principles of Management	4
MKT220 Principles of Marketing	4
BUS267 Management Information Systems	4
BUS281 Project Management	4

BUS292 Internship	4
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LIBERAL ARTS COURSES

ENG105 Expository Writing	4
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ENG106 Writing Through Literature	4
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ENG115 Public Speaking	4
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MAT210 Finite Mathematics	4
---------------------------	---

HUM225 Ethics	4
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General Education Core Humanities Elective	4
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General Education Core Mathematics/Science Elective	4
---	---

General Education Core Social Science Elective	4
--	---

90 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

[Program Statistics \(/catalog_2012/catalog_2012_771.htm\)](/catalog_2012/catalog_2012_771.htm)



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B.S., Information Technology Management

Program availability is subject to regulatory approval.

- **B.S., Information Technology Management Course Requirements**
(/catalog_2012/catalog_2012_998.htm)

The following are B.S., Information Technology Management program statistics for New Jersey. Students may start this program in the Winter 2012 quarter.

Click on the links for more information on jobs related to this program:

- 11-3020 Computer and Information Systems Managers, (<http://www.bls.gov/soc/2010/soc113020.htm>)
- 11-3021 Computer and Information Systems Managers, (<http://www.bls.gov/soc/2010/soc113021.htm>)
- 15-1134 Web Developers, (<http://www.bls.gov/soc/2010/soc151134.htm>)
- 15-1142 Network and Computer Systems Administrators, (<http://www.bls.gov/soc/2010/soc151142.htm>)
- 15-1131 Computer Programmers, (<http://www.bls.gov/soc/2010/soc151131.htm>)
- 15-1132 Software Developers, Applications, (<http://www.bls.gov/soc/2010/soc151132.htm>)
- 15-1141 Database Administrators, (<http://www.bls.gov/soc/2010/soc151141.htm>)
- 15-1150 Computer Support Specialists, (<http://www.bls.gov/soc/2010/soc151150.htm>)
- 15-1151 Computer User Support Specialists, (<http://www.bls.gov/soc/2010/soc151151.htm>)
- 15-1152 Computer Network Support Specialists, (<http://www.bls.gov/soc/2010/soc151152.htm>)
- 15-1190 Miscellaneous Computer Occupations, (<http://www.bls.gov/soc/2010/soc151190.htm>)
- 15-1199 Computer Occupations, All Other, (<http://www.bls.gov/soc/2010/soc151199.htm>)
- 15-1120 Computer and Information Analysts (<http://www.bls.gov/soc/2010/soc151120.htm>)

Cost

Q: How much will this program cost me to complete?

A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$95,400
Books and supplies:	\$6,140
On-campus room & board:	Not required

Q: What's included?

A: The cost is based on completion of the program within four years for a Bachelor's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions](http://berkeleycollege.edu/files_bc/Copyright) (http://berkeleycollege.edu/files_bc/Copyright)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley

Financing

Q: What are my financing options to pay for the program?

A: In addition to any grant and scholarship aid for which they are eligible, students may be eligible to borrow federal loans and private educational loans, and participate in institutional financing plans.

Success

Q: How long will it take me to complete this program?

A: This 180-credit program is designed to be completed in 12 academic quarters over four calendar years.

College does not require students to live on campus. There is optional housing available to students at either the University Centre in Newark, NJ (which has an additional estimated cost of \$31,800 for 12 quarters) or housing at the White Plains location (which has an additional estimated cost of \$36,600 for 12 quarters).

The following are B.S., Information Technology Management program statistics for New York. Students may start this program in the Winter 2013 quarter.

Click on the links for more information on jobs related to this program:

- 11-3020 Computer and Information Systems Managers, (<http://www.bls.gov/soc/2010/soc113020.htm>)
- 11-3021 Computer and Information Systems Managers, (<http://www.bls.gov/soc/2010/soc113021.htm>)
- 15-1134 Web Developers, (<http://www.bls.gov/soc/2010/soc151134.htm>)
- 15-1142 Network and Computer Systems Administrators, (<http://www.bls.gov/soc/2010/soc151142.htm>)
- 15-1131 Computer Programmers, (<http://www.bls.gov/soc/2010/soc151131.htm>)
- 15-1132 Software Developers, Applications, (<http://www.bls.gov/soc/2010/soc151132.htm>)
- 15-1141 Database Administrators, (<http://www.bls.gov/soc/2010/soc151141.htm>)
- 15-1150 Computer Support Specialists, (<http://www.bls.gov/soc/2010/soc151150.htm>)
- 15-1151 Computer User Support Specialists, (<http://www.bls.gov/soc/2010/soc151151.htm>)
- 15-1152 Computer Network Support Specialists, (<http://www.bls.gov/soc/2010/soc151152.htm>)
- 15-1190 Miscellaneous Computer Occupations, (<http://www.bls.gov/soc/2010/soc151190.htm>)
- 15-1199 Computer Occupations, All Other, (<http://www.bls.gov/soc/2010/soc151199.htm>)
- 15-1120 Computer and Information Analysts (<http://www.bls.gov/soc/2010/soc151120.htm>)

Cost

Q: How much will this program cost me to complete?

A: If you begin this program in 2013, your estimated total costs for the entire program are:

Tuition and fees:	\$99,000
Books and supplies:	\$6,140
On-campus room & board:	Not required

Q: What's included?

A:
 The cost is based on completion of the program within four years for a Bachelor's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions](http://berkeleycollege.edu/files_bc/Copyrig) (http://berkeleycollege.edu/files_bc/Copyrig)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley

Financing

Q: What are my financing options to pay for the program?

A:
 In addition to any grant and scholarship aid for which they are eligible, students may be eligible to borrow federal loans and private educational loans, and participate in institutional financing plans.

Success

Q: How long will it take me to complete this program?

A:
 This 180-credit program is designed to be completed in 12 academic quarters over four calendar years.

College does not require students to live on campus. There is optional housing available to students at either the University Centre in Newark, NJ (which has an additional estimated cost of \$33,000 for 12 quarters) or housing at the White Plains location (which has an additional estimated cost of \$37,800 for 12 quarters).



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Information Technology Management

Bachelor of Science Degree (B.S.)

Course Requirements

MAJOR COURSES

	Qtr. hrs. credit
ITM100 Introduction to Information Technology	4
ITM200 Introduction to Networking	4
ITM210 Introduction to Database Management	4
ITM220 Introduction to Web Design and Graphics	4
ITM230 Fundamentals of Object Oriented Programming	4
ITM240 Information Systems Analysis and Design	4
ITM250 Information Technology and Law	4
ITM498 Capstone: Senior Project	6
Information Technology Electives	20

BUSINESS COURSES

BUS100 Business Organization and Management	4
CIS115 Computer Applications	4
BUS225 Career Management Seminar	2
MGT220 Principles of Management	4
MKT220 Principles of Marketing	4

BUS267 Management Information Systems	4
BUS281 Project Management	4
MGT420 Managing for Change	4
BUS482 Internship	4
<hr/>	
LIBERAL ARTS COURSES*	
ENG105 Expository Writing	4
ENG106 Writing Through Literature	4
ENG115 Public Speaking	4
MAT210 Finite Mathematics	4
MAT215 Statistics I	4
MAT216 Statistics II	4
HUM225 Ethics	4
SOC310 Intercultural Communication	4
SCI410 Sustainable Solutions	4
SOC415 Global Social Change	4
GEC430 Science, Technology, And Modern Life	4
HUM431 Humanities In The Media	4
Humanities Electives	8
Social Science Electives	8
Liberal Arts Electives	16
General Education Core Humanities Elective	4
General Education Core Mathematics/Science Elective	4
General Education Core Social Science Elective	4
<hr/>	

180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

[Program Statistics \(/catalog_2012/catalog_2012_770.htm\)](/catalog_2012/catalog_2012_770.htm)



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International Business

Degrees designed to take you farther.

More than ever, business crosses borders. Berkeley College's programs in International Business prepare students for an exciting career path by providing them with the knowledge, understanding, and insight to effectively deal with the complexities of today's global business environments and the multinational and multicultural issues involved.

Benefit from:

- Learning how business spans nations and cultures to sell products as well as to source materials, products, and manufacturing
- Understanding how to compete in an interdependent world by managing cultural diversity through creative problem-solving
- An integrated foundation in international trade, marketing, and management that focuses on global business practices while building an understanding of the cultural and environmental context of international business
- Hands-on experience with software used in business
- Valuable, real-world 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 \(/catalog_2012/catalog_2012_775.htm\)](/catalog_2012/catalog_2012_775.htm)
- [A.S., International Business \(/catalog_2012/catalog_2012_774.htm\)](/catalog_2012/catalog_2012_774.htm)
- [B.B.A., International Business \(/catalog_2012/catalog_2012_773.htm\)](/catalog_2012/catalog_2012_773.htm)
- [B.S., International Business \(/catalog_2012/catalog_2012_772.htm\)](/catalog_2012/catalog_2012_772.htm)



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A.A.S., International Business

- **A.A.S., International Business Course Requirements**
(/catalog_2012/catalog_2012_1000.htm)

The following are A.A.S., International Business program statistics for New Jersey in 2010-2011.

Click on the links for more information on jobs related to this program:

INTERNATIONAL BUSINESS:

11-1011 Chief Executives and Chief Sustainability Officers, (<http://www.onetonline.org/find/quick?s=11-1011>)

11-1021 General and Operations Managers (<http://www.onetonline.org/link/summary/11-1021.00>)

25-1011 Business Teachers, Postsecondary (<http://www.onetonline.org/link/summary/25-1011.00>)

Cost

Q: How much will this program cost me to complete?

A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$45,900
Books and supplies:	\$3,070
On-campus room & board:	Not required

Q: What's included?

A: The cost is based on completion of the program within two years for an Associate's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions](http://berkeleycollege.edu/files_bc/Copyright) (http://berkeleycollege.edu/files_bc/Copyright)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Center in Newark, NJ (which has an additional estimated cost of \$15,300 for six quarters) or housing at the White Plains location (which has an additional estimated cost of \$17,700 for six quarters).

Financing

Q: What are my financing options to pay for the program?

A: In addition to any grant and scholarship aid for which they are eligible, students may borrow funds through federal, private, and institutional loans to finance their education.

In accordance with applicable regulations, the College does not disclose median debt information for programs completed by fewer than 10 students during the award year.

Success

Q: How long will it take me to complete this program?

A: This 90-credit program is designed to be completed in six academic quarters over two calendar years.

In accordance with applicable regulations, the College does not disclose on-time completion rates for programs completed by fewer than 10 students during the award year.

The following are A.A.S., International Business program statistics for New York in 2010-2011.

Click on the links for more information on jobs related to this program:

INTERNATIONAL BUSINESS:

11-1011 Chief Executives and Chief Sustainability Officers, (<http://www.onetonline.org/find/quick?s=11-1011>)

11-1021 General and Operations Managers (<http://www.onetonline.org/link/summary/11-1021.00>)

25-1011 Business Teachers,Postsecondary (<http://www.onetonline.org/link/summary/25-1011.00>)

Cost

Q: How much will this program cost me to complete?
A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$45,900
Books and supplies:	\$3,070
On-campus room & board:	Not required

Q: What's included?
A:
 The cost is based on completion of the program within two years for an Associate's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions](http://berkeleycollege.edu/files_bc/CopyrightTermsandConditions.pdf) (http://berkeleycollege.edu/files_bc/CopyrightTermsandConditions.pdf)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Center in Newark, NJ (which has an additional estimated cost of \$15,300 for six quarters) or housing at the White Plains location (which has an additional estimated cost of \$17,700 for six quarters).

Financing

Q: What are my financing options to pay for the program?
A:
 In addition to any grant and scholarship aid for which they are eligible, students may borrow funds through federal, private, and institutional loans to finance their education.

In accordance with applicable regulations, the College does not disclose median debt information for programs completed by fewer than 10 students during the award year.

Success

Q: How long will it take me to complete this program?
A:
 This 90-credit program is designed to be completed in six academic quarters over two calendar years.

In accordance with applicable regulations, the College does not disclose on-time completion rates for programs completed by fewer than 10 students during the award year.



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

Course Requirements

MAJOR COURSES

	Qtr. hrs. credit
IBS201 International Business	4
IBS225 International Trade Policies and Practices	4
IBS230 International Marketing	4
IBS240 International Management	4
BUS250 Computer Applications in Business	2

BUSINESS COURSES

ACC110 Fundamentals of Accounting for Managers	4
BUS100 Business Organization and Management	4
BUS225 Career Management Seminar	2
BUS292 Internship	4
MGT220 Principles of Management	4
MKT220 Principles of Marketing	4
CIS115 Computer Applications	4

LIBERAL ARTS COURSES

ENG105 Expository Writing	4
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ENG106 Writing Through Literature	4
ENG115 Public Speaking	4
SOC225 Psychology	4
Macroeconomics/Microeconomics Elective	4
General Education Core Humanities Elective	4
General Education Core Mathematics/Science Elective	4
General Education Core Social Science Elective	4
FREE ELECTIVES	14

90 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

[Program Statistics \(/catalog_2012/catalog_2012_775.htm\)](/catalog_2012/catalog_2012_775.htm)



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A.S., International Business

- [A.S., International Business Course Requirements \(/catalog_2012/catalog_2012_1002.htm\)](/catalog_2012/catalog_2012_1002.htm)

The following are A.S., International Business program statistics for New Jersey in 2010-2011.

Click on the links for more information on jobs related to this program:

INTERNATIONAL BUSINESS:

- 27-3091 Interpreters and Translators, (<http://www.bls.gov/soc/2010/soc273091.htm>)
- 39-7010 Tour and Travel Guides, (<http://www.bls.gov/soc/2010/soc397010.htm>)
- 41-3010 Advertising Sales Agents, (<http://www.bls.gov/soc/2010/soc413010.htm>)
- 41-3011 Advertising Sales Agents, (<http://www.bls.gov/soc/2010/soc413011.htm>)
- 41-3090 Miscellaneous Sales Representatives, Services, (<http://www.bls.gov/soc/2010/soc413090.htm>)
- 41-3099 Sales Representatives, Services, All Other, (<http://www.bls.gov/soc/2010/soc413099.htm>)
- 43-3060 Procurement Clerks, (<http://www.bls.gov/soc/2010/soc433060.htm>)
- 43-3061 Procurement Clerks, (<http://www.bls.gov/soc/2010/soc433061.htm>)
- 43-3070 Tellers, (<http://www.bls.gov/soc/2010/soc433070.htm>)
- 43-3071 Tellers, (<http://www.bls.gov/soc/2010/soc433071.htm>)
- 43-3090 Miscellaneous Financial Clerks, (<http://www.bls.gov/soc/2010/soc433090.htm>)
- 43-3099 Financial Clerks, All Other, (<http://www.bls.gov/soc/2010/soc433099.htm>)
- 43-4020 Correspondence Clerks, (<http://www.bls.gov/soc/2010/soc434020.htm>)
- 43-4021 Correspondence Clerks, (<http://www.bls.gov/soc/2010/soc434021.htm>)
- 43-4190 Miscellaneous Information and Record Clerks, (<http://www.bls.gov/soc/2010/soc434190.htm>)
- 43-4199 Information and Record Clerks, All Other, (<http://www.bls.gov/soc/2010/soc434199.htm>)
- 43-5060 Production, Planning, and Expediting Clerks, (<http://www.bls.gov/soc/2010/soc435060.htm>)
- 43-5061 Production, Planning, and Expediting Clerks, (<http://www.bls.gov/soc/2010/soc435061.htm>)
- 43-5070 Shipping, Receiving, and Traffic Clerks, (<http://www.bls.gov/soc/2010/soc435070.htm>)
- 43-5071 Shipping, Receiving, and Traffic Clerks, (<http://www.bls.gov/soc/2010/soc435071.htm>)
- 43-9190 Miscellaneous Office and Administrative Support Workers (<http://www.bls.gov/soc/2010/soc439190.htm>)

Cost

Q: How much will this program cost me to complete?

A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$45,900
Books and supplies:	\$3,070
On-campus room & board:	Not required

Q: What's included?

A: The cost is based on completion of the program within two years for an Associate's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost ([click here for terms and conditions](#) (http://berkeleycollege.edu/files_bc/Copyrig

Financing

Q: What are my financing options to pay for the program?

A: In addition to any grant and scholarship aid for which they are eligible, students may borrow funds through federal, private, and institutional loans to finance their education.

In accordance with applicable regulations, the College does not disclose median debt information for programs completed by fewer than 10 students during the award year.

Access

Q: How long will it take me to complete this program?

A:

). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Center in Newark, NJ (which has an additional estimated cost of \$15,300 for six quarters) or housing at the White Plains location (which has an additional estimated cost of \$17,700 for six quarters).

Su This 90-credit program is designed to be completed in six academic quarters over two calendar years.

In accordance with applicable regulations, the College does not disclose on-time completion rates for programs completed by fewer than 10 students during the award year.

The following are A.S., International Business program statistics for New York in 2010-2011.

Click on the links for more information on jobs related to this program:

INTERNATIONAL BUSINESS:

- 27-3091 Interpreters and Translators, (<http://www.bls.gov/soc/2010/soc273091.htm>)
- 39-7010 Tour and Travel Guides, (<http://www.bls.gov/soc/2010/soc397010.htm>)
- 41-3010 Advertising Sales Agents, (<http://www.bls.gov/soc/2010/soc413010.htm>)
- 41-3011 Advertising Sales Agents, (<http://www.bls.gov/soc/2010/soc413011.htm>)
- 41-3090 Miscellaneous Sales Representatives, Services, (<http://www.bls.gov/soc/2010/soc413090.htm>)
- 41-3099 Sales Representatives, Services, All Other, (<http://www.bls.gov/soc/2010/soc413099.htm>)
- 43-3060 Procurement Clerks, (<http://www.bls.gov/soc/2010/soc433060.htm>)
- 43-3061 Procurement Clerks, (<http://www.bls.gov/soc/2010/soc433061.htm>)
- 43-3070 Tellers, (<http://www.bls.gov/soc/2010/soc433070.htm>)
- 43-3071 Tellers, (<http://www.bls.gov/soc/2010/soc433071.htm>)
- 43-3090 Miscellaneous Financial Clerks, (<http://www.bls.gov/soc/2010/soc433090.htm>)
- 43-3099 Financial Clerks, All Other, (<http://www.bls.gov/soc/2010/soc433099.htm>)
- 43-4020 Correspondence Clerks, (<http://www.bls.gov/soc/2010/soc434020.htm>)
- 43-4021 Correspondence Clerks, (<http://www.bls.gov/soc/2010/soc434021.htm>)
- 43-4190 Miscellaneous Information and Record Clerks, (<http://www.bls.gov/soc/2010/soc434190.htm>)
- 43-4199 Information and Record Clerks, All Other, (<http://www.bls.gov/soc/2010/soc434199.htm>)
- 43-5060 Production, Planning, and Expediting Clerks, (<http://www.bls.gov/soc/2010/soc435060.htm>)
- 43-5061 Production, Planning, and Expediting Clerks, (<http://www.bls.gov/soc/2010/soc435061.htm>)
- 43-5070 Shipping, Receiving, and Traffic Clerks, (<http://www.bls.gov/soc/2010/soc435070.htm>)
- 43-5071 Shipping, Receiving, and Traffic Clerks, (<http://www.bls.gov/soc/2010/soc435071.htm>)
- 43-9190 Miscellaneous Office and Administrative Support Workers (<http://www.bls.gov/soc/2010/soc439190.htm>)

Cost

Q: How much will this program cost me to complete?

A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$45,900
Books and supplies:	\$3,070
On-campus room & board:	Not required

Q: What's included?

A:
The cost is based on completion of the program within two years for an Associate's degree (Note: Additional costs may be incurred due to

Financing

Q: What are my financing options to pay for the program?

A:
In addition to any grant and scholarship aid for which they are eligible, students may borrow funds through federal, private, and institutional loans to finance their education.

In accordance with applicable regulations, the College does not disclose median debt information for programs completed by fewer than 10 students during the award year.

individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for **terms and conditions** (http://berkeleycollege.edu/files_bc/Copyrig)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Center in Newark, NJ (which has an additional estimated cost of \$15,300 for six quarters) or housing at the White Plains location (which has an additional estimated cost of \$17,700 for six quarters).

Success

Q: How long will it take me to complete this program?

A: This 90-credit program is designed to be completed in six academic quarters over two calendar years.

In accordance with applicable regulations, the College does not disclose on-time completion rates for programs completed by fewer than 10 students during the award year.



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

Course Requirements

MAJOR COURSES	Qtr. hrs. credit
IBS201 International Business	4
IBS225 International Trade Policies and Practices	4
IBS240 International Management	4
BUS250 Computer Applications in Business	2
SOC205 World Cultures	4
International Business Electives*	12
<hr/>	
BUSINESS COURSES	
ACC110 Fundamentals of Accounting for Managers	4
BUS100 Business Organization and Management	4
BUS225 Career Management Seminar	2
BUS292 Internship	4
MGT220 Principles of Management	4
CIS115 Computer Applications	4
<hr/>	
LIBERAL ARTS COURSES	
ENG105 Expository Writing	4
ENG106 Writing Through Literature	4

ENG115 Public Speaking	4
SOC225 Psychology	4
Macroeconomics/Microeconomics Elective	4
General Education Core Humanities Elective	4
General Education Core Mathematics/Science Elective	4
General Education Core Social Science Elective	4
FREE ELECTIVES	6

90 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

*12 credits selected from the following:

HUM215 World Literature
HUM225 Ethics
HUM231 World Civilization I
HUM232 World Civilization II
Foreign Language courses

[Program Statistics \(/catalog_2012/catalog_2012_774.htm\)](/catalog_2012/catalog_2012_774.htm)



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B.B.A., International Business

- [B.B.A., International Business Course Requirements \(/catalog_2012/catalog_2012_1004.htm\)](/catalog_2012/catalog_2012_1004.htm)

The following are B.B.A., International Business program statistics for New York in 2010-2011.

Click on the links for more information on jobs related to this program:

INTERNATIONAL BUSINESS:

- 11-2021 Marketing Managers, (<http://www.bls.gov/soc/2010/soc112021.htm>)
- 11-2022 Sales Managers, (<http://www.bls.gov/soc/2010/soc112022.htm>)
- 11-9190 Miscellaneous Managers, (<http://www.bls.gov/soc/2010/soc119190.htm>)
- 11-9199 Managers, All Other, (<http://www.bls.gov/soc/2010/soc119199.htm>)
- 13-1020 Buyers and Purchasing Agents, (<http://www.bls.gov/soc/2010/soc131020.htm>)
- 27-3091 Interpreters and Translators, (<http://www.bls.gov/soc/2010/soc273091.htm>)
- 39-7010 Tour and Travel Guides, (<http://www.bls.gov/soc/2010/soc397010.htm>)
- 41-3010 Advertising Sales Agents, (<http://www.bls.gov/soc/2010/soc413010.htm>)
- 41-3011 Advertising Sales Agents, (<http://www.bls.gov/soc/2010/soc413011.htm>)
- 41-3090 Miscellaneous Sales Representatives, Services, (<http://www.bls.gov/soc/2010/soc413090.htm>)
- 41-3099 Sales Representatives, Services, All Other, (<http://www.bls.gov/soc/2010/soc413099.htm>)
- 43-3060 Procurement Clerks, (<http://www.bls.gov/soc/2010/soc433060.htm>)
- 43-3061 Procurement Clerks, (<http://www.bls.gov/soc/2010/soc433061.htm>)
- 43-3090 Miscellaneous Financial Clerks, (<http://www.bls.gov/soc/2010/soc433090.htm>)
- 43-3099 Financial Clerks, All Other, (<http://www.bls.gov/soc/2010/soc433099.htm>)
- 43-4020 Correspondence Clerks, (<http://www.bls.gov/soc/2010/soc434020.htm>)
- 43-4021 Correspondence Clerks, (<http://www.bls.gov/soc/2010/soc434021.htm>)
- 43-4190 Miscellaneous Information and Record Clerks, (<http://www.bls.gov/soc/2010/soc434190.htm>)
- 43-4199 Information and Record Clerks, All Other, (<http://www.bls.gov/soc/2010/soc434199.htm>)
- 43-5010 Cargo and Freight Agents, (<http://www.bls.gov/soc/2010/soc435010.htm>)
- 43-5011 Cargo and Freight Agents, (<http://www.bls.gov/soc/2010/soc435011.htm>)
- 43-5060 Production, Planning, and Expediting Clerks, (<http://www.bls.gov/soc/2010/soc435060.htm>)
- 43-5061 Production, Planning, and Expediting Clerks, (<http://www.bls.gov/soc/2010/soc435061.htm>)
- 43-5070 Shipping, Receiving, and Traffic Clerks, (<http://www.bls.gov/soc/2010/soc435070.htm>)
- 43-5071 Shipping, Receiving, and Traffic Clerks, (<http://www.bls.gov/soc/2010/soc435071.htm>)
- 43-9190 Miscellaneous Office and Administrative Support Workers, (<http://www.bls.gov/soc/2010/soc439190.htm>)
- 43-9199 Office and Administrative Support Workers, All Other (<http://www.bls.gov/soc/2010/soc439199.htm>)

Cost

Q: How much will this program cost me to complete?

A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$95,400
Books and supplies:	\$6,140
On-campus room & board:	Not required

Q: What's included?

A: The cost is based on completion of the program within four years for a Bachelor's degree (Note:

Financing

Q: What are my financing options to pay for the program?

A: In addition to any grant and scholarship aid for which they are eligible, 97% of graduates used loans to finance their education. For the 2010-2011 award year, the median debt for program graduates:

Federal loans:	\$24,628.16
Private educational loans:	\$0
Institution Financing Plan:	\$0

Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions](#) (http://berkeleycollege.edu/files_bc/Copyright)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Centre in Newark, NJ (which has an additional estimated cost of \$31,800 for 12 quarters) or housing at the White Plains location (which has an additional estimated cost of \$36,600 for 12 quarters).

Success

Q: How long will it take me to complete this program?

A: This 180-credit program is designed to be completed in 12 academic quarters over four calendar years.

For the 2010-2011 award year, 87% of graduates from this program finished within this time.



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

Course Requirements

MAJOR COURSES

	Qtr. hrs. credit
IBS201 International Business	4
IBS225 International Trade Policies and Practices	4
IBS230 International Marketing	4
IBS240 International Management	4
IBS341 International Banking and Finance	4
IBS344 Global Supply Chain Management and Logistics	4
IBS405 International Business Simulation	4
IBS440 International Strategic Management	4
BUS250 Computer Applications in Business	2
CIS212 Multimedia and Business Presentations	2

BUSINESS COURSES

ACC110 Fundamentals of Accounting for Managers	4
ACC113 Managerial Accounting	4
BUS100 Business Organization and Management	4
BUS225 Career Management Seminar	2

BUS231 Business Law I	4
BUS265 Business Communication	4
BUS482 Internship	4
FIN301 Principles of Finance I	4
MGT220 Principles of Management	4
MKT220 Principles of Marketing	4
CIS115 Computer Applications	4
Business Electives	12

LIBERAL ARTS COURSES*

ENG105 Expository Writing	4
ENG106 Writing Through Literature	4
ENG115 Public Speaking	4
MAT210 Finite Mathematics	4
MAT215 Statistics I	4
SOC201 Macroeconomics	4
SOC202 Microeconomics	4
SOC225 Psychology	4
Humanities Electives	8
Mathematics/Science Electives	8
Social Science Electives	8
General Education Core Humanities Elective	4
General Education Core Mathematics/Science Elective	4
General Education Core Social Science Elective	4

FREE ELECTIVES

22

180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

[Program Statistics \(/catalog_2012/catalog_2012_773.htm\)](/catalog_2012/catalog_2012_773.htm)



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B.S., International Business

- [B.S., International Business Course Requirements \(/catalog_2012/catalog_2012_1006.htm\)](/catalog_2012/catalog_2012_1006.htm)

The following are B.S., International Business program statistics for New Jersey in 2010-2011.

Click on the links for more information on jobs related to this program:

INTERNATIONAL BUSINESS:

- 11-2021 Marketing Managers, (<http://www.bls.gov/soc/2010/soc112021.htm>)
- 11-2022 Sales Managers, (<http://www.bls.gov/soc/2010/soc112022.htm>)
- 11-9190 Miscellaneous Managers, (<http://www.bls.gov/soc/2010/soc119190.htm>)
- 11-9199 Managers, All Other, (<http://www.bls.gov/soc/2010/soc119199.htm>)
- 13-1020 Buyers and Purchasing Agents, (<http://www.bls.gov/soc/2010/soc131020.htm>)
- 27-3091 Interpreters and Translators, (<http://www.bls.gov/soc/2010/soc273091.htm>)
- 39-7010 Tour and Travel Guides, (<http://www.bls.gov/soc/2010/soc397010.htm>)
- 41-3010 Advertising Sales Agents, (<http://www.bls.gov/soc/2010/soc413010.htm>)
- 41-3011 Advertising Sales Agents, (<http://www.bls.gov/soc/2010/soc413011.htm>)
- 41-3090 Miscellaneous Sales Representatives, Services, (<http://www.bls.gov/soc/2010/soc413090.htm>)
- 41-3099 Sales Representatives, Services, All Other, (<http://www.bls.gov/soc/2010/soc413099.htm>)
- 43-3060 Procurement Clerks, (<http://www.bls.gov/soc/2010/soc433060.htm>)
- 43-3061 Procurement Clerks, (<http://www.bls.gov/soc/2010/soc433061.htm>)
- 43-3090 Miscellaneous Financial Clerks, (<http://www.bls.gov/soc/2010/soc433090.htm>)
- 43-3099 Financial Clerks, All Other, (<http://www.bls.gov/soc/2010/soc433099.htm>)
- 43-4020 Correspondence Clerks, (<http://www.bls.gov/soc/2010/soc434020.htm>)
- 43-4021 Correspondence Clerks, (<http://www.bls.gov/soc/2010/soc434021.htm>)
- 43-4190 Miscellaneous Information and Record Clerks, (<http://www.bls.gov/soc/2010/soc434190.htm>)
- 43-4199 Information and Record Clerks, All Other, (<http://www.bls.gov/soc/2010/soc434199.htm>)
- 43-5010 Cargo and Freight Agents, (<http://www.bls.gov/soc/2010/soc435010.htm>)
- 43-5011 Cargo and Freight Agents, (<http://www.bls.gov/soc/2010/soc435011.htm>)
- 43-5060 Production, Planning, and Expediting Clerks, (<http://www.bls.gov/soc/2010/soc435060.htm>)
- 43-5061 Production, Planning, and Expediting Clerks, (<http://www.bls.gov/soc/2010/soc435061.htm>)
- 43-5070 Shipping, Receiving, and Traffic Clerks, (<http://www.bls.gov/soc/2010/soc435070.htm>)
- 43-5071 Shipping, Receiving, and Traffic Clerks, (<http://www.bls.gov/soc/2010/soc435071.htm>)
- 43-9190 Miscellaneous Office and Administrative Support Workers, (<http://www.bls.gov/soc/2010/soc439190.htm>)
- 43-9199 Office and Administrative Support Workers, All Other (<http://www.bls.gov/soc/2010/soc439199.htm>)

Cost

Q: How much will this program cost me to complete?

A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$95,400
Books and supplies:	\$6,140
On-campus room & board:	Not required

Q: What's included?

A: The cost is based on completion of the program within four years for a Bachelor's degree (Note:

Financing

Q: What are my financing options to pay for the program?

A: In addition to any grant and scholarship aid for which they are eligible, 75% of graduates used loans to finance their education. For the 2010-2011 award year, the median debt for program graduates:

Federal loans:	\$22,499.01
Private educational loans:	\$0
Institution Financing Plan:	\$0

Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions](#) (http://berkeleycollege.edu/files_bc/Copyright)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Centre in Newark, NJ (which has an additional estimated cost of \$31,800 for 12 quarters) or housing at the White Plains location (which has an additional estimated cost of \$36,600 for 12 quarters).

Success

Q: How long will it take me to complete this program?

A: This 180-credit program is designed to be completed in 12 academic quarters over four calendar years.

For the 2010-2011 award year, 85% of graduates from this program finished within this time.



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

Course Requirements

MAJOR COURSES

	Qtr. hrs. credit
IBS201 International Business	4
IBS225 International Trade Policies and Practices	4
IBS230 International Marketing	4
IBS240 International Management	4
IBS341 International Banking and Finance	4
IBS344 Global Supply Chain Management and Logistics	4
IBS405 International Business Simulation	4
IBS440 International Strategic Management	4
BUS250 Computer Applications in Business	2
International Business Electives*	8

BUSINESS COURSES

ACC110 Fundamentals of Accounting for Managers	4
ACC113 Managerial Accounting	4
BUS100 Business Organization and Management	4
BUS225 Career Management Seminar	2
BUS231 Business Law I	4

BUS265 Business Communication	4
BUS482 Internship	4
FIN301 Principles of Finance I	4
MGT220 Principles of Management	4
MKT220 Principles of Marketing	4
CIS115 Computer Applications	4
Business Elective	4
<hr/>	
LIBERAL ARTS COURSES**	
ENG105 Expository Writing	4
ENG106 Writing Through Literature	4
ENG115 Public Speaking	4
MAT210 Finite Mathematics	4
MAT215 Statistics I	4
SOC201 Macroeconomics	4
SOC202 Microeconomics	4
SOC225 Psychology	4
Humanities Electives	12
Mathematics/Science Electives	12
Social Science Electives	12
Liberal Arts Electives for Major***	12
General Education Core Humanities Elective	4
General Education Core Mathematics/Science Elective	4
General Education Core Social Science Elective	4

180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

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

***12 credits selected from the following:

HUM215 World Literature
HUM225 Ethics
HUM231 World Civilization I
HUM232 World Civilization II
SOC205 World Cultures
SOC310 Intercultural Communications
SOC415 Global Social Change
Foreign Language courses

[Program Statistics \(/catalog_2012/catalog_2012_772.htm\)](/catalog_2012/catalog_2012_772.htm)



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Manage a company by motivating people.

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

Benefit from:

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- Exposure to the functions of an organization
- Courses in Leadership and Developing Managerial Competence
- A curriculum that incorporates managing cultural diversity; forecasting, and strategic planning
- Hands-on experience with the technology used in businesses
- Valuable, real-world 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 - Management**
(/catalog_2012/catalog_2012_778.htm)
- **B.B.A., Business Administration - Management**
(/catalog_2012/catalog_2012_777.htm)
- **B.S., Management** (/catalog_2012/catalog_2012_776.htm)



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A.A.S., Business Administration - Management

- **A.A.S., Business Administration - Management Course Requirements**
(/catalog_2012/catalog_2012_1008.htm)

The following are A.A.S., Business Administration program statistics for New Jersey in 2010-2011.

Click on the links for more information on jobs related to this program:

ACCOUNTING:

13-2071 Credit Counselors, (<http://www.bls.gov/soc/2010/soc132071.htm>)
 13-2082 Tax Preparers, (<http://www.bls.gov/soc/2010/soc132082.htm>)
 43-3010 Bill and Account Collectors, (<http://www.bls.gov/soc/2010/soc433010.htm>)
 43-3011 Bill and Account Collectors, (<http://www.bls.gov/soc/2010/soc433011.htm>)
 43-3020 Billing and Posting Clerks, (<http://www.bls.gov/soc/2010/soc433020.htm>)
 43-3021 Billing and Posting Clerks, (<http://www.bls.gov/soc/2010/soc433021.htm>)
 43-3050 Payroll and Timekeeping Clerks, (<http://www.bls.gov/soc/2010/soc433050.htm>)
 43-3051 Payroll and Timekeeping Clerks, (<http://www.bls.gov/soc/2010/soc433051.htm>)
 43-3070 Tellers, (<http://www.bls.gov/soc/2010/soc433070.htm>)
 43-3071 Tellers, (<http://www.bls.gov/soc/2010/soc433071.htm>)
 43-3090 Miscellaneous Financial Clerks, (<http://www.bls.gov/soc/2010/soc433090.htm>)
 43-3099 Financial Clerks, All Other, (<http://www.bls.gov/soc/2010/soc433099.htm>)
 43-4040 Credit Authorizers, Checkers, and Clerks, (<http://www.bls.gov/soc/2010/soc434040.htm>)
 43-4041 Credit Authorizers, Checkers, and Clerks, (<http://www.bls.gov/soc/2010/soc434041.htm>)
 43-4050 Customer Service Representatives, (<http://www.bls.gov/soc/2010/soc434050.htm>)
 43-4051 Customer Service Representatives, (<http://www.bls.gov/soc/2010/soc434051.htm>)
 43-4190 Miscellaneous Information and Record Clerks,
 (<http://www.bls.gov/soc/2010/soc434190.htm>)
 43-4199 Information and Record Clerks, All Other (<http://www.bls.gov/soc/2010/soc434199.htm>)

INFORMATION SYSTEMS MANAGEMENT:

43-9020 Data Entry and Information Processing Workers,
 (<http://www.bls.gov/soc/2010/soc439020.htm>)
 43-4199 Information and Record Clerks, All Other, (<http://www.bls.gov/soc/2010/soc434199.htm>)
 43-4190 Miscellaneous Information and Record Clerks,
 (<http://www.bls.gov/soc/2010/soc434190.htm>)
 43-4051 Customer Service Representatives, (<http://www.bls.gov/soc/2010/soc434051.htm>)
 15-1199 Computer Occupations, All Other, (<http://www.bls.gov/soc/2010/soc151199.htm>)
 15-1150 Computer Support Specialists, (<http://www.bls.gov/soc/2010/soc151150.htm>)
 11-9190 Miscellaneous Managers, (<http://www.bls.gov/soc/2010/soc119190.htm>)
 11-3010 Administrative Services Managers (<http://www.bls.gov/soc/2010/soc113010.htm>)

MANAGEMENT:

11-2022 Sales Managers, (<http://www.bls.gov/soc/2010/soc112022.htm>)
 11-3011 Administrative Services Managers, (<http://www.bls.gov/soc/2010/soc113011.htm>)
 (<http://www.bls.gov/soc/2010/soc119190.htm>)
 11-9199 Managers, All Other, (<http://www.bls.gov/soc/2010/soc119199.htm>)
 /
 11-1011 Chief Executives (<http://www.onetonline.org/link/summary/11-1011.00>)
 /
 11-1021 General and Operations Managers (<http://www.onetonline.org/link/summary/11-1021.00>)
 /
 11-3051 Industrial Production Managers (<http://www.onetonline.org/link/summary/11-3051.00>)
 /
 11-3071 Transportation, Storage and Distribution Managers (<http://www.onetonline.org/find/quick?s=11-3071>)
 /
 11-9021 Construction Managers (<http://www.onetonline.org/link/summary/11-9021.00>)

- 11-9151 Social and Community Service Managers (<http://www.onetonline.org/link/summary/11-9151.00>)
- 13-1051 Cost Estimators (<http://www.onetonline.org/link/summary/13-1051.00>)
- 13-1111 Management Analysts (<http://www.onetonline.org/link/summary/13-1111.00>)
- 25-1011 Business Teachers, Postsecondary (<http://www.onetonline.org/link/summary/25-1011.00>)

MARKETING:

- 13-1199 Business Operations Specialists, All Other, (<http://www.bls.gov/soc/2010/soc131199.htm>)
- 27-1026 Merchandise Displayers and Window Trimmers, (<http://www.bls.gov/soc/2010/soc271026.htm>)
- 27-3030 Public Relations Specialists, (<http://www.bls.gov/soc/2010/soc273030.htm>)
- 27-3031 Public Relations Specialists, (<http://www.bls.gov/soc/2010/soc273031.htm>)
- 41-1010 First-Line Supervisors of Sales Workers, (<http://www.bls.gov/soc/2010/soc411010.htm>)
- 41-1011 First-Line Supervisors of Retail Sales Workers, (<http://www.bls.gov/soc/2010/soc411011.htm>)
- 41-1012 First-Line Supervisors of Non-Retail Sales Workers, (<http://www.bls.gov/soc/2010/soc411012.htm>)
- 41-2022 Parts Salespersons, (<http://www.bls.gov/soc/2010/soc412022.htm>)
- 41-2030 Retail Salespersons, (<http://www.bls.gov/soc/2010/soc412030.htm>)
- 41-2031 Retail Salespersons, (<http://www.bls.gov/soc/2010/soc412031.htm>)
- 41-3010 Advertising Sales Agents, (<http://www.bls.gov/soc/2010/soc413010.htm>)
- 41-3011 Advertising Sales Agents, (<http://www.bls.gov/soc/2010/soc413011.htm>)
- 41-3020 Insurance Sales Agents, (<http://www.bls.gov/soc/2010/soc413020.htm>)
- 41-3021 Insurance Sales Agents, (<http://www.bls.gov/soc/2010/soc413021.htm>)
- 41-3040 Travel Agents, (<http://www.bls.gov/soc/2010/soc413040.htm>)
- 41-3041 Travel Agents, (<http://www.bls.gov/soc/2010/soc413041.htm>)
- 41-3090 Miscellaneous Sales Representatives, Services, (<http://www.bls.gov/soc/2010/soc413090.htm>)
- 41-3099 Sales Representatives, Services, All Other, (<http://www.bls.gov/soc/2010/soc413099.htm>)
- 41-9010 Models, Demonstrators, and Product Promoters, (<http://www.bls.gov/soc/2010/soc419010.htm>)
- 41-9011 Demonstrators and Product Promoters, (<http://www.bls.gov/soc/2010/soc419011.htm>)
- 41-9020 Real Estate Brokers and Sales Agents, (<http://www.bls.gov/soc/2010/soc419020.htm>)
- 41-9022 Real Estate Sales Agents, (<http://www.bls.gov/soc/2010/soc419022.htm>)
- 41-9040 Telemarketers, (<http://www.bls.gov/soc/2010/soc419040.htm>)
- 41-9041 Telemarketers, (<http://www.bls.gov/soc/2010/soc419041.htm>)
- 41-9090 Miscellaneous Sales and Related Workers, (<http://www.bls.gov/soc/2010/soc419090.htm>)
- 41-9099 Sales and Related Workers, All Other, (<http://www.bls.gov/soc/2010/soc419099.htm>)
- 43-3060 Procurement Clerks, (<http://www.bls.gov/soc/2010/soc433060.htm>)
- 43-3061 Procurement Clerks, (<http://www.bls.gov/soc/2010/soc433061.htm>)
- 43-4050 Customer Service Representatives, (<http://www.bls.gov/soc/2010/soc434050.htm>)
- 43-4051 Customer Service Representatives, (<http://www.bls.gov/soc/2010/soc434051.htm>)
- 13-1190 Miscellaneous Business Operations Specialists, (<http://www.bls.gov/soc/2010/soc131190.htm>)
- 13-1120 Meeting, Convention, and Event Planners, (<http://www.bls.gov/soc/2010/soc131120.htm>)
- 13-1121 Meeting, Convention, and Event Planners (<http://www.bls.gov/soc/2010/soc131121.htm>)

Cost

Q: How much will this program cost me to complete?
A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$45,900
Books and supplies:	\$3,070
On-campus room & board:	Not required

Q: What's included?
A: The cost is based on completion of the program within two years for an Associate's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost ([click here for terms and conditions](#))

Financing

Q: What are my financing options to pay for the program?
A: In addition to any grant and scholarship aid for which they are eligible, 88% of graduates used loans to finance their education. For the 2010-2011 award year, the median debt for program graduates was:

Federal loans:	\$15,062.50
Private educational loans:	\$0
Institution Financing Plan:	\$0

cess

Q: How long will it take me to complete this program?

(http://berkeleycollege.edu/files_bc/Copyrig). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Center in Newark, NJ (which has an additional estimated cost of \$15,300 for six quarters) or housing at the White Plains location (which has an additional estimated cost of \$17,700 for six quarters).

Suc

A:
This 90-credit program is designed to be completed in six academic quarters over two calendar years.

For the 2010-2011 award year, 52% of graduates from this program finished within this time.

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

The following are A.A.S., Business Administration - Management program statistics for New York in 2010-2011.

Click on the links for more information on jobs related to this program:

MANAGEMENT:

11-2022 Sales Managers, (<http://www.bls.gov/soc/2010/soc112022.htm>)
11-3010 Administrative Services Managers, (<http://www.bls.gov/soc/2010/soc113010.htm>)
11-3011 Administrative Services Managers, (<http://www.bls.gov/soc/2010/soc113011.htm>)
11-9190 Miscellaneous Managers, (<http://www.bls.gov/soc/2010/soc119190.htm>)
11-9199 Managers, All Other, (<http://www.bls.gov/soc/2010/soc119199.htm>)
13-1030 Claims Adjusters, Appraisers, Examiners, and Investigators, (<http://www.bls.gov/soc/2010/soc131030.htm>)
13-1070 Human Resources Workers, (<http://www.bls.gov/soc/2010/soc131070.htm>)
13-2052 Personal Financial Advisors, (<http://www.bls.gov/soc/2010/soc132052.htm>)
41-3010 Advertising Sales Agents, (<http://www.bls.gov/soc/2010/soc413010.htm>)
41-3011 Advertising Sales Agents, (<http://www.bls.gov/soc/2010/soc413011.htm>)
41-3090 Miscellaneous Sales Representatives, Services, (<http://www.bls.gov/soc/2010/soc413090.htm>)
41-3099 Sales Representatives, Services, All Other, (<http://www.bls.gov/soc/2010/soc413099.htm>)
43-1010 First-Line Supervisors of Office and Administrative Support Workers, (<http://www.bls.gov/soc/2010/soc431010.htm>)
43-1011 First-Line Supervisors of Office and Administrative Support Workers, (<http://www.bls.gov/soc/2010/soc431011.htm>)
43-3070 Tellers, (<http://www.bls.gov/soc/2010/soc433070.htm>)
43-3071 Tellers, (<http://www.bls.gov/soc/2010/soc433071.htm>)
43-3090 Miscellaneous Financial Clerks, (<http://www.bls.gov/soc/2010/soc433090.htm>)
43-3099 Financial Clerks, All Other, (<http://www.bls.gov/soc/2010/soc433099.htm>)
43-4050 Customer Service Representatives, (<http://www.bls.gov/soc/2010/soc434050.htm>)
43-4051 Customer Service Representatives, (<http://www.bls.gov/soc/2010/soc434051.htm>)
43-4130 Loan Interviewers and Clerks, (<http://www.bls.gov/soc/2010/soc434130.htm>)
43-4131 Loan Interviewers and Clerks, (<http://www.bls.gov/soc/2010/soc434131.htm>)
43-4140 New Accounts Clerks, (<http://www.bls.gov/soc/2010/soc434140.htm>)
43-4141 New Accounts Clerks, (<http://www.bls.gov/soc/2010/soc434141.htm>)
43-4160 Human Resources Assistants, Except Payroll and Timekeeping, (<http://www.bls.gov/soc/2010/soc434160.htm>)
43-4161 Human Resources Assistants, Except Payroll and Timekeeping, (<http://www.bls.gov/soc/2010/soc434161.htm>)
43-5060 Production, Planning, and Expediting Clerks, (<http://www.bls.gov/soc/2010/soc435060.htm>)
43-5061 Production, Planning, and Expediting Clerks, (<http://www.bls.gov/soc/2010/soc435061.htm>)
43-5070 Shipping, Receiving, and Traffic Clerks, (<http://www.bls.gov/soc/2010/soc435070.htm>)
43-5071 Shipping, Receiving, and Traffic Clerks, (<http://www.bls.gov/soc/2010/soc435071.htm>)
43-6010 Secretaries and Administrative Assistants (<http://www.bls.gov/soc/2010/soc436010.htm>)

Cost

Q: How much will this program cost me to complete?
A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$45,900
Books and supplies:	\$3,070
On-campus room & board:	Not required

Q: What's included?
A: The cost is based on completion of the program within two years for an Associate's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions \(http://berkeleycollege.edu/files_bc/Copyright](http://berkeleycollege.edu/files_bc/Copyright%20and%20Conditions.pdf))). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Center in Newark, NJ (which has an additional estimated cost of \$15,300 for six quarters) or housing at the White Plains location (which has an additional estimated cost of \$17,700 for six quarters).

Financing

Q: What are my financing options to pay for the program?
A: In addition to any grant and scholarship aid for which they are eligible, 81% of graduates used loans to finance their education. For the 2010-2011 award year, the median debt for program graduates was:

Federal loans:	\$14,752.34
Private educational loans:	\$0.00
Institution Financing Plan:	\$0.00

Success

Q: How long will it take me to complete this program?
A: This 90-credit program is designed to be completed in six academic quarters over two calendar years.

For the 2010-2011 award year, 48% of graduates from this program finished within this time.



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

Course Requirements

MAJOR COURSES

	Qtr. hrs. credit
MGT220 Principles of Management	4
MGT225 Customer Service Management	4
MGT249 Human Resources Management	4
BUS250 Computer Applications in Business	2

BUSINESS COURSES

ACC110 Fundamentals of Accounting for Managers	4
BUS100 Business Organization and Management	4
BUS225 Career Management Seminar	2
BUS292 Internship	4
IBS201 International Business	4
MKT220 Principles of Marketing	4
CIS115 Computer Applications	4
Business Elective	4

LIBERAL ARTS COURSES

ENG105 Expository Writing	4
ENG106 Writing Through Literature	4
ENG115 Public Speaking	4
SOC225 Psychology	4
Macroeconomics/Microeconomics Elective	4
General Education Core Humanities Elective	4
General Education Core Mathematics/Science Elective	4
General Education Core Social Science Elective	4
FREE ELECTIVES	14

90 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

[Program Statistics \(/catalog_2012/catalog_2012_778.htm\)](/catalog_2012/catalog_2012_778.htm)



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B.B.A., Business Administration - Management

- [B.B.A., Business Administration - Management Course Requirements \(/catalog_2012/catalog_2012_1011.htm\)](/catalog_2012/catalog_2012_1011.htm)

The following are B.B.A., Business Administration - Management program statistics for New York in 2010-2011.

Click on the links for more information on jobs related to this program:

MANAGEMENT:

11-2021 Marketing Managers, (<http://www.bls.gov/soc/2010/soc112021.htm>)
 11-2022 Sales Managers, (<http://www.bls.gov/soc/2010/soc112022.htm>)
 11-3010 Administrative Services Managers, (<http://www.bls.gov/soc/2010/soc113010.htm>)
 11-3011 Administrative Services Managers, (<http://www.bls.gov/soc/2010/soc113011.htm>)
 11-9140 Property, Real Estate, and Community Association Managers, (<http://www.bls.gov/soc/2010/soc119140.htm>)
 11-9141 Property, Real Estate, and Community Association Managers, (<http://www.bls.gov/soc/2010/soc119141.htm>)
 11-9190 Miscellaneous Managers, (<http://www.bls.gov/soc/2010/soc119190.htm>)
 11-9199 Managers, All Other, (<http://www.bls.gov/soc/2010/soc119199.htm>)
 13-1030 Claims Adjusters, Appraisers, Examiners, and Investigators, (<http://www.bls.gov/soc/2010/soc131030.htm>)
 13-1070 Human Resources Workers, (<http://www.bls.gov/soc/2010/soc131070.htm>)
 13-1150 Training and Development Specialists, (<http://www.bls.gov/soc/2010/soc131150.htm>)
 13-1151 Training and Development Specialists, (<http://www.bls.gov/soc/2010/soc131151.htm>)
 13-2052 Personal Financial Advisors, (<http://www.bls.gov/soc/2010/soc132052.htm>)
 13-2070 Credit Counselors and Loan Officers, (<http://www.bls.gov/soc/2010/soc132070.htm>)
 41-3010 Advertising Sales Agents, (<http://www.bls.gov/soc/2010/soc413010.htm>)
 41-3011 Advertising Sales Agents, (<http://www.bls.gov/soc/2010/soc413011.htm>)
 41-3090 Miscellaneous Sales Representatives, Services, (<http://www.bls.gov/soc/2010/soc413090.htm>)
 41-3099 Sales Representatives, Services, All Other, (<http://www.bls.gov/soc/2010/soc413099.htm>)
 43-1010 First-Line Supervisors of Office and Administrative Support Workers, (<http://www.bls.gov/soc/2010/soc431010.htm>)
 43-1011 First-Line Supervisors of Office and Administrative Support Workers, (<http://www.bls.gov/soc/2010/soc431011.htm>)
 43-3090 Miscellaneous Financial Clerks, (<http://www.bls.gov/soc/2010/soc433090.htm>)
 43-3099 Financial Clerks, All Other, (<http://www.bls.gov/soc/2010/soc433099.htm>)
 43-4050 Customer Service Representatives, (<http://www.bls.gov/soc/2010/soc434050.htm>)
 43-4051 Customer Service Representatives, (<http://www.bls.gov/soc/2010/soc434051.htm>)
 43-4130 Loan Interviewers and Clerks, (<http://www.bls.gov/soc/2010/soc434130.htm>)
 43-4131 Loan Interviewers and Clerks, (<http://www.bls.gov/soc/2010/soc434131.htm>)
 43-4140 New Accounts Clerks, (<http://www.bls.gov/soc/2010/soc434140.htm>)
 43-4141 New Accounts Clerks, (<http://www.bls.gov/soc/2010/soc434141.htm>)
 43-4160 Human Resources Assistants, Except Payroll and Timekeeping, (<http://www.bls.gov/soc/2010/soc434160.htm>)
 43-4161 Human Resources Assistants, Except Payroll and Timekeeping, (<http://www.bls.gov/soc/2010/soc434161.htm>)
 43-5060 Production, Planning, and Expediting Clerks, (<http://www.bls.gov/soc/2010/soc435060.htm>)
 43-5061 Production, Planning, and Expediting Clerks, (<http://www.bls.gov/soc/2010/soc435061.htm>)
 43-5070 Shipping, Receiving, and Traffic Clerks, (<http://www.bls.gov/soc/2010/soc435070.htm>)
 43-5071 Shipping, Receiving, and Traffic Clerks, (<http://www.bls.gov/soc/2010/soc435071.htm>)
 43-6010 Secretaries and Administrative Assistants (<http://www.bls.gov/soc/2010/soc436010.htm>)

Cost

Q: How much will this program cost me to complete?

Financing

Q: What are my financing options to pay for the program?

A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$95,400
Books and supplies:	\$6,140
On-campus room & board:	Not required

Q: What's included?

A:
 The cost is based on completion of the program within four years for a Bachelor's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions](http://berkeleycollege.edu/files_bc/Copyright%20and%20Conditions.pdf) ([http://berkeleycollege.edu/files_bc/Copyright](http://berkeleycollege.edu/files_bc/Copyright%20and%20Conditions.pdf))). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Centre in Newark, NJ (which has an additional estimated cost of \$31,800 for 12 quarters) or housing at the White Plains location (which has an additional estimated cost of \$36,600 for 12 quarters).

Finan

A:
 In addition to any grant and scholarship aid for which they are eligible, 97% of graduates used loans to finance their education. For the 2010-2011 award year, the median debt for program graduates:

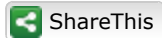
Federal loans:	\$27,004.27
Private educational loans:	\$0
Institution Financing Plan:	\$0

Success

Q: How long will it take me to complete this program?

A:
 This 180-credit program is designed to be completed in 12 academic quarters over four calendar years.

 For the 2010-2011 award year, 82% of graduates from this program finished within this time.



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

Course Requirements

MAJOR COURSES

	Qtr. hrs. credit
MGT220 Principles of Management	4
MGT225 Customer Service Management	4
MGT231 Organizational Behavior	4
MGT249 Human Resources Management	4
MGT332 Operations Management	4
MGT420 Managing for Change	4
MGT425 Management Simulation	4
MGT430 Leadership	4
BUS250 Computer Applications in Business	2
BUS451 Business Strategy and Policy	4
CIS212 Multimedia and Business Presentations	2

BUSINESS COURSES

ACC110 Fundamentals of Accounting for Managers	4
ACC113 Managerial Accounting	4
BUS100 Business Organization and Management	4

BUS225 Career Management Seminar	2
BUS231 Business Law I	4
BUS265 Business Communication	4
BUS482 Internship	4
FIN301 Principles of Finance I	4
IBS201 International Business	4
MKT220 Principles of Marketing	4
CIS115 Computer Applications	4
Business Electives	8

LIBERAL ARTS COURSES*

ENG105 Expository Writing	4
ENG106 Writing Through Literature	4
ENG115 Public Speaking	4
MAT210 Finite Mathematics	4
MAT215 Statistics I	4
SOC201 Macroeconomics	4
SOC202 Microeconomics	4
SOC225 Psychology	4
Humanities Electives	8
Mathematics/Science Electives	8
Social Science Electives	8
General Education Core Humanities Elective	4
General Education Core Mathematics/Science Elective	4

General Education Core Social Science Elective	4
FREE ELECTIVES	22

180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

[Program Statistics \(/catalog_2012/catalog_2012_777.htm\)](/catalog_2012/catalog_2012_777.htm)



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B.S., Management

- **B.S., Management Course Requirements**
(/catalog_2012/catalog_2012_1013.htm)

The following are B.S., Management program statistics for New Jersey in 2010-2011.

Click on the links for more information on jobs related to this program:

MANAGEMENT:

- 11-3011 Administrative Services Managers, (<http://www.bls.gov/soc/2010/soc113011.htm>)
- 11-9199 Managers, All Other, (<http://www.bls.gov/soc/2010/soc119199.htm>)
- 11-1011 Chief Executives (<http://www.onetonline.org/link/summary/11-1011.00>)
- /
- 11-1021 General and Operations Managers (<http://www.onetonline.org/link/summary/11-1021.00>)
- /
- 11-2022 Sales Managers (<http://www.onetonline.org/link/summary/11-2022.00>)
- /
- 11-3051 Industrial Production Managers (<http://www.onetonline.org/link/summary/11-3051.00>)
- /
- 11-3071 Transportation, Storage and Distribution Managers (<http://www.onetonline.org/find/quick?s=11-3071>)
- /
- 11-9021 Construction Managers (<http://11-9021.00> – Construction Managers)
- /
- 11-9151 Social and Community Service Managers (<http://www.onetonline.org/link/summary/11-9151.00>)
- /
- 13-1051 Cost Estimators (<http://www.onetonline.org/link/summary/13-1051.00>)
- /
- 13-1111 Management Analysts (<http://www.onetonline.org/link/summary/13-1111.00>)
- /
- 25-1011 Business Teachers, Postsecondary (<http://www.onetonline.org/link/summary/25-1011.00>)

ENTREPRENEURSHIP:

- 11-2020 Marketing and Sales Managers, (<http://www.bls.gov/soc/2010/soc112020.htm>)
- 11-2021 Marketing Managers, (<http://www.bls.gov/soc/2010/soc112021.htm>)
- 11-2022 Sales Managers, (<http://www.bls.gov/soc/2010/soc112022.htm>)
- 11-3010 Administrative Services Managers, (<http://www.bls.gov/soc/2010/soc113010.htm>)
- 11-3011 Administrative Services Managers, (<http://www.bls.gov/soc/2010/soc113011.htm>)
- 11-9190 Miscellaneous Managers, (<http://www.bls.gov/soc/2010/soc119190.htm>)
- 11-9199 Managers, All Other, (<http://www.bls.gov/soc/2010/soc119199.htm>)
- 13-1120 Meeting, Convention, and Event Planners, (<http://www.bls.gov/soc/2010/soc131120.htm>)
- 13-1121 Meeting, Convention, and Event Planners, (<http://www.bls.gov/soc/2010/soc131121.htm>)
- 41-1010 First-Line Supervisors of Sales Workers, (<http://www.bls.gov/soc/2010/soc411010.htm>)
- 41-1011 First-Line Supervisors of Retail Sales Workers, (<http://www.bls.gov/soc/2010/soc411011.htm>)
- 41-1012 First-Line Supervisors of Non-Retail Sales Workers, (<http://www.bls.gov/soc/2010/soc411012.htm>)
- 41-2030 Retail Salespersons, (<http://www.bls.gov/soc/2010/soc412030.htm>)
- 41-2031 Retail Salespersons, (<http://www.bls.gov/soc/2010/soc412031.htm>)
- 41-3090 Miscellaneous Sales Representatives, Services, (<http://www.bls.gov/soc/2010/soc413090.htm>)
- 41-3099 Sales Representatives, Services, All Other, (<http://www.bls.gov/soc/2010/soc413099.htm>)
- 41-4010 Sales Representatives, Wholesale and Manufacturing, (<http://www.bls.gov/soc/2010/soc414010.htm>)
- 41-4011 Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products, (<http://www.bls.gov/soc/2010/soc414011.htm>)
- 41-4012 Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products, (<http://www.bls.gov/soc/2010/soc414012.htm>)
- 41-9011 Demonstrators and Product Promoters (<http://www.bls.gov/soc/2010/soc419011.htm>)

ENVIRONMENTAL MANAGEMENT:

11-9140 Property, Real Estate, and Community Association Managers, (<http://www.bls.gov/soc/2010/soc119140.htm>)
 11-9190 Miscellaneous Managers, (<http://www.bls.gov/soc/2010/soc119190.htm>)
 19-4090 Miscellaneous Life, Physical, and Social Science Technicians, (<http://www.bls.gov/soc/2010/soc194090.htm>)
 19-4093 Forest and Conservation Technicians, (<http://www.bls.gov/soc/2010/soc194093.htm>)
 37-1010 First-Line Supervisors of Building and Grounds Cleaning and Maintenance Workers, (<http://www.bls.gov/soc/2010/soc371010.htm>)
 41-4010 Sales Representatives, Wholesale and Manufacturing, (<http://www.bls.gov/soc/2010/soc414010.htm>)
 43-1010 First-Line Supervisors of Office and Administrative Support Workers, (<http://www.bls.gov/soc/2010/soc431010.htm>)
 43-4030 Court, Municipal, and License Clerks, (<http://www.bls.gov/soc/2010/soc434030.htm>)
 45-4010 Forest and Conservation Workers, (<http://www.bls.gov/soc/2010/soc454010.htm>)
 47-1010 First-Line Supervisors of Construction Trades and Extraction Workers (<http://www.bls.gov/soc/2010/soc471010.htm>)

HUMAN RESOURCES MANAGEMENT:

11-3011 Administrative Services Managers, (<http://www.bls.gov/soc/2010/soc113011.htm>)
 11-9190 Miscellaneous Managers, (<http://www.bls.gov/soc/2010/soc119190.htm>)
 13-1070 Human Resources Workers, (<http://www.bls.gov/soc/2010/soc131070.htm>)
 13-1150 Training and Development Specialists, (<http://www.bls.gov/soc/2010/soc131150.htm>)
 41-3090 Miscellaneous Sales Representatives, Services, (<http://www.bls.gov/soc/2010/soc413090.htm>)
 41-3099 Sales Representatives, Services, All Other, (<http://www.bls.gov/soc/2010/soc413099.htm>)
 43-1010 First-Line Supervisors of Office and Administrative Support Workers, (<http://www.bls.gov/soc/2010/soc431010.htm>)
 43-1011 First-Line Supervisors of Office and Administrative Support Workers, (<http://www.bls.gov/soc/2010/soc431011.htm>)
 43-3050 Payroll and Timekeeping Clerks, (<http://www.bls.gov/soc/2010/soc433050.htm>)
 43-3051 Payroll and Timekeeping Clerks, (<http://www.bls.gov/soc/2010/soc433051.htm>)
 43-4061 Eligibility Interviewers, Government Programs, (<http://www.bls.gov/soc/2010/soc434061.htm>)
 43-4110 Interviewers, Except Eligibility and Loan, (<http://www.bls.gov/soc/2010/soc434110.htm>)
 43-4111 Interviewers, Except Eligibility and Loan, (<http://www.bls.gov/soc/2010/soc434111.htm>)
 43-4160 Human Resources Assistants, Except Payroll and Timekeeping, (<http://www.bls.gov/soc/2010/soc434160.htm>)
 43-4161 Human Resources Assistants, Except Payroll and Timekeeping, (<http://www.bls.gov/soc/2010/soc434161.htm>)
 43-4199 Information and Record Clerks, All Other, (<http://www.bls.gov/soc/2010/soc434199.htm>)
 43-6010 Secretaries and Administrative Assistants, (<http://www.bls.gov/soc/2010/soc436010.htm>)
 43-6014 Secretaries and Administrative Assistants, Except Legal, Medical, and Executive, (<http://www.bls.gov/soc/2010/soc436014.htm>)
 43-9199 Office and Administrative Support Workers, All Other (<http://www.bls.gov/soc/2010/soc439199.htm>)

NONPROFIT MANAGEMENT:

11-1021 General and Operations Managers, (<http://www.bls.gov/soc/2010/soc111021.htm>)
 11-2021 Marketing Managers, (<http://www.bls.gov/soc/2010/soc112021.htm>)
 11-2030 Public Relations and Fundraising Managers, (<http://www.bls.gov/soc/2010/soc112030.htm>)
 11-2031 Public Relations and Fundraising Managers, (<http://www.bls.gov/soc/2010/soc112031.htm>)
 11-3010 Administrative Services Managers, (<http://www.bls.gov/soc/2010/soc113010.htm>)
 11-3011 Administrative Services Managers, (<http://www.bls.gov/soc/2010/soc113011.htm>)
 11-9151 Social and Community Service Managers, (<http://www.bls.gov/soc/2010/soc119151.htm>)
 11-9190 Miscellaneous Managers, (<http://www.bls.gov/soc/2010/soc119190.htm>)
 11-9199 Managers, All Other, (<http://www.bls.gov/soc/2010/soc119199.htm>)
 13-1030 Claims Adjusters, Appraisers, Examiners, and Investigators, (<http://www.bls.gov/soc/2010/soc131030.htm>)
 13-1070 Human Resources Workers, (<http://www.bls.gov/soc/2010/soc131070.htm>)
 13-1150 Training and Development Specialists, (<http://www.bls.gov/soc/2010/soc131150.htm>)
 13-1151 Training and Development Specialists, (<http://www.bls.gov/soc/2010/soc131151.htm>)
 13-2052 Personal Financial Advisors, (<http://www.bls.gov/soc/2010/soc132052.htm>)
 13-2070 Credit Counselors and Loan Officers, (<http://www.bls.gov/soc/2010/soc132070.htm>)
 41-3010 Advertising Sales Agents, (<http://www.bls.gov/soc/2010/soc413010.htm>)
 41-3011 Advertising Sales Agents, (<http://www.bls.gov/soc/2010/soc413011.htm>)
 41-3090 Miscellaneous Sales Representatives, Services, (<http://www.bls.gov/soc/2010/soc413090.htm>)
 41-3099 Sales Representatives, Services, All Other, (<http://www.bls.gov/soc/2010/soc413099.htm>)
 43-1010 First-Line Supervisors of Office and Administrative Support Workers, (<http://www.bls.gov/soc/2010/soc431010.htm>)
 43-1011 First-Line Supervisors of Office and Administrative Support Workers, (<http://www.bls.gov/soc/2010/soc431011.htm>)
 43-3090 Miscellaneous Financial Clerks, (<http://www.bls.gov/soc/2010/soc433090.htm>)
 43-3099 Financial Clerks, All Other, (<http://www.bls.gov/soc/2010/soc433099.htm>)
 43-4050 Customer Service Representatives, (<http://www.bls.gov/soc/2010/soc434050.htm>)
 43-4051 Customer Service Representatives, (<http://www.bls.gov/soc/2010/soc434051.htm>)

- 43-4061 Eligibility Interviewers, Government Programs, (<http://www.bls.gov/soc/2010/soc434061.htm>)
- 43-4140 New Accounts Clerks, (<http://www.bls.gov/soc/2010/soc434140.htm>)
- 43-4141 New Accounts Clerks, (<http://www.bls.gov/soc/2010/soc434141.htm>)
- 43-4160 Human Resources Assistants, Except Payroll and Timekeeping, (<http://www.bls.gov/soc/2010/soc434160.htm>)
- 43-4161 Human Resources Assistants, Except Payroll and Timekeeping, (<http://www.bls.gov/soc/2010/soc434161.htm>)
- 43-5060 Production, Planning, and Expediting Clerks, (<http://www.bls.gov/soc/2010/soc435060.htm>)
- 43-5061 Production, Planning, and Expediting Clerks, (<http://www.bls.gov/soc/2010/soc435061.htm>)
- 43-5070 Shipping, Receiving, and Traffic Clerks, (<http://www.bls.gov/soc/2010/soc435070.htm>)
- 43-5071 Shipping, Receiving, and Traffic Clerks, (<http://www.bls.gov/soc/2010/soc435071.htm>)
- 43-6010 Secretaries and Administrative Assistants (<http://www.bls.gov/soc/2010/soc436010.htm>)

Cost

Q: How much will this program cost me to complete?

A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$95,400
Books and supplies:	\$6,140
On-campus room & board:	Not required

Q: What's included?

A: The cost is based on completion of the program within four years for a Bachelor's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions](http://berkeleycollege.edu/files_bc/Copyright%20and%20Conditions.pdf) (http://berkeleycollege.edu/files_bc/Copyright%20and%20Conditions.pdf)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Centre in Newark, NJ (which has an additional estimated cost of \$31,800 for 12 quarters) or housing at the White Plains location (which has an additional estimated cost of \$36,600 for 12 quarters).

Financing

Q: What are my financing options to pay for the program?

A: In addition to any grant and scholarship aid for which they are eligible, 88% of graduates used loans to finance their education. For the 2010-2011 award year, the median debt for program graduates:

Federal loans:	\$28,165.98
Private educational loans:	\$0
Institution Financing Plan:	\$0

Success

Q: How long will it take me to complete this program?

A: This 180-credit program is designed to be completed in 12 academic quarters over four calendar years.

For the 2010-2011 award year, 74% of graduates from this program finished within this time.



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Management Bachelor of Science Degree (B.S.)

Course Requirements

MAJOR COURSES

	Qtr. hrs. credit
MGT220 Principles of Management	4
MGT225 Customer Service Management	4
MGT231 Organizational Behavior	4
MGT249 Human Resources Management	4
MGT332 Operations Management	4
MGT346 Developing Managerial Competence	4
MGT425 Management Simulation	4
BUS250 Computer Applications in Business	2
BUS451 Business Strategy and Policy	4
Management Electives*	12

BUSINESS COURSES

ACC110 Fundamentals of Accounting for Managers	4
ACC113 Managerial Accounting	4
BUS100 Business Organization and Management	4
BUS225 Career Management Seminar	2
BUS231 Business Law I	4

BUS265 Business Communication	4
BUS482 Internship	4
FIN301 Principles of Finance I	4
IBS201 International Business	4
MKT220 Principles of Marketing	4
CIS115 Computer Applications	4

LIBERAL ARTS COURSES**

ENG105 Expository Writing	4
ENG106 Writing Through Literature	4
ENG115 Public Speaking	4
MAT210 Finite Mathematics	4
MAT215 Statistics I	4
SOC201 Macroeconomics	4
SOC202 Microeconomics	4
SOC225 Psychology	4
Humanities Electives	12
Mathematics/Science Electives	12
Social Science Electives	12
Liberal Arts Electives	12
General Education Core Humanities Elective	4
General Education Core Mathematics/Science Elective	4
General Education Core Social Science Elective	4

180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

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

[Program Statistics \(/catalog_2012/catalog_2012_776.htm\)](/catalog_2012/catalog_2012_776.htm)



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Management - Entrepreneurship

Start your business with an education.

Berkeley College's Management degree program with a concentration in Entrepreneurship is essential for students who dream of running their own business or who plan to take over a family business. The program provides invaluable insights into critical topics such as spotting opportunities in the marketplace, capitalizing on consumer needs, and building and maintaining successful businesses.

Benefit from:

- A curriculum that emphasizes management, marketing, and financial management
- Learning to apply sound business principles in developing and evaluating ideas for business startup and expansion
- Practice preparing and evaluating a business plan
- Courses in Managing the Family Enterprise and Entrepreneurship
- Hands-on experience with the technology used in business
- Valuable, real-world experience through program-related, faculty-monitored internships or job-related assignments
- A seamless transition between Associate's and Bachelor's degrees

Degree Program

- **B.S., Management - Entrepreneurship**
(/catalog_2012/catalog_2012_779.htm)



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B.S., Management - Entrepreneurship

- **B.S., Management - Entrepreneurship Course Requirements**
(/catalog_2012/catalog_2012_1015.htm)

The following are B.S., Management program statistics for New Jersey in 2010-2011.

Click on the links for more information on jobs related to this program:

MANAGEMENT:

11-3011 Administrative Services Managers, (<http://www.bls.gov/soc/2010/soc113011.htm>)

11-9199 Managers, All Other, (<http://www.bls.gov/soc/2010/soc119199.htm>)

11-1011 Chief Executives (<http://www.onetonline.org/link/summary/11-1011.00>)

,

11-1021 General and Operations Managers (<http://www.onetonline.org/link/summary/11-1021.00>)

,

11-2022 Sales Managers (<http://www.onetonline.org/link/summary/11-2022.00>)

,

11-3051 Industrial Production Managers (<http://www.onetonline.org/link/summary/11-3051.00>)

,

11-3071 Transportation, Storage and Distribution Managers (<http://www.onetonline.org/find/quick?s=11-3071>)

,

11-9021 Construction Managers (<http://11-9021.00> - Construction Managers)

,

11-9151 Social and Community Service Managers (<http://www.onetonline.org/link/summary/11-9151.00>)

,

13-1051 Cost Estimators (<http://www.onetonline.org/link/summary/13-1051.00>)

,

13-1111 Management Analysts (<http://www.onetonline.org/link/summary/13-1111.00>)

,

25-1011 Business Teachers, Postsecondary (<http://www.onetonline.org/link/summary/25-1011.00>)

ENTREPRENEURSHIP:

11-2020 Marketing and Sales Managers, (<http://www.bls.gov/soc/2010/soc112020.htm>)

11-2021 Marketing Managers, (<http://www.bls.gov/soc/2010/soc112021.htm>)

11-2022 Sales Managers, (<http://www.bls.gov/soc/2010/soc112022.htm>)

11-3010 Administrative Services Managers, (<http://www.bls.gov/soc/2010/soc113010.htm>)

11-3011 Administrative Services Managers, (<http://www.bls.gov/soc/2010/soc113011.htm>)

11-9190 Miscellaneous Managers, (<http://www.bls.gov/soc/2010/soc119190.htm>)

11-9199 Managers, All Other, (<http://www.bls.gov/soc/2010/soc119199.htm>)

13-1120 Meeting, Convention, and Event Planners, (<http://www.bls.gov/soc/2010/soc131120.htm>)

13-1121 Meeting, Convention, and Event Planners, (<http://www.bls.gov/soc/2010/soc131121.htm>)

41-1010 First-Line Supervisors of Sales Workers, (<http://www.bls.gov/soc/2010/soc411010.htm>)

41-1011 First-Line Supervisors of Retail Sales Workers,

(<http://www.bls.gov/soc/2010/soc411011.htm>)

41-1012 First-Line Supervisors of Non-Retail Sales Workers,

(<http://www.bls.gov/soc/2010/soc411012.htm>)

41-2030 Retail Salespersons, (<http://www.bls.gov/soc/2010/soc412030.htm>)

41-2031 Retail Salespersons, (<http://www.bls.gov/soc/2010/soc412031.htm>)

41-3090 Miscellaneous Sales Representatives, Services,

(<http://www.bls.gov/soc/2010/soc413090.htm>)

41-3099 Sales Representatives, Services, All Other, (<http://www.bls.gov/soc/2010/soc413099.htm>)

41-4010 Sales Representatives, Wholesale and Manufacturing,

(<http://www.bls.gov/soc/2010/soc414010.htm>)

41-4011 Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products,

(<http://www.bls.gov/soc/2010/soc414011.htm>)

41-4012 Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products,

(<http://www.bls.gov/soc/2010/soc414012.htm>)

41-9011 Demonstrators and Product Promoters (<http://www.bls.gov/soc/2010/soc419011.htm>)

ENVIRONMENTAL MANAGEMENT:

11-9140 Property, Real Estate, and Community Association Managers, (<http://www.bls.gov/soc/2010/soc119140.htm>)
 11-9190 Miscellaneous Managers, (<http://www.bls.gov/soc/2010/soc119190.htm>)
 19-4090 Miscellaneous Life, Physical, and Social Science Technicians, (<http://www.bls.gov/soc/2010/soc194090.htm>)
 19-4093 Forest and Conservation Technicians, (<http://www.bls.gov/soc/2010/soc194093.htm>)
 37-1010 First-Line Supervisors of Building and Grounds Cleaning and Maintenance Workers, (<http://www.bls.gov/soc/2010/soc371010.htm>)
 41-4010 Sales Representatives, Wholesale and Manufacturing, (<http://www.bls.gov/soc/2010/soc414010.htm>)
 43-1010 First-Line Supervisors of Office and Administrative Support Workers, (<http://www.bls.gov/soc/2010/soc431010.htm>)
 43-4030 Court, Municipal, and License Clerks, (<http://www.bls.gov/soc/2010/soc434030.htm>)
 45-4010 Forest and Conservation Workers, (<http://www.bls.gov/soc/2010/soc454010.htm>)
 47-1010 First-Line Supervisors of Construction Trades and Extraction Workers (<http://www.bls.gov/soc/2010/soc471010.htm>)

HUMAN RESOURCES MANAGEMENT:

11-3011 Administrative Services Managers, (<http://www.bls.gov/soc/2010/soc113011.htm>)
 11-9190 Miscellaneous Managers, (<http://www.bls.gov/soc/2010/soc119190.htm>)
 13-1070 Human Resources Workers, (<http://www.bls.gov/soc/2010/soc131070.htm>)
 13-1150 Training and Development Specialists, (<http://www.bls.gov/soc/2010/soc131150.htm>)
 41-3090 Miscellaneous Sales Representatives, Services, (<http://www.bls.gov/soc/2010/soc413090.htm>)
 41-3099 Sales Representatives, Services, All Other, (<http://www.bls.gov/soc/2010/soc413099.htm>)
 43-1010 First-Line Supervisors of Office and Administrative Support Workers, (<http://www.bls.gov/soc/2010/soc431010.htm>)
 43-1011 First-Line Supervisors of Office and Administrative Support Workers, (<http://www.bls.gov/soc/2010/soc431011.htm>)
 43-3050 Payroll and Timekeeping Clerks, (<http://www.bls.gov/soc/2010/soc433050.htm>)
 43-3051 Payroll and Timekeeping Clerks, (<http://www.bls.gov/soc/2010/soc433051.htm>)
 43-4061 Eligibility Interviewers, Government Programs, (<http://www.bls.gov/soc/2010/soc434061.htm>)
 43-4110 Interviewers, Except Eligibility and Loan, (<http://www.bls.gov/soc/2010/soc434110.htm>)
 43-4111 Interviewers, Except Eligibility and Loan, (<http://www.bls.gov/soc/2010/soc434111.htm>)
 43-4160 Human Resources Assistants, Except Payroll and Timekeeping, (<http://www.bls.gov/soc/2010/soc434160.htm>)
 43-4161 Human Resources Assistants, Except Payroll and Timekeeping, (<http://www.bls.gov/soc/2010/soc434161.htm>)
 43-4199 Information and Record Clerks, All Other, (<http://www.bls.gov/soc/2010/soc434199.htm>)
 43-6010 Secretaries and Administrative Assistants, (<http://www.bls.gov/soc/2010/soc436010.htm>)
 43-6014 Secretaries and Administrative Assistants, Except Legal, Medical, and Executive, (<http://www.bls.gov/soc/2010/soc436014.htm>)
 43-9199 Office and Administrative Support Workers, All Other (<http://www.bls.gov/soc/2010/soc439199.htm>)

NONPROFIT MANAGEMENT:

11-1021 General and Operations Managers, (<http://www.bls.gov/soc/2010/soc111021.htm>)
 11-2021 Marketing Managers, (<http://www.bls.gov/soc/2010/soc112021.htm>)
 11-2030 Public Relations and Fundraising Managers, (<http://www.bls.gov/soc/2010/soc112030.htm>)
 11-2031 Public Relations and Fundraising Managers, (<http://www.bls.gov/soc/2010/soc112031.htm>)
 11-3010 Administrative Services Managers, (<http://www.bls.gov/soc/2010/soc113010.htm>)
 11-3011 Administrative Services Managers, (<http://www.bls.gov/soc/2010/soc113011.htm>)
 11-9151 Social and Community Service Managers, (<http://www.bls.gov/soc/2010/soc119151.htm>)
 11-9190 Miscellaneous Managers, (<http://www.bls.gov/soc/2010/soc119190.htm>)
 11-9199 Managers, All Other, (<http://www.bls.gov/soc/2010/soc119199.htm>)
 13-1030 Claims Adjusters, Appraisers, Examiners, and Investigators, (<http://www.bls.gov/soc/2010/soc131030.htm>)
 13-1070 Human Resources Workers, (<http://www.bls.gov/soc/2010/soc131070.htm>)
 13-1150 Training and Development Specialists, (<http://www.bls.gov/soc/2010/soc131150.htm>)
 13-1151 Training and Development Specialists, (<http://www.bls.gov/soc/2010/soc131151.htm>)
 13-2052 Personal Financial Advisors, (<http://www.bls.gov/soc/2010/soc132052.htm>)
 13-2070 Credit Counselors and Loan Officers, (<http://www.bls.gov/soc/2010/soc132070.htm>)
 41-3010 Advertising Sales Agents, (<http://www.bls.gov/soc/2010/soc413010.htm>)
 41-3011 Advertising Sales Agents, (<http://www.bls.gov/soc/2010/soc413011.htm>)
 41-3090 Miscellaneous Sales Representatives, Services, (<http://www.bls.gov/soc/2010/soc413090.htm>)
 41-3099 Sales Representatives, Services, All Other, (<http://www.bls.gov/soc/2010/soc413099.htm>)
 43-1010 First-Line Supervisors of Office and Administrative Support Workers, (<http://www.bls.gov/soc/2010/soc431010.htm>)
 43-1011 First-Line Supervisors of Office and Administrative Support Workers, (<http://www.bls.gov/soc/2010/soc431011.htm>)
 43-3090 Miscellaneous Financial Clerks, (<http://www.bls.gov/soc/2010/soc433090.htm>)
 43-3099 Financial Clerks, All Other, (<http://www.bls.gov/soc/2010/soc433099.htm>)
 43-4050 Customer Service Representatives, (<http://www.bls.gov/soc/2010/soc434050.htm>)
 43-4051 Customer Service Representatives, (<http://www.bls.gov/soc/2010/soc434051.htm>)

- 43-4061 Eligibility Interviewers, Government Programs, (<http://www.bls.gov/soc/2010/soc434061.htm>)
- 43-4140 New Accounts Clerks, (<http://www.bls.gov/soc/2010/soc434140.htm>)
- 43-4141 New Accounts Clerks, (<http://www.bls.gov/soc/2010/soc434141.htm>)
- 43-4160 Human Resources Assistants, Except Payroll and Timekeeping, (<http://www.bls.gov/soc/2010/soc434160.htm>)
- 43-4161 Human Resources Assistants, Except Payroll and Timekeeping, (<http://www.bls.gov/soc/2010/soc434161.htm>)
- 43-5060 Production, Planning, and Expediting Clerks, (<http://www.bls.gov/soc/2010/soc435060.htm>)
- 43-5061 Production, Planning, and Expediting Clerks, (<http://www.bls.gov/soc/2010/soc435061.htm>)
- 43-5070 Shipping, Receiving, and Traffic Clerks, (<http://www.bls.gov/soc/2010/soc435070.htm>)
- 43-5071 Shipping, Receiving, and Traffic Clerks, (<http://www.bls.gov/soc/2010/soc435071.htm>)
- 43-6010 Secretaries and Administrative Assistants (<http://www.bls.gov/soc/2010/soc436010.htm>)

Cost

Q: How much will this program cost me to complete?

A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$95,400
Books and supplies:	\$6,140
On-campus room & board:	Not required

Q: What's included?

A:
 The cost is based on completion of the program within four years for a Bachelor's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions](http://berkeleycollege.edu/files_bc/Copyright) (http://berkeleycollege.edu/files_bc/Copyright)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Centre in Newark, NJ (which has an additional estimated cost of \$31,800 for 12 quarters) or housing at the White Plains location (which has an additional estimated cost of \$36,600 for 12 quarters).

Financing

Q: What are my financing options to pay for the program?

A:
 In addition to any grant and scholarship aid for which they are eligible, 88% of graduates used loans to finance their education. For the 2010-2011 award year, the median debt for program graduates:

Federal loans:	\$28,165.98
Private educational loans:	\$0
Institution Financing Plan:	\$0

Success

Q: How long will it take me to complete this program?

A:
 This 180-credit program is designed to be completed in 12 academic quarters over four calendar years.

 For the 2010-2011 award year, 74% of graduates from this program finished within this time.



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Management - Entrepreneurship Bachelor of Science Degree (B.S.)

Course Requirements

MAJOR COURSES

**Qtr. hrs.
credit**

MGT220 Principles of Management 4

MGT225 Customer Service Management 4

MGT231 Organizational Behavior 4

MGT249 Human Resources Management 4

MGT332 Operations Management 4

MGT345 Managing with Information Systems 4

MGT350 Small Business Management 4

BUS250 Computer Applications in Business 2

BUS255 Entrepreneurship 4

BUS451 Business Strategy and Policy 4

Select two of the following courses:

MGT351 Small Business Start-Up 4

MGT352 Managing the Family Enterprise 4

MGT353 Financing the Entrepreneurial Venture 4

BUSINESS COURSES

ACC110 Fundamentals of Accounting for Managers 4

ACC113 Managerial Accounting	4
BUS100 Business Organization and Management	4
BUS225 Career Management Seminar	2
BUS231 Business Law I	4
BUS265 Business Communication	4
BUS482 Internship	4
FIN301 Principles of Finance I	4
MKT220 Principles of Marketing	4
IBS201 International Business	4
CIS115 Computer Applications	4

LIBERAL ARTS COURSES*

ENG105 Expository Writing	4
ENG106 Writing Through Literature	4
ENG115 Public Speaking	4
MAT210 Finite Mathematics	4
MAT215 Statistics I	4
SOC201 Macroeconomics	4
SOC202 Microeconomics	4
SOC225 Psychology	4
Humanities Electives	12
Mathematics/Science Electives	12
Social Science Electives	12
Liberal Arts Electives	12

General Education Core Humanities Elective	4
General Education Core Mathematics/Science Elective	4
General Education Core Social Science Elective	4

180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

[Program Statistics \(/catalog_2012/catalog_2012_779.htm\)](/catalog_2012/catalog_2012_779.htm)



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Management - Environmental Management

The business decisions of today will affect the environment of tomorrow.

One of the most significant changes in business has been recognizing the impact of corporate practices on the environment. Every day, more and more steps are being taken to address sustainability in areas such as manufacturing processes and materials, transportation, building operations and energy usage, food service, and finance. Berkeley College's Management degree program with a concentration in Environmental Management provides valuable insights into how businesses are affecting the environment and what organizations must do to operate successfully in an era of heightened environmental awareness.

Benefit from:

- A curriculum that emphasizes management, marketing, and financial management
- Learning to apply sound business principles to enhance business operations in an era of heightened environmental awareness
- Courses in Environmental Management
- Hands-on experience with the technology used in business
- Valuable, real-world experience through program-related, faculty-monitored internships or job-related assignments
- A seamless transition between Associate's and Bachelor's degrees

Degree Program

- **B.S., Management - Environmental Management**
(/catalog_2012/catalog_2012_780.htm)



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B.S., Management - Environmental Management

- **B.S., Management - Environmental Management Course Requirements**
(/catalog_2012/catalog_2012_1017.htm)

The following are B.S., Management program statistics for New Jersey in 2010-2011.

Click on the links for more information on jobs related to this program:

MANAGEMENT:

- 11-3011 Administrative Services Managers, (<http://www.bls.gov/soc/2010/soc113011.htm>)
- 11-9199 Managers, All Other, (<http://www.bls.gov/soc/2010/soc119199.htm>)
- 11-1011 Chief Executives (<http://www.onetonline.org/link/summary/11-1011.00>)
- /
- 11-1021 General and Operations Managers (<http://www.onetonline.org/link/summary/11-1021.00>)
- /
- 11-2022 Sales Managers (<http://www.onetonline.org/link/summary/11-2022.00>)
- /
- 11-3051 Industrial Production Managers (<http://www.onetonline.org/link/summary/11-3051.00>)
- /
- 11-3071 Transportation, Storage and Distribution Managers (<http://www.onetonline.org/find/quick?s=11-3071>)
- /
- 11-9021 Construction Managers (<http://11-9021.00 - Construction Managers>)
- /
- 11-9151 Social and Community Service Managers (<http://www.onetonline.org/link/summary/11-9151.00>)
- /
- 13-1051 Cost Estimators (<http://www.onetonline.org/link/summary/13-1051.00>)
- /
- 13-1111 Management Analysts (<http://www.onetonline.org/link/summary/13-1111.00>)
- /
- 25-1011 Business Teachers, Postsecondary (<http://www.onetonline.org/link/summary/25-1011.00>)

ENTREPRENEURSHIP:

- 11-2020 Marketing and Sales Managers, (<http://www.bls.gov/soc/2010/soc112020.htm>)
- 11-2021 Marketing Managers, (<http://www.bls.gov/soc/2010/soc112021.htm>)
- 11-2022 Sales Managers, (<http://www.bls.gov/soc/2010/soc112022.htm>)
- 11-3010 Administrative Services Managers, (<http://www.bls.gov/soc/2010/soc113010.htm>)
- 11-3011 Administrative Services Managers, (<http://www.bls.gov/soc/2010/soc113011.htm>)
- 11-9190 Miscellaneous Managers, (<http://www.bls.gov/soc/2010/soc119190.htm>)
- 11-9199 Managers, All Other, (<http://www.bls.gov/soc/2010/soc119199.htm>)
- 13-1120 Meeting, Convention, and Event Planners, (<http://www.bls.gov/soc/2010/soc131120.htm>)
- 13-1121 Meeting, Convention, and Event Planners, (<http://www.bls.gov/soc/2010/soc131121.htm>)
- 41-1010 First-Line Supervisors of Sales Workers, (<http://www.bls.gov/soc/2010/soc411010.htm>)
- 41-1011 First-Line Supervisors of Retail Sales Workers, (<http://www.bls.gov/soc/2010/soc411011.htm>)
- 41-1012 First-Line Supervisors of Non-Retail Sales Workers, (<http://www.bls.gov/soc/2010/soc411012.htm>)
- 41-2030 Retail Salespersons, (<http://www.bls.gov/soc/2010/soc412030.htm>)
- 41-2031 Retail Salespersons, (<http://www.bls.gov/soc/2010/soc412031.htm>)
- 41-3090 Miscellaneous Sales Representatives, Services, (<http://www.bls.gov/soc/2010/soc413090.htm>)
- 41-3099 Sales Representatives, Services, All Other, (<http://www.bls.gov/soc/2010/soc413099.htm>)
- 41-4010 Sales Representatives, Wholesale and Manufacturing, (<http://www.bls.gov/soc/2010/soc414010.htm>)
- 41-4011 Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products, (<http://www.bls.gov/soc/2010/soc414011.htm>)
- 41-4012 Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products, (<http://www.bls.gov/soc/2010/soc414012.htm>)
- 41-9011 Demonstrators and Product Promoters (<http://www.bls.gov/soc/2010/soc419011.htm>)

ENVIRONMENTAL MANAGEMENT:

- 11-9140 Property, Real Estate, and Community Association Managers, (<http://www.bls.gov/soc/2010/soc119140.htm>)
- 11-9190 Miscellaneous Managers, (<http://www.bls.gov/soc/2010/soc119190.htm>)
- 19-4090 Miscellaneous Life, Physical, and Social Science Technicians,

(<http://www.bls.gov/soc/2010/soc194090.htm>)
 19-4093 Forest and Conservation Technicians, (<http://www.bls.gov/soc/2010/soc194093.htm>)
 37-1010 First-Line Supervisors of Building and Grounds Cleaning and Maintenance Workers,
 (<http://www.bls.gov/soc/2010/soc371010.htm>)
 41-4010 Sales Representatives, Wholesale and Manufacturing,
 (<http://www.bls.gov/soc/2010/soc414010.htm>)
 43-1010 First-Line Supervisors of Office and Administrative Support Workers,
 (<http://www.bls.gov/soc/2010/soc431010.htm>)
 43-4030 Court, Municipal, and License Clerks, (<http://www.bls.gov/soc/2010/soc434030.htm>)
 45-4010 Forest and Conservation Workers, (<http://www.bls.gov/soc/2010/soc454010.htm>)
 47-1010 First-Line Supervisors of Construction Trades and Extraction Workers
 (<http://www.bls.gov/soc/2010/soc471010.htm>)

HUMAN RESOURCES MANAGEMENT:

11-3011 Administrative Services Managers, (<http://www.bls.gov/soc/2010/soc113011.htm>)
 11-9190 Miscellaneous Managers, (<http://www.bls.gov/soc/2010/soc119190.htm>)
 13-1070 Human Resources Workers, (<http://www.bls.gov/soc/2010/soc131070.htm>)
 13-1150 Training and Development Specialists, (<http://www.bls.gov/soc/2010/soc131150.htm>)
 41-3090 Miscellaneous Sales Representatives, Services,
 (<http://www.bls.gov/soc/2010/soc413090.htm>)
 41-3099 Sales Representatives, Services, All Other, (<http://www.bls.gov/soc/2010/soc413099.htm>)
 43-1010 First-Line Supervisors of Office and Administrative Support Workers,
 (<http://www.bls.gov/soc/2010/soc431010.htm>)
 43-1011 First-Line Supervisors of Office and Administrative Support Workers,
 (<http://www.bls.gov/soc/2010/soc431011.htm>)
 43-3050 Payroll and Timekeeping Clerks, (<http://www.bls.gov/soc/2010/soc433050.htm>)
 43-3051 Payroll and Timekeeping Clerks, (<http://www.bls.gov/soc/2010/soc433051.htm>)
 43-4061 Eligibility Interviewers, Government Programs,
 (<http://www.bls.gov/soc/2010/soc434061.htm>)
 43-4110 Interviewers, Except Eligibility and Loan, (<http://www.bls.gov/soc/2010/soc434110.htm>)
 43-4111 Interviewers, Except Eligibility and Loan, (<http://www.bls.gov/soc/2010/soc434111.htm>)
 43-4160 Human Resources Assistants, Except Payroll and Timekeeping,
 (<http://www.bls.gov/soc/2010/soc434160.htm>)
 43-4161 Human Resources Assistants, Except Payroll and Timekeeping,
 (<http://www.bls.gov/soc/2010/soc434161.htm>)
 43-4199 Information and Record Clerks, All Other, (<http://www.bls.gov/soc/2010/soc434199.htm>)
 43-6010 Secretaries and Administrative Assistants, (<http://www.bls.gov/soc/2010/soc436010.htm>)
 43-6014 Secretaries and Administrative Assistants, Except Legal, Medical, and Executive,
 (<http://www.bls.gov/soc/2010/soc436014.htm>)
 43-9199 Office and Administrative Support Workers, All Other
 (<http://www.bls.gov/soc/2010/soc439199.htm>)

NONPROFIT MANAGEMENT:

11-1021 General and Operations Managers, (<http://www.bls.gov/soc/2010/soc111021.htm>)
 11-2021 Marketing Managers, (<http://www.bls.gov/soc/2010/soc112021.htm>)
 11-2030 Public Relations and Fundraising Managers, (<http://www.bls.gov/soc/2010/soc112030.htm>)
 11-2031 Public Relations and Fundraising Managers, (<http://www.bls.gov/soc/2010/soc112031.htm>)
 11-3010 Administrative Services Managers, (<http://www.bls.gov/soc/2010/soc113010.htm>)
 11-3011 Administrative Services Managers, (<http://www.bls.gov/soc/2010/soc113011.htm>)
 11-9151 Social and Community Service Managers, (<http://www.bls.gov/soc/2010/soc119151.htm>)
 11-9190 Miscellaneous Managers, (<http://www.bls.gov/soc/2010/soc119190.htm>)
 11-9199 Managers, All Other, (<http://www.bls.gov/soc/2010/soc119199.htm>)
 13-1030 Claims Adjusters, Appraisers, Examiners, and Investigators,
 (<http://www.bls.gov/soc/2010/soc131030.htm>)
 13-1070 Human Resources Workers, (<http://www.bls.gov/soc/2010/soc131070.htm>)
 13-1150 Training and Development Specialists, (<http://www.bls.gov/soc/2010/soc131150.htm>)
 13-1151 Training and Development Specialists, (<http://www.bls.gov/soc/2010/soc131151.htm>)
 13-2052 Personal Financial Advisors, (<http://www.bls.gov/soc/2010/soc132052.htm>)
 13-2070 Credit Counselors and Loan Officers, (<http://www.bls.gov/soc/2010/soc132070.htm>)
 41-3010 Advertising Sales Agents, (<http://www.bls.gov/soc/2010/soc413010.htm>)
 41-3011 Advertising Sales Agents, (<http://www.bls.gov/soc/2010/soc413011.htm>)
 41-3090 Miscellaneous Sales Representatives, Services,
 (<http://www.bls.gov/soc/2010/soc413090.htm>)
 41-3099 Sales Representatives, Services, All Other, (<http://www.bls.gov/soc/2010/soc413099.htm>)
 43-1010 First-Line Supervisors of Office and Administrative Support Workers,
 (<http://www.bls.gov/soc/2010/soc431010.htm>)
 43-1011 First-Line Supervisors of Office and Administrative Support Workers,
 (<http://www.bls.gov/soc/2010/soc431011.htm>)
 43-3090 Miscellaneous Financial Clerks, (<http://www.bls.gov/soc/2010/soc433090.htm>)
 43-3099 Financial Clerks, All Other, (<http://www.bls.gov/soc/2010/soc433099.htm>)
 43-4050 Customer Service Representatives, (<http://www.bls.gov/soc/2010/soc434050.htm>)
 43-4051 Customer Service Representatives, (<http://www.bls.gov/soc/2010/soc434051.htm>)
 43-4061 Eligibility Interviewers, Government Programs,
 (<http://www.bls.gov/soc/2010/soc434061.htm>)
 43-4140 New Accounts Clerks, (<http://www.bls.gov/soc/2010/soc434140.htm>)
 43-4141 New Accounts Clerks, (<http://www.bls.gov/soc/2010/soc434141.htm>)
 43-4160 Human Resources Assistants, Except Payroll and Timekeeping,
 (<http://www.bls.gov/soc/2010/soc434160.htm>)
 43-4161 Human Resources Assistants, Except Payroll and Timekeeping,
 (<http://www.bls.gov/soc/2010/soc434161.htm>)
 43-5060 Production, Planning, and Expediting Clerks, (<http://www.bls.gov/soc/2010/soc435060.htm>)
 43-5061 Production, Planning, and Expediting Clerks, (<http://www.bls.gov/soc/2010/soc435061.htm>)
 43-5070 Shipping, Receiving, and Traffic Clerks, (<http://www.bls.gov/soc/2010/soc435070.htm>)
 43-5071 Shipping, Receiving, and Traffic Clerks, (<http://www.bls.gov/soc/2010/soc435071.htm>)
 43-6010 Secretaries and Administrative Assistants (<http://www.bls.gov/soc/2010/soc436010.htm>)

Cost

Q: How much will this program cost me to complete?

A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$95,400
Books and supplies:	\$6,140
On-campus room & board:	Not required

Q: What's included?

A: The cost is based on completion of the program within four years for a Bachelor's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions](http://berkeleycollege.edu/files_bc/Copyright%20and%20Conditions.pdf) ([http://berkeleycollege.edu/files_bc/Copyright](http://berkeleycollege.edu/files_bc/Copyright%20and%20Conditions.pdf))). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Centre in Newark, NJ (which has an additional estimated cost of \$31,800 for 12 quarters) or housing at the White Plains location (which has an additional estimated cost of \$36,600 for 12 quarters).

Financing

Q: What are my financing options to pay for the program?

A: In addition to any grant and scholarship aid for which they are eligible, 88% of graduates used loans to finance their education. For the 2010-2011 award year, the median debt for program graduates:

Federal loans:	\$28,165.98
Private educational loans:	\$0
Institution Financing Plan:	\$0

Success

Q: How long will it take me to complete this program?

A: This 180-credit program is designed to be completed in 12 academic quarters over four calendar years.

For the 2010-2011 award year, 74% of graduates from this program finished within this time.



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Management - Environmental Management

Bachelor of Science Degree (B.S.)

Course Requirements

MAJOR COURSES

	Qtr. hrs. credit
MGT220 Principles of Management	4
MGT225 Customer Service Management	4
MGT231 Organizational Behavior	4
MGT249 Human Resources Management	4
MGT260 Environmental Management	4
MGT332 Operations Management	4
MGT346 Developing Managerial Competence	4
MGT425 Management Simulation	4
BUS250 Computer Applications in Business	2
BUS451 Business Strategy and Policy	4

Select two of the following courses:

MGT316 Sustainable Enterprise Management	4
MGT317 Environmental Regulations and Policy	4
MGT318 Environmental Ethics in Business	4
MKT318 Green Marketing	4

BUSINESS COURSES

ACC110 Fundamentals of Accounting for Managers	4
ACC113 Managerial Accounting	4
BUS100 Business Organization and Management	4
BUS225 Career Management Seminar	2
BUS231 Business Law I	4
BUS265 Business Communication	4
BUS482 Internship	4
FIN301 Principles of Finance I	4
IBS201 International Business	4
MKT220 Principles of Marketing	4
CIS115 Computer Applications	4
<hr/>	
LIBERAL ARTS COURSES*	
ENG105 Expository Writing	4
ENG106 Writing Through Literature	4
ENG115 Public Speaking	4
MAT210 Finite Mathematics	4
MAT215 Statistics I	4
SOC201 Macroeconomics	4
SOC202 Microeconomics	4
SOC225 Psychology	4
Humanities Electives	12
Mathematics/Science Electives	12
Social Science Electives	12

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

180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

[Program Statistics \(/catalog_2012/catalog_2012_780.htm\)](#)



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Management - Human Resources Management

Manage a company's most important asset: its people.

Hiring the right people and effectively managing them are essential to the success of every major business and organization. Berkeley College's Management program with a concentration in Human Resources gives students a clear understanding of strategies for attracting, developing, and retaining a skilled, motivated workforce.

Benefit from:

- A curriculum that emphasizes principles of management, organizational behavior, and human resources management
- Exploration of legal issues affecting employment policies
- Insights on benefits administration and professional development
- Courses and projects that explore staffing, employee and labor relations, compensation and benefits, and training and development
- Hands-on experience with software used in human resources departments
- Valuable, real-world experience through program-related, faculty-monitored internships or job-related assignments
- A seamless transition between Associate's and Bachelor's degrees

Degree Program

- **B.S., Management - Human Resources Management**
(/catalog_2012/catalog_2012_781.htm)



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B.S., Management - Human Resources Management

- **B.S., Management - Human Resources Management Course Requirements**
(/catalog_2012/catalog_2012_1019.htm)

The following are B.S., Management program statistics for New Jersey in 2010-2011.

Click on the links for more information on jobs related to this program:

MANAGEMENT:

- 11-3011 Administrative Services Managers, (<http://www.bls.gov/soc/2010/soc113011.htm>)
- 11-9199 Managers, All Other, (<http://www.bls.gov/soc/2010/soc119199.htm>)
- 11-1011 Chief Executives (<http://www.onetonline.org/link/summary/11-1011.00>)
- /
- 11-1021 General and Operations Managers (<http://www.onetonline.org/link/summary/11-1021.00>)
- /
- 11-2022 Sales Managers (<http://www.onetonline.org/link/summary/11-2022.00>)
- /
- 11-3051 Industrial Production Managers (<http://www.onetonline.org/link/summary/11-3051.00>)
- /
- 11-3071 Transportation, Storage and Distribution Managers (<http://www.onetonline.org/find/quick?s=11-3071>)
- /
- 11-9021 Construction Managers (<http://11-9021.00 - Construction Managers>)
- /
- 11-9151 Social and Community Service Managers (<http://www.onetonline.org/link/summary/11-9151.00>)
- /
- 13-1051 Cost Estimators (<http://www.onetonline.org/link/summary/13-1051.00>)
- /
- 13-1111 Management Analysts (<http://www.onetonline.org/link/summary/13-1111.00>)
- /
- 25-1011 Business Teachers, Postsecondary (<http://www.onetonline.org/link/summary/25-1011.00>)

ENTREPRENEURSHIP:

- 11-2020 Marketing and Sales Managers, (<http://www.bls.gov/soc/2010/soc112020.htm>)
- 11-2021 Marketing Managers, (<http://www.bls.gov/soc/2010/soc112021.htm>)
- 11-2022 Sales Managers, (<http://www.bls.gov/soc/2010/soc112022.htm>)
- 11-3010 Administrative Services Managers, (<http://www.bls.gov/soc/2010/soc113010.htm>)
- 11-3011 Administrative Services Managers, (<http://www.bls.gov/soc/2010/soc113011.htm>)
- 11-9190 Miscellaneous Managers, (<http://www.bls.gov/soc/2010/soc119190.htm>)
- 11-9199 Managers, All Other, (<http://www.bls.gov/soc/2010/soc119199.htm>)
- 13-1120 Meeting, Convention, and Event Planners, (<http://www.bls.gov/soc/2010/soc131120.htm>)
- 13-1121 Meeting, Convention, and Event Planners, (<http://www.bls.gov/soc/2010/soc131121.htm>)
- 41-1010 First-Line Supervisors of Sales Workers, (<http://www.bls.gov/soc/2010/soc411010.htm>)
- 41-1011 First-Line Supervisors of Retail Sales Workers, (<http://www.bls.gov/soc/2010/soc411011.htm>)
- 41-1012 First-Line Supervisors of Non-Retail Sales Workers, (<http://www.bls.gov/soc/2010/soc411012.htm>)
- 41-2030 Retail Salespersons, (<http://www.bls.gov/soc/2010/soc412030.htm>)
- 41-2031 Retail Salespersons, (<http://www.bls.gov/soc/2010/soc412031.htm>)
- 41-3090 Miscellaneous Sales Representatives, Services, (<http://www.bls.gov/soc/2010/soc413090.htm>)
- 41-3099 Sales Representatives, Services, All Other, (<http://www.bls.gov/soc/2010/soc413099.htm>)
- 41-4010 Sales Representatives, Wholesale and Manufacturing, (<http://www.bls.gov/soc/2010/soc414010.htm>)
- 41-4011 Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products, (<http://www.bls.gov/soc/2010/soc414011.htm>)
- 41-4012 Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products, (<http://www.bls.gov/soc/2010/soc414012.htm>)
- 41-9011 Demonstrators and Product Promoters (<http://www.bls.gov/soc/2010/soc419011.htm>)

ENVIRONMENTAL MANAGEMENT:

- 11-9140 Property, Real Estate, and Community Association Managers, (<http://www.bls.gov/soc/2010/soc119140.htm>)
- 11-9190 Miscellaneous Managers, (<http://www.bls.gov/soc/2010/soc119190.htm>)
- 19-4090 Miscellaneous Life, Physical, and Social Science Technicians,

(<http://www.bls.gov/soc/2010/soc194090.htm>)
 19-4093 Forest and Conservation Technicians, (<http://www.bls.gov/soc/2010/soc194093.htm>)
 37-1010 First-Line Supervisors of Building and Grounds Cleaning and Maintenance Workers,
 (<http://www.bls.gov/soc/2010/soc371010.htm>)
 41-4010 Sales Representatives, Wholesale and Manufacturing,
 (<http://www.bls.gov/soc/2010/soc414010.htm>)
 43-1010 First-Line Supervisors of Office and Administrative Support Workers,
 (<http://www.bls.gov/soc/2010/soc431010.htm>)
 43-4030 Court, Municipal, and License Clerks, (<http://www.bls.gov/soc/2010/soc434030.htm>)
 45-4010 Forest and Conservation Workers, (<http://www.bls.gov/soc/2010/soc454010.htm>)
 47-1010 First-Line Supervisors of Construction Trades and Extraction Workers
 (<http://www.bls.gov/soc/2010/soc471010.htm>)

HUMAN RESOURCES MANAGEMENT:

11-3011 Administrative Services Managers, (<http://www.bls.gov/soc/2010/soc113011.htm>)
 11-9190 Miscellaneous Managers, (<http://www.bls.gov/soc/2010/soc119190.htm>)
 13-1070 Human Resources Workers, (<http://www.bls.gov/soc/2010/soc131070.htm>)
 13-1150 Training and Development Specialists, (<http://www.bls.gov/soc/2010/soc131150.htm>)
 41-3090 Miscellaneous Sales Representatives, Services,
 (<http://www.bls.gov/soc/2010/soc413090.htm>)
 41-3099 Sales Representatives, Services, All Other, (<http://www.bls.gov/soc/2010/soc413099.htm>)
 43-1010 First-Line Supervisors of Office and Administrative Support Workers,
 (<http://www.bls.gov/soc/2010/soc431010.htm>)
 43-1011 First-Line Supervisors of Office and Administrative Support Workers,
 (<http://www.bls.gov/soc/2010/soc431011.htm>)
 43-3050 Payroll and Timekeeping Clerks, (<http://www.bls.gov/soc/2010/soc433050.htm>)
 43-3051 Payroll and Timekeeping Clerks, (<http://www.bls.gov/soc/2010/soc433051.htm>)
 43-4061 Eligibility Interviewers, Government Programs,
 (<http://www.bls.gov/soc/2010/soc434061.htm>)
 43-4110 Interviewers, Except Eligibility and Loan, (<http://www.bls.gov/soc/2010/soc434110.htm>)
 43-4111 Interviewers, Except Eligibility and Loan, (<http://www.bls.gov/soc/2010/soc434111.htm>)
 43-4160 Human Resources Assistants, Except Payroll and Timekeeping,
 (<http://www.bls.gov/soc/2010/soc434160.htm>)
 43-4161 Human Resources Assistants, Except Payroll and Timekeeping,
 (<http://www.bls.gov/soc/2010/soc434161.htm>)
 43-4199 Information and Record Clerks, All Other, (<http://www.bls.gov/soc/2010/soc434199.htm>)
 43-6010 Secretaries and Administrative Assistants, (<http://www.bls.gov/soc/2010/soc436010.htm>)
 43-6014 Secretaries and Administrative Assistants, Except Legal, Medical, and Executive,
 (<http://www.bls.gov/soc/2010/soc436014.htm>)
 43-9199 Office and Administrative Support Workers, All Other
 (<http://www.bls.gov/soc/2010/soc439199.htm>)

NONPROFIT MANAGEMENT:

11-1021 General and Operations Managers, (<http://www.bls.gov/soc/2010/soc111021.htm>)
 11-2021 Marketing Managers, (<http://www.bls.gov/soc/2010/soc112021.htm>)
 11-2030 Public Relations and Fundraising Managers, (<http://www.bls.gov/soc/2010/soc112030.htm>)
 11-2031 Public Relations and Fundraising Managers, (<http://www.bls.gov/soc/2010/soc112031.htm>)
 11-3010 Administrative Services Managers, (<http://www.bls.gov/soc/2010/soc113010.htm>)
 11-3011 Administrative Services Managers, (<http://www.bls.gov/soc/2010/soc113011.htm>)
 11-9151 Social and Community Service Managers, (<http://www.bls.gov/soc/2010/soc119151.htm>)
 11-9190 Miscellaneous Managers, (<http://www.bls.gov/soc/2010/soc119190.htm>)
 11-9199 Managers, All Other, (<http://www.bls.gov/soc/2010/soc119199.htm>)
 13-1030 Claims Adjusters, Appraisers, Examiners, and Investigators,
 (<http://www.bls.gov/soc/2010/soc131030.htm>)
 13-1070 Human Resources Workers, (<http://www.bls.gov/soc/2010/soc131070.htm>)
 13-1150 Training and Development Specialists, (<http://www.bls.gov/soc/2010/soc131150.htm>)
 13-1151 Training and Development Specialists, (<http://www.bls.gov/soc/2010/soc131151.htm>)
 13-2052 Personal Financial Advisors, (<http://www.bls.gov/soc/2010/soc132052.htm>)
 13-2070 Credit Counselors and Loan Officers, (<http://www.bls.gov/soc/2010/soc132070.htm>)
 41-3010 Advertising Sales Agents, (<http://www.bls.gov/soc/2010/soc413010.htm>)
 41-3011 Advertising Sales Agents, (<http://www.bls.gov/soc/2010/soc413011.htm>)
 41-3090 Miscellaneous Sales Representatives, Services,
 (<http://www.bls.gov/soc/2010/soc413090.htm>)
 41-3099 Sales Representatives, Services, All Other, (<http://www.bls.gov/soc/2010/soc413099.htm>)
 43-1010 First-Line Supervisors of Office and Administrative Support Workers,
 (<http://www.bls.gov/soc/2010/soc431010.htm>)
 43-1011 First-Line Supervisors of Office and Administrative Support Workers,
 (<http://www.bls.gov/soc/2010/soc431011.htm>)
 43-3090 Miscellaneous Financial Clerks, (<http://www.bls.gov/soc/2010/soc433090.htm>)
 43-3099 Financial Clerks, All Other, (<http://www.bls.gov/soc/2010/soc433099.htm>)
 43-4050 Customer Service Representatives, (<http://www.bls.gov/soc/2010/soc434050.htm>)
 43-4051 Customer Service Representatives, (<http://www.bls.gov/soc/2010/soc434051.htm>)
 43-4061 Eligibility Interviewers, Government Programs,
 (<http://www.bls.gov/soc/2010/soc434061.htm>)
 43-4140 New Accounts Clerks, (<http://www.bls.gov/soc/2010/soc434140.htm>)
 43-4141 New Accounts Clerks, (<http://www.bls.gov/soc/2010/soc434141.htm>)
 43-4160 Human Resources Assistants, Except Payroll and Timekeeping,
 (<http://www.bls.gov/soc/2010/soc434160.htm>)
 43-4161 Human Resources Assistants, Except Payroll and Timekeeping,
 (<http://www.bls.gov/soc/2010/soc434161.htm>)
 43-5060 Production, Planning, and Expediting Clerks, (<http://www.bls.gov/soc/2010/soc435060.htm>)
 43-5061 Production, Planning, and Expediting Clerks, (<http://www.bls.gov/soc/2010/soc435061.htm>)
 43-5070 Shipping, Receiving, and Traffic Clerks, (<http://www.bls.gov/soc/2010/soc435070.htm>)
 43-5071 Shipping, Receiving, and Traffic Clerks, (<http://www.bls.gov/soc/2010/soc435071.htm>)
 43-6010 Secretaries and Administrative Assistants (<http://www.bls.gov/soc/2010/soc436010.htm>)

Cost

Q: How much will this program cost me to complete?

A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$95,400
Books and supplies:	\$6,140
On-campus room & board:	Not required

Q: What's included?

A:
 The cost is based on completion of the program within four years for a Bachelor's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions](http://berkeleycollege.edu/files_bc/Copyright%20and%20Conditions.pdf) ([http://berkeleycollege.edu/files_bc/Copyright](http://berkeleycollege.edu/files_bc/Copyright%20and%20Conditions.pdf))). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Centre in Newark, NJ (which has an additional estimated cost of \$31,800 for 12 quarters) or housing at the White Plains location (which has an additional estimated cost of \$36,600 for 12 quarters).

Financing

Q: What are my financing options to pay for the program?

A:
 In addition to any grant and scholarship aid for which they are eligible, 88% of graduates used loans to finance their education. For the 2010-2011 award year, the median debt for program graduates:

Federal loans:	\$28,165.98
Private educational loans:	\$0
Institution Financing Plan:	\$0

Success

Q: How long will it take me to complete this program?

A:
 This 180-credit program is designed to be completed in 12 academic quarters over four calendar years.

 For the 2010-2011 award year, 74% of graduates from this program finished within this time.



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Management - Human Resources Management

Bachelor of Science Degree (B.S.)

Course Requirements

MAJOR COURSES

	Qtr. hrs. credit
MGT220 Principles of Management	4
MGT225 Customer Service Management	4
MGT231 Organizational Behavior	4
MGT249 Human Resources Management	4
MGT332 Operations Management	4
MGT345 Managing with Information Systems	4
MGT346 Developing Managerial Competence	4
BUS250 Computer Applications in Business	2
BUS451 Business Strategy and Policy	4

Select three of the following courses:

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

BUSINESS COURSES

ACC110 Fundamentals of Accounting for	4
---------------------------------------	---

Managers	
ACC113 Managerial Accounting	4
BUS100 Business Organization and Management	4
BUS225 Career Management Seminar	2
BUS231 Business Law I	4
BUS265 Business Communication	4
BUS482 Internship	4
FIN301 Principles of Finance I	4
IBS201 International Business	4
MKT220 Principles of Marketing	4
CIS115 Computer Applications	4
<hr/>	
LIBERAL ARTS COURSES*	
ENG105 Expository Writing	4
ENG106 Writing Through Literature	4
ENG115 Public Speaking	4
MAT210 Finite Mathematics	4
MAT215 Statistics I	4
SOC201 Macroeconomics	4
SOC202 Microeconomics	4
SOC225 Psychology	4
Humanities Electives	12
Mathematics/Science Electives	12
Social Science Electives	12
Liberal Arts Electives	12

General Education Core Humanities Elective	4
General Education Core Mathematics/Science Elective	4
General Education Core Social Science Elective	4

180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

[Program Statistics \(/catalog_2012/catalog_2012_781.htm\)](/catalog_2012/catalog_2012_781.htm)



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Management - Nonprofit Management

The nonprofit sector is big business.

Annual charitable giving in the United States exceeds \$300 billion. Managers who understand the subtle differences between managing a nonprofit versus a for-profit company are vital if these organizations are to thrive. Students are exposed to governance, marketing, finance, and human resource challenges that are unique to nonprofit organizations.

Benefit from:

- A curriculum that emphasizes management, marketing, and financial management
- Learning to apply sound business principles in managing a nonprofit organization
- Hands-on experience with technology used in business
- Valuable, real-world experience through program-related, faculty-monitored internships or job-related assignments
- A seamless transition between Associate's and Bachelor's degrees

Degree Program

- **B.S., Management - Nonprofit Management**
(/catalog_2012/catalog_2012_782.htm)



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B.S., Management - Nonprofit Management

- **B.S., Management - Nonprofit Management Course Requirements**
(/catalog_2012/catalog_2012_1021.htm)

The following are B.S., Management program statistics for New Jersey in 2010-2011.

Click on the links for more information on jobs related to this program:

MANAGEMENT:

11-3011 Administrative Services Managers, (<http://www.bls.gov/soc/2010/soc113011.htm>)

11-9199 Managers, All Other, (<http://www.bls.gov/soc/2010/soc119199.htm>)

11-1011 Chief Executives (<http://www.onetonline.org/link/summary/11-1011.00>)

,

11-1021 General and Operations Managers (<http://www.onetonline.org/link/summary/11-1021.00>)

,

11-2022 Sales Managers (<http://www.onetonline.org/link/summary/11-2022.00>)

,

11-3051 Industrial Production Managers (<http://www.onetonline.org/link/summary/11-3051.00>)

,

11-3071 Transportation, Storage and Distribution Managers (<http://www.onetonline.org/find/quick?s=11-3071>)

,

11-9021 Construction Managers (<http://11-9021.00> – Construction Managers)

,

11-9151 Social and Community Service Managers (<http://www.onetonline.org/link/summary/11-9151.00>)

,

13-1051 Cost Estimators (<http://www.onetonline.org/link/summary/13-1051.00>)

,

13-1111 Management Analysts (<http://www.onetonline.org/link/summary/13-1111.00>)

,

25-1011 Business Teachers, Postsecondary (<http://www.onetonline.org/link/summary/25-1011.00>)

ENTREPRENEURSHIP:

11-2020 Marketing and Sales Managers, (<http://www.bls.gov/soc/2010/soc112020.htm>)

11-2021 Marketing Managers, (<http://www.bls.gov/soc/2010/soc112021.htm>)

11-2022 Sales Managers, (<http://www.bls.gov/soc/2010/soc112022.htm>)

11-3010 Administrative Services Managers, (<http://www.bls.gov/soc/2010/soc113010.htm>)

11-3011 Administrative Services Managers, (<http://www.bls.gov/soc/2010/soc113011.htm>)

11-9190 Miscellaneous Managers, (<http://www.bls.gov/soc/2010/soc119190.htm>)

11-9199 Managers, All Other, (<http://www.bls.gov/soc/2010/soc119199.htm>)

13-1120 Meeting, Convention, and Event Planners, (<http://www.bls.gov/soc/2010/soc131120.htm>)

13-1121 Meeting, Convention, and Event Planners, (<http://www.bls.gov/soc/2010/soc131121.htm>)

41-1010 First-Line Supervisors of Sales Workers, (<http://www.bls.gov/soc/2010/soc411010.htm>)

41-1011 First-Line Supervisors of Retail Sales Workers,

(<http://www.bls.gov/soc/2010/soc411011.htm>)

41-1012 First-Line Supervisors of Non-Retail Sales Workers,

(<http://www.bls.gov/soc/2010/soc411012.htm>)

41-2030 Retail Salespersons, (<http://www.bls.gov/soc/2010/soc412030.htm>)

41-2031 Retail Salespersons, (<http://www.bls.gov/soc/2010/soc412031.htm>)

41-3090 Miscellaneous Sales Representatives, Services,

(<http://www.bls.gov/soc/2010/soc413090.htm>)

41-3099 Sales Representatives, Services, All Other, (<http://www.bls.gov/soc/2010/soc413099.htm>)

41-4010 Sales Representatives, Wholesale and Manufacturing,

(<http://www.bls.gov/soc/2010/soc414010.htm>)

41-4011 Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products,

(<http://www.bls.gov/soc/2010/soc414011.htm>)

41-4012 Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products,

(<http://www.bls.gov/soc/2010/soc414012.htm>)

41-9011 Demonstrators and Product Promoters (<http://www.bls.gov/soc/2010/soc419011.htm>)

ENVIRONMENTAL MANAGEMENT:

11-9140 Property, Real Estate, and Community Association Managers, (<http://www.bls.gov/soc/2010/soc119140.htm>)
 11-9190 Miscellaneous Managers, (<http://www.bls.gov/soc/2010/soc119190.htm>)
 19-4090 Miscellaneous Life, Physical, and Social Science Technicians, (<http://www.bls.gov/soc/2010/soc194090.htm>)
 19-4093 Forest and Conservation Technicians, (<http://www.bls.gov/soc/2010/soc194093.htm>)
 37-1010 First-Line Supervisors of Building and Grounds Cleaning and Maintenance Workers, (<http://www.bls.gov/soc/2010/soc371010.htm>)
 41-4010 Sales Representatives, Wholesale and Manufacturing, (<http://www.bls.gov/soc/2010/soc414010.htm>)
 43-1010 First-Line Supervisors of Office and Administrative Support Workers, (<http://www.bls.gov/soc/2010/soc431010.htm>)
 43-4030 Court, Municipal, and License Clerks, (<http://www.bls.gov/soc/2010/soc434030.htm>)
 45-4010 Forest and Conservation Workers, (<http://www.bls.gov/soc/2010/soc454010.htm>)
 47-1010 First-Line Supervisors of Construction Trades and Extraction Workers (<http://www.bls.gov/soc/2010/soc471010.htm>)

HUMAN RESOURCES MANAGEMENT:

11-3011 Administrative Services Managers, (<http://www.bls.gov/soc/2010/soc113011.htm>)
 11-9190 Miscellaneous Managers, (<http://www.bls.gov/soc/2010/soc119190.htm>)
 13-1070 Human Resources Workers, (<http://www.bls.gov/soc/2010/soc131070.htm>)
 13-1150 Training and Development Specialists, (<http://www.bls.gov/soc/2010/soc131150.htm>)
 41-3090 Miscellaneous Sales Representatives, Services, (<http://www.bls.gov/soc/2010/soc413090.htm>)
 41-3099 Sales Representatives, Services, All Other, (<http://www.bls.gov/soc/2010/soc413099.htm>)
 43-1010 First-Line Supervisors of Office and Administrative Support Workers, (<http://www.bls.gov/soc/2010/soc431010.htm>)
 43-1011 First-Line Supervisors of Office and Administrative Support Workers, (<http://www.bls.gov/soc/2010/soc431011.htm>)
 43-3050 Payroll and Timekeeping Clerks, (<http://www.bls.gov/soc/2010/soc433050.htm>)
 43-3051 Payroll and Timekeeping Clerks, (<http://www.bls.gov/soc/2010/soc433051.htm>)
 43-4061 Eligibility Interviewers, Government Programs, (<http://www.bls.gov/soc/2010/soc434061.htm>)
 43-4110 Interviewers, Except Eligibility and Loan, (<http://www.bls.gov/soc/2010/soc434110.htm>)
 43-4111 Interviewers, Except Eligibility and Loan, (<http://www.bls.gov/soc/2010/soc434111.htm>)
 43-4160 Human Resources Assistants, Except Payroll and Timekeeping, (<http://www.bls.gov/soc/2010/soc434160.htm>)
 43-4161 Human Resources Assistants, Except Payroll and Timekeeping, (<http://www.bls.gov/soc/2010/soc434161.htm>)
 43-4199 Information and Record Clerks, All Other, (<http://www.bls.gov/soc/2010/soc434199.htm>)
 43-6010 Secretaries and Administrative Assistants, (<http://www.bls.gov/soc/2010/soc436010.htm>)
 43-6014 Secretaries and Administrative Assistants, Except Legal, Medical, and Executive, (<http://www.bls.gov/soc/2010/soc436014.htm>)
 43-9199 Office and Administrative Support Workers, All Other (<http://www.bls.gov/soc/2010/soc439199.htm>)

NONPROFIT MANAGEMENT:

11-1021 General and Operations Managers, (<http://www.bls.gov/soc/2010/soc111021.htm>)
 11-2021 Marketing Managers, (<http://www.bls.gov/soc/2010/soc112021.htm>)
 11-2030 Public Relations and Fundraising Managers, (<http://www.bls.gov/soc/2010/soc112030.htm>)
 11-2031 Public Relations and Fundraising Managers, (<http://www.bls.gov/soc/2010/soc112031.htm>)
 11-3010 Administrative Services Managers, (<http://www.bls.gov/soc/2010/soc113010.htm>)
 11-3011 Administrative Services Managers, (<http://www.bls.gov/soc/2010/soc113011.htm>)
 11-9151 Social and Community Service Managers, (<http://www.bls.gov/soc/2010/soc119151.htm>)
 11-9190 Miscellaneous Managers, (<http://www.bls.gov/soc/2010/soc119190.htm>)
 11-9199 Managers, All Other, (<http://www.bls.gov/soc/2010/soc119199.htm>)
 13-1030 Claims Adjusters, Appraisers, Examiners, and Investigators, (<http://www.bls.gov/soc/2010/soc131030.htm>)
 13-1070 Human Resources Workers, (<http://www.bls.gov/soc/2010/soc131070.htm>)
 13-1150 Training and Development Specialists, (<http://www.bls.gov/soc/2010/soc131150.htm>)
 13-1151 Training and Development Specialists, (<http://www.bls.gov/soc/2010/soc131151.htm>)
 13-2052 Personal Financial Advisors, (<http://www.bls.gov/soc/2010/soc132052.htm>)
 13-2070 Credit Counselors and Loan Officers, (<http://www.bls.gov/soc/2010/soc132070.htm>)
 41-3010 Advertising Sales Agents, (<http://www.bls.gov/soc/2010/soc413010.htm>)
 41-3011 Advertising Sales Agents, (<http://www.bls.gov/soc/2010/soc413011.htm>)
 41-3090 Miscellaneous Sales Representatives, Services, (<http://www.bls.gov/soc/2010/soc413090.htm>)
 41-3099 Sales Representatives, Services, All Other, (<http://www.bls.gov/soc/2010/soc413099.htm>)
 43-1010 First-Line Supervisors of Office and Administrative Support Workers, (<http://www.bls.gov/soc/2010/soc431010.htm>)
 43-1011 First-Line Supervisors of Office and Administrative Support Workers, (<http://www.bls.gov/soc/2010/soc431011.htm>)
 43-3090 Miscellaneous Financial Clerks, (<http://www.bls.gov/soc/2010/soc433090.htm>)
 43-3099 Financial Clerks, All Other, (<http://www.bls.gov/soc/2010/soc433099.htm>)
 43-4050 Customer Service Representatives, (<http://www.bls.gov/soc/2010/soc434050.htm>)
 43-4051 Customer Service Representatives, (<http://www.bls.gov/soc/2010/soc434051.htm>)

- 43-4061 Eligibility Interviewers, Government Programs, (<http://www.bls.gov/soc/2010/soc434061.htm>)
- 43-4140 New Accounts Clerks, (<http://www.bls.gov/soc/2010/soc434140.htm>)
- 43-4141 New Accounts Clerks, (<http://www.bls.gov/soc/2010/soc434141.htm>)
- 43-4160 Human Resources Assistants, Except Payroll and Timekeeping, (<http://www.bls.gov/soc/2010/soc434160.htm>)
- 43-4161 Human Resources Assistants, Except Payroll and Timekeeping, (<http://www.bls.gov/soc/2010/soc434161.htm>)
- 43-5060 Production, Planning, and Expediting Clerks, (<http://www.bls.gov/soc/2010/soc435060.htm>)
- 43-5061 Production, Planning, and Expediting Clerks, (<http://www.bls.gov/soc/2010/soc435061.htm>)
- 43-5070 Shipping, Receiving, and Traffic Clerks, (<http://www.bls.gov/soc/2010/soc435070.htm>)
- 43-5071 Shipping, Receiving, and Traffic Clerks, (<http://www.bls.gov/soc/2010/soc435071.htm>)
- 43-6010 Secretaries and Administrative Assistants (<http://www.bls.gov/soc/2010/soc436010.htm>)

Cost

Q: How much will this program cost me to complete?

A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$95,400
Books and supplies:	\$6,140
On-campus room & board:	Not required

Q: What's included?

A:
 The cost is based on completion of the program within four years for a Bachelor's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions](http://berkeleycollege.edu/files_bc/Copyright%20and%20Conditions.pdf) (http://berkeleycollege.edu/files_bc/Copyright%20and%20Conditions.pdf)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Centre in Newark, NJ (which has an additional estimated cost of \$31,800 for 12 quarters) or housing at the White Plains location (which has an additional estimated cost of \$36,600 for 12 quarters).

Financing

Q: What are my financing options to pay for the program?

A:
 In addition to any grant and scholarship aid for which they are eligible, 88% of graduates used loans to finance their education. For the 2010-2011 award year, the median debt for program graduates:

Federal loans:	\$28,165.98
Private educational loans:	\$0
Institution Financing Plan:	\$0

Success

Q: How long will it take me to complete this program?

A:
 This 180-credit program is designed to be completed in 12 academic quarters over four calendar years.

 For the 2010-2011 award year, 74% of graduates from this program finished within this time.



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Management - Nonprofit Management Bachelor of Science Degree (B.S.)

Course Requirements

MAJOR COURSES

	Qtr. hrs. credit
MGT220 Principles of Management	4
MGT225 Customer Service Management	4
MGT231 Organizational Behavior	4
MGT249 Human Resources Management	4
MGT250 Not-For-Profit Management	4
MGT332 Operations Management	4
MGT346 Developing Managerial Competence	4
MGT425 Management Simulation	4
BUS250 Computer Applications in Business	2
BUS451 Business Strategy and Policy	4
Select two of the following courses:	
MGT253 Fundraising and Resource Development for Nonprofit Organizations	4
MGT322 Financial Management of Nonprofit Organizations	4
MGT323 Legal and Regulatory Compliance for Nonprofit Organizations	4
MKT352 Nonprofit Marketing and Public Relations	4

BUSINESS COURSES

ACC110 Fundamentals of Accounting for Managers	4
ACC113 Managerial Accounting	4
BUS100 Business Organization and Management	4
BUS225 Career Management Seminar	2
BUS231 Business Law I	4
BUS265 Business Communication	4
BUS482 Internship	4
FIN301 Principles of Finance I	4
IBS201 International Business	4
MKT220 Principles of Marketing	4
CIS115 Computer Applications	4

LIBERAL ARTS COURSES*

ENG105 Expository Writing	4
ENG106 Writing Through Literature	4
ENG115 Public Speaking	4
MAT210 Finite Mathematics	4
MAT215 Statistics I	4
SOC201 Macroeconomics	4
SOC202 Microeconomics	4
SOC225 Psychology	4
Humanities Electives	12
Mathematics/Science Electives	12

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

180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

[Program Statistics \(/catalog_2012/catalog_2012_782.htm\)](/catalog_2012/catalog_2012_782.htm)



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Marketing

Change buying behavior.

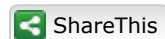
Every product and service requires people who know how to spot potential buyers and motivate them to make a purchase decision. Students who enjoy that kind of challenge will find the Berkeley College Marketing degree programs very rewarding.

Benefit from:

- A focus on understanding the global dynamics of increasing competition that drives companies to employ well-educated professionals to implement effective marketing programs throughout the world
- A broad background in business administration
- Exploration of new product introductions, advertising, market research, and promotion
- Courses designed to develop the skills and abilities to analyze, plan, implement, and control the creation of demand among targeted buyers
- Valuable, real-world 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 - Marketing**
(/catalog_2012/catalog_2012_790.htm)
- **B.B.A., Business Administration - Marketing**
(/catalog_2012/catalog_2012_789.htm)
- **B.S., Marketing** (/catalog_2012/catalog_2012_788.htm)



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A.A.S., Business Administration - Marketing

Program is only available to continuing students currently enrolled.

- **A.A.S., Business Administration - Marketing Course Requirements**
(/catalog_2012/catalog_2012_1023.htm)

The following are A.A.S., Business Administration program statistics for New Jersey in 2010-2011.

Click on the links for more information on jobs related to this program:

ACCOUNTING:

13-2071 Credit Counselors, (<http://www.bls.gov/soc/2010/soc132071.htm>)
 13-2082 Tax Preparers, (<http://www.bls.gov/soc/2010/soc132082.htm>)
 43-3010 Bill and Account Collectors, (<http://www.bls.gov/soc/2010/soc433010.htm>)
 43-3011 Bill and Account Collectors, (<http://www.bls.gov/soc/2010/soc433011.htm>)
 43-3020 Billing and Posting Clerks, (<http://www.bls.gov/soc/2010/soc433020.htm>)
 43-3021 Billing and Posting Clerks, (<http://www.bls.gov/soc/2010/soc433021.htm>)
 43-3050 Payroll and Timekeeping Clerks, (<http://www.bls.gov/soc/2010/soc433050.htm>)
 43-3051 Payroll and Timekeeping Clerks, (<http://www.bls.gov/soc/2010/soc433051.htm>)
 43-3070 Tellers, (<http://www.bls.gov/soc/2010/soc433070.htm>)
 43-3071 Tellers, (<http://www.bls.gov/soc/2010/soc433071.htm>)
 43-3090 Miscellaneous Financial Clerks, (<http://www.bls.gov/soc/2010/soc433090.htm>)
 43-3099 Financial Clerks, All Other, (<http://www.bls.gov/soc/2010/soc433099.htm>)
 43-4040 Credit Authorizers, Checkers, and Clerks, (<http://www.bls.gov/soc/2010/soc434040.htm>)
 43-4041 Credit Authorizers, Checkers, and Clerks, (<http://www.bls.gov/soc/2010/soc434041.htm>)
 43-4050 Customer Service Representatives, (<http://www.bls.gov/soc/2010/soc434050.htm>)
 43-4051 Customer Service Representatives, (<http://www.bls.gov/soc/2010/soc434051.htm>)
 43-4190 Miscellaneous Information and Record Clerks,
 (<http://www.bls.gov/soc/2010/soc434190.htm>)
 43-4199 Information and Record Clerks, All Other (<http://www.bls.gov/soc/2010/soc434199.htm>)

INFORMATION SYSTEMS MANAGEMENT:

43-9020 Data Entry and Information Processing Workers,
 (<http://www.bls.gov/soc/2010/soc439020.htm>)
 43-4199 Information and Record Clerks, All Other, (<http://www.bls.gov/soc/2010/soc434199.htm>)
 43-4190 Miscellaneous Information and Record Clerks,
 (<http://www.bls.gov/soc/2010/soc434190.htm>)
 43-4051 Customer Service Representatives, (<http://www.bls.gov/soc/2010/soc434051.htm>)
 15-1199 Computer Occupations, All Other, (<http://www.bls.gov/soc/2010/soc151199.htm>)
 15-1150 Computer Support Specialists, (<http://www.bls.gov/soc/2010/soc151150.htm>)
 11-9190 Miscellaneous Managers, (<http://www.bls.gov/soc/2010/soc119190.htm>)
 11-3010 Administrative Services Managers (<http://www.bls.gov/soc/2010/soc113010.htm>)

MANAGEMENT:

11-2022 Sales Managers, (<http://www.bls.gov/soc/2010/soc112022.htm>)
 11-3011 Administrative Services Managers, (<http://www.bls.gov/soc/2010/soc113011.htm>)
 (<http://www.bls.gov/soc/2010/soc119190.htm>)
 11-9199 Managers, All Other, (<http://www.bls.gov/soc/2010/soc119199.htm>)
 /
 11-1011 Chief Executives (<http://www.onetonline.org/link/summary/11-1011.00>)
 /
 11-1021 General and Operations Managers (<http://www.onetonline.org/link/summary/11-1021.00>)
 /
 11-3051 Industrial Production Managers (<http://www.onetonline.org/link/summary/11-3051.00>)
 /
 11-3071 Transportation, Storage and Distribution Managers (<http://www.onetonline.org/find/quick?s=11-3071>)
 /
 11-9021 Construction Managers (<http://www.onetonline.org/link/summary/11-9021.00>)

- 11-9151 Social and Community Service Managers (<http://www.onetonline.org/link/summary/11-9151.00>)
- 13-1051 Cost Estimators (<http://www.onetonline.org/link/summary/13-1051.00>)
- 13-1111 Management Analysts (<http://www.onetonline.org/link/summary/13-1111.00>)
- 25-1011 Business Teachers, Postsecondary (<http://www.onetonline.org/link/summary/25-1011.00>)

MARKETING:

- 13-1199 Business Operations Specialists, All Other, (<http://www.bls.gov/soc/2010/soc131199.htm>)
- 27-1026 Merchandise Displayers and Window Trimmers, (<http://www.bls.gov/soc/2010/soc271026.htm>)
- 27-3030 Public Relations Specialists, (<http://www.bls.gov/soc/2010/soc273030.htm>)
- 27-3031 Public Relations Specialists, (<http://www.bls.gov/soc/2010/soc273031.htm>)
- 41-1010 First-Line Supervisors of Sales Workers, (<http://www.bls.gov/soc/2010/soc411010.htm>)
- 41-1011 First-Line Supervisors of Retail Sales Workers, (<http://www.bls.gov/soc/2010/soc411011.htm>)
- 41-1012 First-Line Supervisors of Non-Retail Sales Workers, (<http://www.bls.gov/soc/2010/soc411012.htm>)
- 41-2022 Parts Salespersons, (<http://www.bls.gov/soc/2010/soc412022.htm>)
- 41-2030 Retail Salespersons, (<http://www.bls.gov/soc/2010/soc412030.htm>)
- 41-2031 Retail Salespersons, (<http://www.bls.gov/soc/2010/soc412031.htm>)
- 41-3010 Advertising Sales Agents, (<http://www.bls.gov/soc/2010/soc413010.htm>)
- 41-3011 Advertising Sales Agents, (<http://www.bls.gov/soc/2010/soc413011.htm>)
- 41-3020 Insurance Sales Agents, (<http://www.bls.gov/soc/2010/soc413020.htm>)
- 41-3021 Insurance Sales Agents, (<http://www.bls.gov/soc/2010/soc413021.htm>)
- 41-3040 Travel Agents, (<http://www.bls.gov/soc/2010/soc413040.htm>)
- 41-3041 Travel Agents, (<http://www.bls.gov/soc/2010/soc413041.htm>)
- 41-3090 Miscellaneous Sales Representatives, Services, (<http://www.bls.gov/soc/2010/soc413090.htm>)
- 41-3099 Sales Representatives, Services, All Other, (<http://www.bls.gov/soc/2010/soc413099.htm>)
- 41-9010 Models, Demonstrators, and Product Promoters, (<http://www.bls.gov/soc/2010/soc419010.htm>)
- 41-9011 Demonstrators and Product Promoters, (<http://www.bls.gov/soc/2010/soc419011.htm>)
- 41-9020 Real Estate Brokers and Sales Agents, (<http://www.bls.gov/soc/2010/soc419020.htm>)
- 41-9022 Real Estate Sales Agents, (<http://www.bls.gov/soc/2010/soc419022.htm>)
- 41-9040 Telemarketers, (<http://www.bls.gov/soc/2010/soc419040.htm>)
- 41-9041 Telemarketers, (<http://www.bls.gov/soc/2010/soc419041.htm>)
- 41-9090 Miscellaneous Sales and Related Workers, (<http://www.bls.gov/soc/2010/soc419090.htm>)
- 41-9099 Sales and Related Workers, All Other, (<http://www.bls.gov/soc/2010/soc419099.htm>)
- 43-3060 Procurement Clerks, (<http://www.bls.gov/soc/2010/soc433060.htm>)
- 43-3061 Procurement Clerks, (<http://www.bls.gov/soc/2010/soc433061.htm>)
- 43-4050 Customer Service Representatives, (<http://www.bls.gov/soc/2010/soc434050.htm>)
- 43-4051 Customer Service Representatives, (<http://www.bls.gov/soc/2010/soc434051.htm>)
- 13-1190 Miscellaneous Business Operations Specialists, (<http://www.bls.gov/soc/2010/soc131190.htm>)
- 13-1120 Meeting, Convention, and Event Planners, (<http://www.bls.gov/soc/2010/soc131120.htm>)
- 13-1121 Meeting, Convention, and Event Planners (<http://www.bls.gov/soc/2010/soc131121.htm>)

Cost

Q: How much will this program cost me to complete?
A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$45,900
Books and supplies:	\$3,070
On-campus room & board:	Not required

Q: What's included?
A: The cost is based on completion of the program within two years for an Associate's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost ([click here for terms and conditions](#))

Financing

Q: What are my financing options to pay for the program?
A: In addition to any grant and scholarship aid for which they are eligible, 88% of graduates used loans to finance their education. For the 2010-2011 award year, the median debt for program graduates was:

Federal loans:	\$15,062.50
Private educational loans:	\$0
Institution Financing Plan:	\$0

cess

Q: How long will it take me to complete this program?

(http://berkeleycollege.edu/files_bc/Copyrig). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Center in Newark, NJ (which has an additional estimated cost of \$15,300 for six quarters) or housing at the White Plains location (which has an additional estimated cost of \$17,700 for six quarters).

Suc

A:

This 90-credit program is designed to be completed in six academic quarters over two calendar years.

For the 2010-2011 award year, 52% of graduates from this program finished within this time.

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

The following are A.A.S., Business Administration - Marketing program statistics for New York in 2010-2011.

Click on the links for more information on jobs related to this program:

MARKETING:

13-1199 Business Operations Specialists, All Other, (<http://www.bls.gov/soc/2010/soc131199.htm>)
27-1026 Merchandise Displayers and Window Trimmers, (<http://www.bls.gov/soc/2010/soc271026.htm>)
27-3030 Public Relations Specialists, (<http://www.bls.gov/soc/2010/soc273030.htm>)
27-3031 Public Relations Specialists, (<http://www.bls.gov/soc/2010/soc273031.htm>)
41-1010 First-Line Supervisors of Sales Workers, (<http://www.bls.gov/soc/2010/soc411010.htm>)
41-1011 First-Line Supervisors of Retail Sales Workers, (<http://www.bls.gov/soc/2010/soc411011.htm>)
41-1012 First-Line Supervisors of Non-Retail Sales Workers, (<http://www.bls.gov/soc/2010/soc411012.htm>)
41-2022 Parts Salespersons, (<http://www.bls.gov/soc/2010/soc412022.htm>)
41-2030 Retail Salespersons, (<http://www.bls.gov/soc/2010/soc412030.htm>)
41-2031 Retail Salespersons, (<http://www.bls.gov/soc/2010/soc412031.htm>)
41-3010 Advertising Sales Agents, (<http://www.bls.gov/soc/2010/soc413010.htm>)
41-3011 Advertising Sales Agents, (<http://www.bls.gov/soc/2010/soc413011.htm>)
41-3020 Insurance Sales Agents, (<http://www.bls.gov/soc/2010/soc413020.htm>)
41-3021 Insurance Sales Agents, (<http://www.bls.gov/soc/2010/soc413021.htm>)
41-3040 Travel Agents, (<http://www.bls.gov/soc/2010/soc413040.htm>)
41-3041 Travel Agents, (<http://www.bls.gov/soc/2010/soc413041.htm>)
41-3090 Miscellaneous Sales Representatives, Services, (<http://www.bls.gov/soc/2010/soc413090.htm>)
41-3099 Sales Representatives, Services, All Other, (<http://www.bls.gov/soc/2010/soc413099.htm>)
41-9010 Models, Demonstrators, and Product Promoters, (<http://www.bls.gov/soc/2010/soc419010.htm>)
41-9011 Demonstrators and Product Promoters, (<http://www.bls.gov/soc/2010/soc419011.htm>)
41-9020 Real Estate Brokers and Sales Agents, (<http://www.bls.gov/soc/2010/soc419020.htm>)
41-9022 Real Estate Sales Agents, (<http://www.bls.gov/soc/2010/soc419022.htm>)
41-9040 Telemarketers, (<http://www.bls.gov/soc/2010/soc419040.htm>)
41-9041 Telemarketers, (<http://www.bls.gov/soc/2010/soc419041.htm>)
41-9090 Miscellaneous Sales and Related Workers, (<http://www.bls.gov/soc/2010/soc419090.htm>)
41-9099 Sales and Related Workers, All Other, (<http://www.bls.gov/soc/2010/soc419099.htm>)
43-3060 Procurement Clerks, (<http://www.bls.gov/soc/2010/soc433060.htm>)
43-3061 Procurement Clerks, (<http://www.bls.gov/soc/2010/soc433061.htm>)
43-4050 Customer Service Representatives, (<http://www.bls.gov/soc/2010/soc434050.htm>)
43-4051 Customer Service Representatives, (<http://www.bls.gov/soc/2010/soc434051.htm>)
13-1190 Miscellaneous Business Operations Specialists, (<http://www.bls.gov/soc/2010/soc131190.htm>)

13-1120 Meeting, Convention, and Event Planners, (<http://www.bls.gov/soc/2010/soc131120.htm>)
13-1121 Meeting, Convention, and Event Planners (<http://www.bls.gov/soc/2010/soc131121.htm>)

Cost

Q: How much will this program cost me to complete?

A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$45,900
Books and supplies:	\$3,070
On-campus room & board:	Not required

Q: What's included?

A:
 The cost is based on completion of the program within two years for an Associate's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions](http://berkeleycollege.edu/files_bc/Copyright%20and%20Conditions.pdf) (http://berkeleycollege.edu/files_bc/Copyright%20and%20Conditions.pdf)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Center in Newark, NJ (which has an additional estimated cost of \$15,300 for six quarters) or housing at the White Plains location (which has an additional estimated cost of \$17,700 for six quarters).

Financing

Q: What are my financing options to pay for the program?

A:
 In addition to any grant and scholarship aid for which they are eligible, students may borrow funds through federal, private, and institutional loans to finance their education.

In accordance with applicable regulations, the College does not disclose median debt information for programs completed by fewer than 10 students during the award year.

Success

Q: How long will it take me to complete this program?

A:
 This 90-credit program is designed to be completed in six academic quarters over two calendar years.

In accordance with applicable regulations, the College does not disclose on-time completion rates for programs completed by fewer than 10 students during the award year.



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

Course Requirements

MAJOR COURSES

**Qtr. hrs.
credit**

MKT220 Principles of Marketing	4
MKT233 Integrated Marketing Communications	4
MKT241 Consumer Behavior	4
MKT245 Professional Selling and Sales Management	4
IBS230 International Marketing	4

BUSINESS COURSES

ACC110 Fundamentals of Accounting for Managers	4
BUS100 Business Organization and Management	4
BUS225 Career Management Seminar	2
BUS231 Business Law I	4
BUS250 Computer Applications in Business	2
BUS292 Internship	4
CIS115 Computer Applications	4
Multimedia and Business Presentations/Advanced Spreadsheets/Advanced Database Elective	2

LIBERAL ARTS COURSES

ENG105 Expository Writing	4
ENG106 Writing Through Literature	4
ENG115 Public Speaking	4

SOC225 Psychology	4
Macroeconomics/Microeconomics Elective	4
General Education Core Humanities Elective	4
General Education Core Mathematics/Science Elective	4
General Education Core Social Science Elective	4
FREE ELECTIVES	12

90 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

[Program Statistics \(/catalog_2012/catalog_2012_790.htm\)](/catalog_2012/catalog_2012_790.htm)



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B.B.A., Business Administration - Marketing

Program is only available to continuing students currently enrolled.

- **B.B.A., Business Administration - Marketing Course Requirements**
(/catalog_2012/catalog_2012_1025.htm)

The following are B.B.A., Business Administration - Marketing program statistics for New York in 2010-2011.

Click on the links for more information on jobs related to this program:

MARKETING:

[11-2010 Advertising and Promotions Managers, \(http://www.bls.gov/soc/2010/soc112010.htm\)](http://www.bls.gov/soc/2010/soc112010.htm)
[11-2011 Advertising and Promotions Managers, \(http://www.bls.gov/soc/2010/soc112011.htm\)](http://www.bls.gov/soc/2010/soc112011.htm)
[11-2020 Marketing and Sales Managers, \(http://www.bls.gov/soc/2010/soc112020.htm\)](http://www.bls.gov/soc/2010/soc112020.htm)
[11-2021 Marketing Managers, \(http://www.bls.gov/soc/2010/soc112021.htm\)](http://www.bls.gov/soc/2010/soc112021.htm)
[11-2022 Sales Managers, \(http://www.bls.gov/soc/2010/soc112022.htm\)](http://www.bls.gov/soc/2010/soc112022.htm)
[11-9140 Property, Real Estate, and Community Association Managers, \(http://www.bls.gov/soc/2010/soc119140.htm\)](http://www.bls.gov/soc/2010/soc119140.htm)
[11-9141 Property, Real Estate, and Community Association Managers, \(http://www.bls.gov/soc/2010/soc119141.htm\)](http://www.bls.gov/soc/2010/soc119141.htm)
[11-9190 Miscellaneous Managers, \(http://www.bls.gov/soc/2010/soc119190.htm\)](http://www.bls.gov/soc/2010/soc119190.htm)
[13-1020 Buyers and Purchasing Agents \(http://www.bls.gov/soc/2010/soc131020.htm\)](http://www.bls.gov/soc/2010/soc131020.htm)
[13-1120 Meeting, Convention, and Event Planners, \(http://www.bls.gov/soc/2010/soc131120.htm\)](http://www.bls.gov/soc/2010/soc131120.htm)
[13-1121 Meeting, Convention, and Event Planners, \(http://www.bls.gov/soc/2010/soc131121.htm\)](http://www.bls.gov/soc/2010/soc131121.htm)
[13-1190 Miscellaneous Business Operations Specialists, \(http://www.bls.gov/soc/2010/soc131190.htm\)](http://www.bls.gov/soc/2010/soc131190.htm)
[13-1199 Business Operations Specialists, All Other, \(http://www.bls.gov/soc/2010/soc131199.htm\)](http://www.bls.gov/soc/2010/soc131199.htm)
[27-1026 Merchandise Displayers and Window Trimmers, \(http://www.bls.gov/soc/2010/soc271026.htm\)](http://www.bls.gov/soc/2010/soc271026.htm)
[27-3030 Public Relations Specialists, \(http://www.bls.gov/soc/2010/soc273030.htm\)](http://www.bls.gov/soc/2010/soc273030.htm)
[27-3031 Public Relations Specialists, \(http://www.bls.gov/soc/2010/soc273031.htm\)](http://www.bls.gov/soc/2010/soc273031.htm)
[41-1010 First-Line Supervisors of Sales Workers, \(http://www.bls.gov/soc/2010/soc411010.htm\)](http://www.bls.gov/soc/2010/soc411010.htm)
[41-1011 First-Line Supervisors of Retail Sales Workers, \(http://www.bls.gov/soc/2010/soc411011.htm\)](http://www.bls.gov/soc/2010/soc411011.htm)
[41-1012 First-Line Supervisors of Non-Retail Sales Workers, \(http://www.bls.gov/soc/2010/soc411012.htm\)](http://www.bls.gov/soc/2010/soc411012.htm)
[41-2022 Parts Salespersons, \(http://www.bls.gov/soc/2010/soc412022.htm\)](http://www.bls.gov/soc/2010/soc412022.htm)
[41-2030 Retail Salespersons, \(http://www.bls.gov/soc/2010/soc412030.htm\)](http://www.bls.gov/soc/2010/soc412030.htm)
[41-2031 Retail Salespersons, \(http://www.bls.gov/soc/2010/soc412031.htm\)](http://www.bls.gov/soc/2010/soc412031.htm)
[41-3010 Advertising Sales Agents, \(http://www.bls.gov/soc/2010/soc413010.htm\)](http://www.bls.gov/soc/2010/soc413010.htm)
[41-3011 Advertising Sales Agents, \(http://www.bls.gov/soc/2010/soc413011.htm\)](http://www.bls.gov/soc/2010/soc413011.htm)
[41-3020 Insurance Sales Agents, \(http://www.bls.gov/soc/2010/soc413020.htm\)](http://www.bls.gov/soc/2010/soc413020.htm)
[41-3021 Insurance Sales Agents, \(http://www.bls.gov/soc/2010/soc413021.htm\)](http://www.bls.gov/soc/2010/soc413021.htm)
[41-3040 Travel Agents, \(http://www.bls.gov/soc/2010/soc413040.htm\)](http://www.bls.gov/soc/2010/soc413040.htm)
[41-3041 Travel Agents, \(http://www.bls.gov/soc/2010/soc413041.htm\)](http://www.bls.gov/soc/2010/soc413041.htm)
[41-3090 Miscellaneous Sales Representatives, Services, \(http://www.bls.gov/soc/2010/soc413090.htm\)](http://www.bls.gov/soc/2010/soc413090.htm)
[41-3099 Sales Representatives, Services, All Other, \(http://www.bls.gov/soc/2010/soc413099.htm\)](http://www.bls.gov/soc/2010/soc413099.htm)
[41-9010 Models, Demonstrators, and Product Promoters, \(http://www.bls.gov/soc/2010/soc419010.htm\)](http://www.bls.gov/soc/2010/soc419010.htm)
[41-9011 Demonstrators and Product Promoters, \(http://www.bls.gov/soc/2010/soc419011.htm\)](http://www.bls.gov/soc/2010/soc419011.htm)
[41-9020 Real Estate Brokers and Sales Agents, \(http://www.bls.gov/soc/2010/soc419020.htm\)](http://www.bls.gov/soc/2010/soc419020.htm)
[41-9022 Real Estate Sales Agents, \(http://www.bls.gov/soc/2010/soc419022.htm\)](http://www.bls.gov/soc/2010/soc419022.htm)
[41-9090 Miscellaneous Sales and Related Workers, \(http://www.bls.gov/soc/2010/soc419090.htm\)](http://www.bls.gov/soc/2010/soc419090.htm)
[41-9099 Sales and Related Workers, All Other, \(http://www.bls.gov/soc/2010/soc419099.htm\)](http://www.bls.gov/soc/2010/soc419099.htm)
[43-3060 Procurement Clerks, \(http://www.bls.gov/soc/2010/soc433060.htm\)](http://www.bls.gov/soc/2010/soc433060.htm)
[43-3061 Procurement Clerks, \(http://www.bls.gov/soc/2010/soc433061.htm\)](http://www.bls.gov/soc/2010/soc433061.htm)
[43-4050 Customer Service Representatives, \(http://www.bls.gov/soc/2010/soc434050.htm\)](http://www.bls.gov/soc/2010/soc434050.htm)
[43-4051 Customer Service Representatives \(http://www.bls.gov/soc/2010/soc434051.htm\)](http://www.bls.gov/soc/2010/soc434051.htm)

Cost

Q: How much will this program cost me to complete?
A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$95,400
Books and supplies:	\$6,140
On-campus room & board:	Not required

Q: What's included?
A: The cost is based on completion of the program within four years for a Bachelor's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions \(http://berkeleycollege.edu/files_bc/Copyrig](http://berkeleycollege.edu/files_bc/Copyrig))). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Centre in Newark, NJ (which has an additional estimated cost of \$31,800 for 12 quarters) or housing at the White Plains location (which has an additional estimated cost of \$36,600 for 12 quarters).

Financing

Q: What are my financing options to pay for the program?
A: In addition to any grant and scholarship aid for which they are eligible, 87% of graduates used loans to finance their education. For the 2010-2011 award year, the median debt for program graduates:

Federal loans:	\$25,369.55
Private educational loans:	\$0
Institution Financing Plan:	\$0

Success

Q: How long will it take me to complete this program?
A: This 180-credit program is designed to be completed in 12 academic quarters over four calendar years.

For the 2010-2011 award year, 80% of graduates from this program finished within this time.



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

Course Requirements

MAJOR COURSES

	Qtr. hrs. credit
MKT220 Principles of Marketing	4
MKT233 Integrated Marketing Communications	4
MKT241 Consumer Behavior	4
MKT245 Professional Selling and Sales Management	4
MKT390 Market Research	4
MKT410 New Product Development	4
MKT442 Strategic Marketing Management	4
IBS230 International Marketing	4

BUSINESS COURSES

ACC110 Fundamentals of Accounting for Managers	4
ACC113 Managerial Accounting	4
BUS100 Business Organization and Management	4
BUS225 Career Management Seminar	2
BUS231 Business Law I	4
BUS250 Computer Applications in Business	2

BUS265 Business Communication	4
BUS482 Internship	4
FIN301 Principles of Finance I	4
IBS201 International Business	4
MGT220 Principles of Management	4
CIS115 Computer Applications	4
Business Electives	14
<hr/>	
LIBERAL ARTS COURSES*	
ENG105 Expository Writing	4
ENG106 Writing Through Literature	4
ENG115 Public Speaking	4
MAT210 Finite Mathematics	4
MAT215 Statistics I	4
SOC201 Macroeconomics	4
SOC202 Microeconomics	4
SOC225 Psychology	4
Humanities Electives	8
Mathematics/Science Electives	8
Social Science Electives	8
General Education Core Humanities Elective	4
General Education Core Mathematics/Science Elective	4
General Education Core Social Science Elective	4
FREE ELECTIVES	22

180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

[Program Statistics \(/catalog_2012/catalog_2012_789.htm\)](/catalog_2012/catalog_2012_789.htm)



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B.S., Marketing

Program is only available to continuing students currently enrolled.

- **B.S., Marketing Course Requirements**
(/catalog_2012/catalog_2012_1027.htm)

The following are B.S., Marketing program statistics for New Jersey in 2010-2011.

Click on the links for more information on jobs related to this program:

MARKETING:

[11-2010 Advertising and Promotions Managers, \(http://www.bls.gov/soc/2010/soc112010.htm\)](http://www.bls.gov/soc/2010/soc112010.htm)
[11-2011 Advertising and Promotions Managers, \(http://www.bls.gov/soc/2010/soc112011.htm\)](http://www.bls.gov/soc/2010/soc112011.htm)
[11-2020 Marketing and Sales Managers, \(http://www.bls.gov/soc/2010/soc112020.htm\)](http://www.bls.gov/soc/2010/soc112020.htm)
[11-2021 Marketing Managers, \(http://www.bls.gov/soc/2010/soc112021.htm\)](http://www.bls.gov/soc/2010/soc112021.htm)
[11-2022 Sales Managers, \(http://www.bls.gov/soc/2010/soc112022.htm\)](http://www.bls.gov/soc/2010/soc112022.htm)
[11-9140 Property, Real Estate, and Community Association Managers, \(http://www.bls.gov/soc/2010/soc119140.htm\)](http://www.bls.gov/soc/2010/soc119140.htm)
[11-9141 Property, Real Estate, and Community Association Managers, \(http://www.bls.gov/soc/2010/soc119141.htm\)](http://www.bls.gov/soc/2010/soc119141.htm)
[11-9190 Miscellaneous Managers, \(http://www.bls.gov/soc/2010/soc119190.htm\)](http://www.bls.gov/soc/2010/soc119190.htm)
[13-1020 Buyers and Purchasing Agents \(http://www.bls.gov/soc/2010/soc131020.htm\)](http://www.bls.gov/soc/2010/soc131020.htm)
[13-1120 Meeting, Convention, and Event Planners, \(http://www.bls.gov/soc/2010/soc131120.htm\)](http://www.bls.gov/soc/2010/soc131120.htm)
[13-1121 Meeting, Convention, and Event Planners, \(http://www.bls.gov/soc/2010/soc131121.htm\)](http://www.bls.gov/soc/2010/soc131121.htm)
[13-1190 Miscellaneous Business Operations Specialists, \(http://www.bls.gov/soc/2010/soc131190.htm\)](http://www.bls.gov/soc/2010/soc131190.htm)
[13-1199 Business Operations Specialists, All Other, \(http://www.bls.gov/soc/2010/soc131199.htm\)](http://www.bls.gov/soc/2010/soc131199.htm)
[27-1026 Merchandise Displayers and Window Trimmers, \(http://www.bls.gov/soc/2010/soc271026.htm\)](http://www.bls.gov/soc/2010/soc271026.htm)
[27-3030 Public Relations Specialists, \(http://www.bls.gov/soc/2010/soc273030.htm\)](http://www.bls.gov/soc/2010/soc273030.htm)
[27-3031 Public Relations Specialists, \(http://www.bls.gov/soc/2010/soc273031.htm\)](http://www.bls.gov/soc/2010/soc273031.htm)
[41-1010 First-Line Supervisors of Sales Workers, \(http://www.bls.gov/soc/2010/soc411010.htm\)](http://www.bls.gov/soc/2010/soc411010.htm)
[41-1011 First-Line Supervisors of Retail Sales Workers, \(http://www.bls.gov/soc/2010/soc411011.htm\)](http://www.bls.gov/soc/2010/soc411011.htm)
[41-1012 First-Line Supervisors of Non-Retail Sales Workers, \(http://www.bls.gov/soc/2010/soc411012.htm\)](http://www.bls.gov/soc/2010/soc411012.htm)
[41-2022 Parts Salespersons, \(http://www.bls.gov/soc/2010/soc412022.htm\)](http://www.bls.gov/soc/2010/soc412022.htm)
[41-2030 Retail Salespersons, \(http://www.bls.gov/soc/2010/soc412030.htm\)](http://www.bls.gov/soc/2010/soc412030.htm)
[41-2031 Retail Salespersons, \(http://www.bls.gov/soc/2010/soc412031.htm\)](http://www.bls.gov/soc/2010/soc412031.htm)
[41-3010 Advertising Sales Agents, \(http://www.bls.gov/soc/2010/soc413010.htm\)](http://www.bls.gov/soc/2010/soc413010.htm)
[41-3011 Advertising Sales Agents, \(http://www.bls.gov/soc/2010/soc413011.htm\)](http://www.bls.gov/soc/2010/soc413011.htm)
[41-3020 Insurance Sales Agents, \(http://www.bls.gov/soc/2010/soc413020.htm\)](http://www.bls.gov/soc/2010/soc413020.htm)
[41-3021 Insurance Sales Agents, \(http://www.bls.gov/soc/2010/soc413021.htm\)](http://www.bls.gov/soc/2010/soc413021.htm)
[41-3040 Travel Agents, \(http://www.bls.gov/soc/2010/soc413040.htm\)](http://www.bls.gov/soc/2010/soc413040.htm)
[41-3041 Travel Agents, \(http://www.bls.gov/soc/2010/soc413041.htm\)](http://www.bls.gov/soc/2010/soc413041.htm)
[41-3090 Miscellaneous Sales Representatives, Services, \(http://www.bls.gov/soc/2010/soc413090.htm\)](http://www.bls.gov/soc/2010/soc413090.htm)
[41-3099 Sales Representatives, Services, All Other, \(http://www.bls.gov/soc/2010/soc413099.htm\)](http://www.bls.gov/soc/2010/soc413099.htm)
[41-9010 Models, Demonstrators, and Product Promoters, \(http://www.bls.gov/soc/2010/soc419010.htm\)](http://www.bls.gov/soc/2010/soc419010.htm)
[41-9011 Demonstrators and Product Promoters, \(http://www.bls.gov/soc/2010/soc419011.htm\)](http://www.bls.gov/soc/2010/soc419011.htm)
[41-9020 Real Estate Brokers and Sales Agents, \(http://www.bls.gov/soc/2010/soc419020.htm\)](http://www.bls.gov/soc/2010/soc419020.htm)
[41-9022 Real Estate Sales Agents, \(http://www.bls.gov/soc/2010/soc419022.htm\)](http://www.bls.gov/soc/2010/soc419022.htm)
[41-9090 Miscellaneous Sales and Related Workers, \(http://www.bls.gov/soc/2010/soc419090.htm\)](http://www.bls.gov/soc/2010/soc419090.htm)
[41-9099 Sales and Related Workers, All Other, \(http://www.bls.gov/soc/2010/soc419099.htm\)](http://www.bls.gov/soc/2010/soc419099.htm)
[43-3060 Procurement Clerks, \(http://www.bls.gov/soc/2010/soc433060.htm\)](http://www.bls.gov/soc/2010/soc433060.htm)
[43-3061 Procurement Clerks, \(http://www.bls.gov/soc/2010/soc433061.htm\)](http://www.bls.gov/soc/2010/soc433061.htm)
[43-4050 Customer Service Representatives, \(http://www.bls.gov/soc/2010/soc434050.htm\)](http://www.bls.gov/soc/2010/soc434050.htm)
[43-4051 Customer Service Representatives \(http://www.bls.gov/soc/2010/soc434051.htm\)](http://www.bls.gov/soc/2010/soc434051.htm)

Cost

Q: How much will this program cost me to complete?
A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$95,400
Books and supplies:	\$6,140
On-campus room & board:	Not required

Q: What's included?
A: The cost is based on completion of the program within four years for a Bachelor's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions \(http://berkeleycollege.edu/files_bc/Copyrig](http://berkeleycollege.edu/files_bc/Copyrig))). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Centre in Newark, NJ (which has an additional estimated cost of \$31,800 for 12 quarters) or housing at the White Plains location (which has an additional estimated cost of \$36,600 for 12 quarters).

Financing

Q: What are my financing options to pay for the program?
A: In addition to any grant and scholarship aid for which they are eligible, 87% of graduates used loans to finance their education. For the 2010-2011 award year, the median debt for program graduates:

Federal loans:	\$24,837.54
Private educational loans:	\$0
Institution Financing Plan:	\$0

Success

Q: How long will it take me to complete this program?
A: This 180-credit program is designed to be completed in 12 academic quarters over four calendar years.

For the 2010-2011 award year, 85% of graduates from this program finished within this time.



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Marketing Bachelor of Science Degree (B.S.)

Course Requirements

MAJOR COURSES

	Qtr. hrs. credit
MKT220 Principles of Marketing	4
MKT233 Integrated Marketing Communications	4
MKT241 Consumer Behavior	4
MKT245 Professional Selling and Sales Management	4
MKT390 Market Research	4
MKT410 New Product Development	4
MKT442 Strategic Marketing Management	4
IBS230 International Marketing	4
Marketing Electives*	12

BUSINESS COURSES

ACC110 Fundamentals of Accounting for Managers	4
ACC113 Managerial Accounting	4
BUS100 Business Organization and Management	4
BUS225 Career Management Seminar	2
BUS231 Business Law I	4
BUS250 Computer Applications in Business	2

BUS265 Business Communication	4
BUS482 Internship	4
FIN301 Principles of Finance I	4
IBS201 International Business	4
MGT220 Principles of Management	4
CIS115 Computer Applications	4

LIBERAL ARTS COURSES**

ENG105 Expository Writing	4
ENG106 Writing Through Literature	4
ENG115 Public Speaking	4
MAT210 Finite Mathematics	4
MAT215 Statistics I	4
SOC201 Macroeconomics	4
SOC202 Microeconomics	4
SOC225 Psychology	4
Humanities Electives	12
Mathematics/Science Electives	12
Social Science Electives	12
Liberal Arts Electives	12
General Education Core Humanities Elective	4
General Education Core Mathematics/Science Elective	4
General Education Core Social Science Elective	4

180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

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

[Program Statistics \(/catalog_2012/catalog_2012_788.htm\)](/catalog_2012/catalog_2012_788.htm)



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Marketing Communications

Communicate creatively for a cause.

Every great product, service, or idea needs communication to capture attention, build desire, and gain favor among consumers. In today's highly competitive global marketplace, world-class 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.

Benefit from:

- A program that provides a strong foundation in the broader marketing principles, along with a specialized focus on the most current marketing communications tools
- Hands-on-learning that allows students to master theory through practice.
- Courses designed to develop the skills and abilities that are relevant in today's marketplace
- Locations in New Jersey and New York City, the advertising capital of the world
- The ability to participate in, and make connections through, student chapters of industry associations such as the American Advertising Federation (AAF) or the Public Relations Student Society of America (PRSSA)
- Valuable, real-world 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**
(/catalog_2012/catalog_2012_785.htm)
- **B.B.A., Marketing Communications**
(/catalog_2012/catalog_2012_784.htm)
- **B.S., Marketing Communications** (/catalog_2012/catalog_2012_783.htm)



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A.A.S., Marketing Communications

Program availability is subject to regulatory approval.

- **A.A.S., Marketing Communications Course Requirements**
(/catalog_2012/catalog_2012_1029.htm)

The following are A.A.S., Marketing Communications program statistics for New Jersey. Students may start this program in the Winter 2012 quarter.

Click on the links for more information on jobs related to this program:

- (<http://www.bls.gov/soc/2010/soc413011.htm>)
- 11-2022 Sales Managers, (<http://www.bls.gov/soc/2010/soc112022.htm>)
- 11-1011 Chief Executives (<http://www.onetonline.org/link/summary/11-1011.00>)
- 11-1021 General and Operations Managers (<http://www.onetonline.org/link/summary/11-1021.00>)
- 11-3011 Administrative Services Managers (<http://www.onetonline.org/link/summary/11-3011.00>)
- 11-3051 Industrial Production Managers (<http://www.onetonline.org/link/summary/11-3051.00>)
- 11-3071 Transportation Managers, Storage and Distribution Managers (<http://www.onetonline.org/find/quick?s=11-3071>)
- 11-9021 Construction Managers (<http://www.onetonline.org/link/summary/11-9021.00>)
- 11-9151 Social and Community Service Managers (<http://www.onetonline.org/link/summary/11-9151.00>)
- 11-9199 All Managers (<http://www.onetonline.org/find/quick?s=11-9199>)
- 13-1051 Cost Estimators (<http://www.onetonline.org/link/summary/13-1051.00>)
- 13-1111 Management Analysts (<http://www.onetonline.org/link/summary/13-1111.00>)
- 25-1011 Business Teachers, Postsecondary (<http://www.onetonline.org/link/summary/25-1011.00>)

Cost

Q: How much will this program cost me to complete?

A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$45,900
Books and supplies:	\$3,070
On-campus room & board:	Not required

Q: What's included?

A:
The cost is based on completion of the program within two years for an Associate's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements).

Financing

Q: What are my financing options to pay for the program?

A:
In addition to any grant and scholarship aid for which they are eligible, students may be eligible to borrow federal loans and private educational loans, and participate in institutional financing plans.

Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions](#) (http://berkeleycollege.edu/files_bc/Copyrig)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Centre in Newark, NJ (which has an additional estimated cost of \$15,300 for six quarters) or housing at the White Plains location (which has an additional estimated cost of \$17,700 for six quarters).

Success

Q: How long will it take me to complete this program?

A:
This 90-credit program is designed to be completed in six academic quarters over two calendar years.

The following are A.A.S., Marketing Communications program statistics for New York. Students may start this program in the Winter 2012 quarter.

Click on the links for more information on jobs related to this program:

- (<http://www.bls.gov/soc/2010/soc413011.htm>)
- 11-2022 Sales Managers, (<http://www.bls.gov/soc/2010/soc112022.htm>)
- 11-1011 Chief Executives (<http://www.onetonline.org/link/summary/11-1011.00>)
- 11-1021 General and Operations Managers (<http://www.onetonline.org/link/summary/11-1021.00>)
- 11-3011 Administrative Services Managers (<http://www.onetonline.org/link/summary/11-3011.00>)
- 11-3051 Industrial Production Managers (<http://www.onetonline.org/link/summary/11-3051.00>)
- 11-3071 Transportation Managers, Storage and Distribution Managers (<http://www.onetonline.org/find/quick?s=11-3071>)
- 11-9021 Construction Managers (<http://www.onetonline.org/link/summary/11-9021.00>)
- 11-9151 Social and Community Service Managers (<http://www.onetonline.org/link/summary/11-9151.00>)
- 11-9199 All Managers (<http://www.onetonline.org/find/quick?s=11-9199>)
- 13-1051 Cost Estimators (<http://www.onetonline.org/link/summary/13-1051.00>)
- 13-1111 Management Analysts (<http://www.onetonline.org/link/summary/13-1111.00>)
- 25-1011 Business Teachers, Postsecondary (<http://www.onetonline.org/link/summary/25-1011.00>)

Cost

Q: How much will this program cost me to complete?

A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$45,900
Books and supplies:	\$3,070
On-campus room & board:	Not required

Financing

Q: What are my financing options to pay for the program?

A:
In addition to any grant and scholarship aid for which they are eligible, students may be eligible to borrow federal loans and private educational loans, and participate in institutional financing plans.

Q: What's included?**A:**

The cost is based on completion of the program within two years for an Associate's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions](#) (http://berkeleycollege.edu/files_bc/Copyright)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Centre in Newark, NJ (which has an additional estimated cost of \$15,300 for six quarters) or housing at the White Plains location (which has an additional estimated cost of \$17,700 for six quarters).

Success**Q: How long will it take me to complete this program?****A:**

This 90-credit program is designed to be completed in six academic quarters over two calendar years.



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

Course Requirements

MAJOR COURSES

	Qtr. hrs. credit
MKT220 Principles of Marketing	4
MKT222 Foundations of Market Research	4
MKT241 Consumer Behavior	4
MKT242 Brand Management	4
MKT245 Professional Selling and Sales Management	4
MKT247 Advertising Management	4

BUSINESS COURSES

BUS100 Business Organization and Management	4
BUS225 Career Management Seminar	2
BUS265 Business Communication	4
BUS292 Internship	4
CIS115 Computer Applications	4
CIS212 Multimedia and Business Presentations	2

LIBERAL ARTS COURSES**

ENG105 Expository Writing	4
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ENG106 Writing Through Literature	4
ENG115 Public Speaking	4
SOC202 Microeconomics	4
SOC225 Psychology	4
General Education Core Humanities Requirement GEC111 The Art of Argument	4
General Education Core Mathematics/Science Elective	4
General Education Core Social Science Elective	4
FREE ELECTIVES	14

90 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

[Program Statistics \(/catalog_2012/catalog_2012_785.htm\)](#)



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B.B.A., Marketing Communications

Program availability is subject to regulatory approval.

- **B.B.A., Marketing Communications Course Requirements**
(/catalog_2012/catalog_2012_1031.htm)

The following are B.B.A., Marketing Communications program statistics for New York. Students may start this program in the Winter 2012 quarter.

Click on the links for more information on jobs related to this program:

- 11-2011 Advertising and Promotions Managers, (<http://www.bls.gov/soc/2010/soc112011.htm>)
- 11-2030 Public Relations and Fundraising Managers, (<http://www.bls.gov/soc/2010/soc112030.htm>)
- 11-2031 Public Relations and Fundraising Managers, (<http://www.bls.gov/soc/2010/soc112031.htm>)
- 13-1120 Meeting, Convention, and Event Planners , (<http://www.bls.gov/soc/2010/soc131120.htm>)
- 13-1121 Meeting, Convention, and Event Planners , (<http://www.bls.gov/soc/2010/soc131121.htm>)
- 13-1130 Fundraisers , (<http://www.bls.gov/soc/2010/soc131130.htm>)
- 13-1131 Fundraisers , (<http://www.bls.gov/soc/2010/soc131131.htm>)
- 13-1161 Market Research Analysts and Marketing Specialists , (<http://www.bls.gov/soc/2010/soc131161.htm>)
- 27-3030 Public Relations Specialists , (<http://www.bls.gov/soc/2010/soc273030.htm>)
- 27-3031 Public Relations Specialists , (<http://www.bls.gov/soc/2010/soc273031.htm>)
- 27-3099 Media and Communication Workers, All Other , (<http://www.bls.gov/soc/2010/soc273099.htm>)
- 41-3011 Advertising Sales Agents , (<http://www.bls.gov/soc/2010/soc413011.htm>)
- 11-2022 Sales Managers, (<http://www.bls.gov/soc/2010/soc112022.htm>)
- 11-9190 Miscellaneous Managers, (<http://www.bls.gov/soc/2010/soc119190.htm>)
- 41-3090 Miscellaneous Sales Representatives, Services, (<http://www.bls.gov/soc/2010/soc413090.htm>)
- 41-3099 Sales Representatives, Services, All Other (<http://www.bls.gov/soc/2010/soc413099.htm>)

Cost

Q: How much will this program cost me to complete?

A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$95,400
Books and supplies:	\$6,140
On-campus room & board:	Not required

Q: What's included?

A: The cost is based on completion of the program within four years for a Bachelor's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost ([click here for terms and conditions](#) (http://berkeleycollege.edu/files_bc/Copyrig)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies.

Financing

Q: What are my financing options to pay for the program?

A: In addition to any grant and scholarship aid for which they are eligible, students may be eligible to borrow federal loans and private educational loans, and participate in institutional financing plans.

Success

Q: How long will it take me to complete this program?

A: This 180-credit program is designed to be

Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Centre in Newark, NJ (which has an additional estimated cost of \$31,800 for 12 quarters) or housing at the White Plains location (which has an additional estimated cost of \$36,600 for 12 quarters).

completed in 12 academic quarters over four calendar years.



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

Course Requirements

MAJOR COURSES

	Qtr. hrs. credit
MKT220 Principles of Marketing	4
MKT222 Foundations of Market Research	4
MKT241 Consumer Behavior	4
MKT242 Brand Management	4
MKT245 Professional Selling and Sales Management	4
MKT247 Advertising Management	4
MKT351 Public Relations	4
MKT446 Media Strategy and Metrics	4
MKT455 The IMC Campaign	4
Marketing Electives*	12

BUSINESS COURSES

BUS100 Business Organization and Management	4
BUS245 Business Ethics	4
BUS225 Career Management Seminar	2
BUS265 Business Communication	4

BUS281 Project Management	4
BUS482 Internship	4
CIS115 Computer Applications	4
CIS212 Multimedia and Business Presentations	2
MGT220 Principles of Management	4
MGT420 Managing for Change	4
Business Electives	12

LIBERAL ARTS COURSES**

ENG105 Expository Writing	4
ENG106 Writing Through Literature	4
ENG115 Public Speaking	4
ENG311 Persuasive Communication	4
MAT215 Statistics I	4
MAT216 Statistics II	4
SOC202 Microeconomics	4
SOC225 Psychology	4
SOC310 Intercultural Communication	4
Humanities Electives	8
Mathematics/Science Electives	8
Social Science Electives	8
General Education Core Humanities Requirement GEC111 The Art of Argument	4
General Education Core Mathematics/Science Elective	4
General Education Core Social Science Elective	4

FREE ELECTIVES

12

180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

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

[Program Statistics \(/catalog_2012/catalog_2012_784.htm\)](/catalog_2012/catalog_2012_784.htm)



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B.S., Marketing Communications

Program availability is subject to regulatory approval.

- **B.S., Marketing Communications Course Requirements**
(/catalog_2012/catalog_2012_1033.htm)

The following are B.S., Marketing Communications program statistics for New Jersey. Students may start this program in the Winter 2012 quarter.

Click on the links for more information on jobs related to this program:

- 11-2011 Advertising and Promotions Managers, (<http://www.bls.gov/soc/2010/soc112011.htm>)
- 11-2030 Public Relations and Fundraising Managers, (<http://www.bls.gov/soc/2010/soc112030.htm>)
- 11-2031 Public Relations and Fundraising Managers, (<http://www.bls.gov/soc/2010/soc112031.htm>)
- 13-1120 Meeting, Convention, and Event Planners , (<http://www.bls.gov/soc/2010/soc131120.htm>)
- 13-1121 Meeting, Convention, and Event Planners , (<http://www.bls.gov/soc/2010/soc131121.htm>)
- 13-1130 Fundraisers , (<http://www.bls.gov/soc/2010/soc131130.htm>)
- 13-1131 Fundraisers , (<http://www.bls.gov/soc/2010/soc131131.htm>)
- 13-1161 Market Research Analysts and Marketing Specialists , (<http://www.bls.gov/soc/2010/soc131161.htm>)
- 27-3030 Public Relations Specialists , (<http://www.bls.gov/soc/2010/soc273030.htm>)
- 27-3031 Public Relations Specialists , (<http://www.bls.gov/soc/2010/soc273031.htm>)
- 27-3099 Media and Communication Workers, All Other , (<http://www.bls.gov/soc/2010/soc273099.htm>)
- 41-3011 Advertising Sales Agents , (<http://www.bls.gov/soc/2010/soc413011.htm>)
- 11-2022 Sales Managers, (<http://www.bls.gov/soc/2010/soc112022.htm>)
- 11-9190 Miscellaneous Managers, (<http://www.bls.gov/soc/2010/soc119190.htm>)
- 41-3090 Miscellaneous Sales Representatives, Services, (<http://www.bls.gov/soc/2010/soc413090.htm>)
- 41-3099 Sales Representatives, Services, All Other (<http://www.bls.gov/soc/2010/soc413099.htm>)

Cost

Q: How much will this program cost me to complete?

A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$95,400
Books and supplies:	\$6,140
On-campus room & board:	Not required

Q: What's included?

A: The cost is based on completion of the program within four years for a Bachelor's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost ([click here for terms and conditions](#) (http://berkeleycollege.edu/files_bc/Copyrig)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies.

Financing

Q: What are my financing options to pay for the program?

A: In addition to any grant and scholarship aid for which they are eligible, students may be eligible to borrow federal loans and private educational loans, and participate in institutional financing plans.

Success

Q: How long will it take me to complete this program?

A: This 180-credit program is designed to be

Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Centre in Newark, NJ (which has an additional estimated cost of \$31,800 for 12 quarters) or housing at the White Plains location (which has an additional estimated cost of \$36,600 for 12 quarters).

completed in 12 academic quarters over four calendar years.



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

Course Requirements

MAJOR COURSES	Qtr. hrs. credit
MKT220 Principles of Marketing	4
MKT222 Foundations of Market Research	4
MKT241 Consumer Behavior	4
MKT242 Brand Management	4
MKT245 Professional Selling and Sales Management	4
MKT247 Advertising Management	4
MKT351 Public Relations	4
MKT446 Media Strategy and Metrics	4
MKT455 The IMC Campaign	4
Marketing Electives*	12

BUSINESS COURSES

BUS100 Business Organization and Management	4
BUS245 Business Ethics	4
BUS225 Career Management Seminar	2
BUS265 Business Communication	4
BUS281 Project Management	4

BUS482 Internship	4
CIS115 Computer Applications	4
CIS212 Multimedia and Business Presentations	2
MGT220 Principles of Management	4
MGT420 Managing for Change	4

LIBERAL ARTS COURSES**

ENG105 Expository Writing	4
ENG106 Writing Through Literature	4
ENG115 Public Speaking	4
ENG311 Persuasive Communication	4
MAT215 Statistics I	4
MAT216 Statistics II	4
SOC202 Microeconomics	4
SOC225 Psychology	4
SOC310 Intercultural Communication	4
Humanities Electives	12
Mathematics/Science Electives	12
Social Science Electives	12
Liberal Arts Electives	8
General Education Core Humanities Requirement GEC111 The Art of Argument	4
General Education Core Mathematics/Science Elective	4
General Education Core Social Science Elective	4

FREE ELECTIVES

4

180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

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

[Program Statistics \(/catalog_2012/catalog_2012_783.htm\)](/catalog_2012/catalog_2012_783.htm)



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School of Professional Studies

The School of Professional Studies provides the necessary education to prepare students for success in careers requiring specialized training. Overseeing degree programs in Paralegal Studies, Justice Studies - Criminal Justice, Interior Design, and Health Services, the School of Professional Studies offers courses that give students the in-depth knowledge and latest skills required to excel in professional environments. A dedicated, outstanding faculty combines excellent academic credentials and practical experience, and delivers close, personal attention to students.



Academic Programs

- **Health Services**

(/catalog_2012/catalog_2012_491.htm)

- **Interior Design** (/catalog_2012/catalog_2012_505.htm)
- **Justice Studies - Criminal Justice** (/catalog_2012/catalog_2012_116.htm)
- **Legal Studies** (/catalog_2012/catalog_2012_4359.htm)
- **Paralegal Studies** (/catalog_2012/catalog_2012_523.htm)

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) (<http://berkeleycollege.edu/disclosures>)



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Health Services

Help manage the business of health.

The healthcare field is one of the fastest-growing industries. Berkeley College offers degree programs to prepare students with the important business and technology skills needed for positions in administration, insurance, billing, and more. A range of curricula explores the operations and challenges of various types and sizes of organizations delivering and supporting health services.

Benefit from:

- Curricula that focus on the structure and dynamics of the healthcare industry
- An exploration of the role and contributions of hospitals, rehabilitation centers, long-term care facilities, and practitioners
- Opportunities for student interactions with healthcare providers and private and governmental funding agencies
- An emphasis on technology and specialized software to collect, process, and use information essential to the industry and its clients
- Valuable, real-world 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**
(/catalog_2012/catalog_2012_504.htm)
- **A.A.S., Health Services Administration - Medical Insurance, Billing, and Coding**
(/catalog_2012/catalog_2012_501.htm)
- **B.B.A., Health Services Management**
(/catalog_2012/catalog_2012_500.htm)
- **B.S., Health Services Management**
(/catalog_2012/catalog_2012_498.htm)



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A.A.S., Health Services Administration

- [A.A.S., Health Services Administration Catalog Course Requirements \(/catalog_2012/catalog_2012_1077.htm\)](/catalog_2012/catalog_2012_1077.htm)

The following are A.A.S., Health Services Administration program statistics for New Jersey in 2010-2011.

Click on the links for more information on jobs related to this program:

- HEALTH SERVICES ADMINISTRATION:
- 43-3010 Bill and Account Collectors, (<http://www.bls.gov/soc/2010/soc433010.htm>)
 - 43-3011 Bill and Account Collectors, (<http://www.bls.gov/soc/2010/soc433011.htm>)
 - 43-3020 Billing and Posting Clerks, (<http://www.bls.gov/soc/2010/soc433020.htm>)
 - 43-3021 Billing and Posting Clerks, (<http://www.bls.gov/soc/2010/soc433021.htm>)
 - 43-4170 Receptionists and Information Clerks, (<http://www.bls.gov/soc/2010/soc434170.htm>)
 - 43-4171 Receptionists and Information Clerks, (<http://www.bls.gov/soc/2010/soc434171.htm>)
 - 43-9040 Insurance Claims and Policy Processing Clerks, (<http://www.bls.gov/soc/2010/soc439040.htm>)
 - 43-9041 Insurance Claims and Policy Processing Clerks (<http://www.bls.gov/soc/2010/soc439041.htm>)

Cost

Q: How much will this program cost me to complete?

A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$45,900
Books and supplies:	\$3,070
On-campus room & board:	Not required

Q: What's included?

A: The cost is based on completion of the program within two years for an Associate's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions \(http://berkeleycollege.edu/files_bc/Copyright](http://berkeleycollege.edu/files_bc/Copyright))). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Center in Newark, NJ (which has an additional estimated cost of \$15,300 for six quarters) or housing at the White Plains location (which has an additional estimated cost of \$17,700 for six quarters).

Financing

Q: What are my financing options to pay for the program?

A: In addition to any grant and scholarship aid for which they are eligible, 100% of graduates used loans to finance their education. For the 2010-2011 award year, the median debt for program graduates was:

Federal loans:	\$17,777.20
Private educational loans:	\$0
Institution Financing Plan:	\$0

Success

Q: How long will it take me to complete this program?

A: This 90-credit program is designed to be completed in six academic quarters over two calendar years.

For the 2010-2011 award year, 71% of graduates from this program finished within this time.

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.

The following are A.A.S., Health Services Administration program statistics for New York in 2010-2011.

Click on the links for more information on jobs related to this program:

HEALTH SERVICES ADMINISTRATION:

43-3010 Bill and Account Collectors, (<http://www.bls.gov/soc/2010/soc433010.htm>)

43-3011 Bill and Account Collectors, (<http://www.bls.gov/soc/2010/soc433011.htm>)

43-3020 Billing and Posting Clerks, (<http://www.bls.gov/soc/2010/soc433020.htm>)

43-3021 Billing and Posting Clerks, (<http://www.bls.gov/soc/2010/soc433021.htm>)

43-4170 Receptionists and Information Clerks, (<http://www.bls.gov/soc/2010/soc434170.htm>)

43-4171 Receptionists and Information Clerks, (<http://www.bls.gov/soc/2010/soc434171.htm>)

43-9040 Insurance Claims and Policy Processing Clerks,

(<http://www.bls.gov/soc/2010/soc439040.htm>)

43-9041 Insurance Claims and Policy Processing Clerks

(<http://www.bls.gov/soc/2010/soc439041.htm>)

Cost	Q: How much will this program cost me to complete?					
	A: If you begin this program in 2012, your estimated total costs for the entire program are:					
	<table border="0"> <tr> <td>Tuition and fees:</td> <td style="text-align: right;">\$45,900</td> </tr> <tr> <td>Books and supplies:</td> <td style="text-align: right;">\$3,070</td> </tr> <tr> <td>On-campus room & board:</td> <td style="text-align: right;">Not required</td> </tr> </table>	Tuition and fees:	\$45,900	Books and supplies:	\$3,070	On-campus room & board:
Tuition and fees:	\$45,900					
Books and supplies:	\$3,070					
On-campus room & board:	Not required					

Q: What's included?
A:
 The cost is based on completion of the program within two years for an Associate's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions \(\[http://berkeleycollege.edu/files_bc/Copyright\]\(http://berkeleycollege.edu/files_bc/Copyright\)\)](#)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Center in Newark, NJ (which has an additional estimated cost of \$15,300 for six quarters) or housing at the White Plains location (which has an additional estimated cost of \$17,700 for six quarters).

Financing	Q: What are my financing options to pay for the program?
	A: In addition to any grant and scholarship aid for which they are eligible, students may borrow funds through federal, private, and institutional loans to finance their education. In accordance with applicable regulations, the College does not disclose median debt information for programs completed by fewer than 10 students during the award year.

Success	Q: How long will it take me to complete this program?
	A: This 90-credit program is designed to be completed in six academic quarters over two calendar years. In accordance with applicable regulations, the College does not disclose on-time completion rates for programs completed by fewer than 10 students during the award year.

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

Course Requirements

MAJOR COURSES

	Qtr. hrs. credit
HEA101 Introduction to Health Services	4
HEA203 Ethical and Legal Aspects of Health Services	4
HEA205 Managed Care and Health Insurance	4
HEA215 Health Communications	4
HEA220 Health Services Management I	4
HEA255 Computer Applications in Health Services	2
HEA270 Issues in Contemporary Health	4
HEA292 Internship	4

BUSINESS COURSES

ACC110 Fundamentals of Accounting for Managers	4
BUS100 Business Organization and Management	4
BUS225 Career Management Seminar	2
MGT220 Principles of Management	4
CIS115 Computer Applications	4

LIBERAL ARTS COURSES

ENG105 Expository Writing	4
ENG106 Writing Through Literature	4
ENG115 Public Speaking	4
SOC225 Psychology	4
Macroeconomics/Microeconomics Elective	4
General Education Core Humanities Elective	4
General Education Core Mathematics/Science Elective	4
General Education Core Social Science Elective	4
FREE ELECTIVES	10

90 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

[Program Statistics \(/catalog_2012/catalog_2012_504.htm\)](/catalog_2012/catalog_2012_504.htm)



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

- [A.A.S., Health Services Administration - Medical Insurance, Billing, and Coding Program Requirements \(/catalog_2012/catalog_2012_1080.htm\)](/catalog_2012/catalog_2012_1080.htm)

The following are A.A.S., Health Services Administration - Medical Insurance, Billing, and Coding program statistics for New Jersey in 2010-2011.

Click on the links for more information on jobs related to this program:

HEALTH SERVICES ADMINISTRATION -Medical Insurance, Billing, and Coding:
29-2071 Medical Records and Health Information Technicians
 (<http://www.onetonline.org/link/summary/29-2071.00>)

Cost

Q: How much will this program cost me to complete?
A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$45,900
Books and supplies:	\$3,070
On-campus room & board:	Not required

Q: What's included?
A: The cost is based on completion of the program within two years for an Associate's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions \(http://berkeleycollege.edu/files_bc/Copyright\)](http://berkeleycollege.edu/files_bc/Copyright)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Center in Newark, NJ (which has an additional estimated cost of \$15,300 for six quarters) or housing at the White Plains location (which has an additional estimated cost of \$17,700 for six quarters).

Financing

Q: What are my financing options to pay for the program?
A: In addition to any grant and scholarship aid for which they are eligible, 88% of graduates used loans to finance their education. For the 2010-2011 award year, the median debt for program graduates was:

Federal loans:	\$14,695.49
Private educational loans:	\$0
Institution Financing Plan:	\$0

Success

Q: How long will it take me to complete this program?
A: This 90-credit program is designed to be completed in six academic quarters over two calendar years.

For the 2010-2011 award year, 65% of graduates from this program finished within this time.

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.

The following are A.A.S., Health Services Administration - Medical Insurance, Billing, and Coding program statistics for New York in 2010-2011.

Click on the links for more information on jobs related to this program:

HEALTH SERVICES ADMINISTRATION -Medical Insurance, Billing, and Coding:
29-2071 Medical Records and Health Information Technicians
 [\(http://www.onetonline.org/link/summary/29-2071.00\)](http://www.onetonline.org/link/summary/29-2071.00)

Cost

Q: How much will this program cost me to complete?
A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$45,900
Books and supplies:	\$3,070
On-campus room & board:	Not required

Q: What's included?
A: The cost is based on completion of the program within two years for an Associate's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions \(http://berkeleycollege.edu/files_bc/Copyright\)](http://berkeleycollege.edu/files_bc/Copyright)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Center in Newark, NJ (which has an additional estimated cost of \$15,300 for six quarters) or housing at the White Plains location (which has an additional estimated cost of \$17,700 for six quarters).

Financing

Q: What are my financing options to pay for the program?
A: In addition to any grant and scholarship aid for which they are eligible, 90% of graduates used loans to finance their education. For the 2010-2011 award year, the median debt for program graduates was:

Federal loans:	\$20,403.00
Private educational loans:	\$0.00
Institution Financing Plan:	\$53.34

Success

Q: How long will it take me to complete this program?
A: This 90-credit program is designed to be completed in six academic quarters over two calendar years.

For the 2010-2011 award year, 81% of graduates from this program finished within this time.

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

Course Requirements

MAJOR COURSES

	Qtr. hrs. credit
HEA101 Introduction to Health Services	4
HEA200 Medical Terminology I	4
HEA201 Medical Terminology II	4
HEA203 Ethical and Legal Aspects of Health Services	4
HEA210 Medical Coding I	3
HEA211 Medical Coding II	3
HEA215 Health Communications	4
HEA255 Computer Applications in Health Services	2
HEA292 Internship	4

BUSINESS COURSES

ACC110 Fundamentals of Accounting for Managers	4
BUS100 Business Organization and Management	4
BUS225 Career Management Seminar	2
CIS115 Computer Applications	4

LIBERAL ARTS COURSES

ENG105 Expository Writing	4
ENG106 Writing Through Literature	4
ENG115 Public Speaking	4
SCI223 Anatomy and Physiology I	4
SCI224 Anatomy and Physiology II	4
SOC225 Psychology	4
Macroeconomics/Microeconomics Elective	4
General Education Core Humanities Elective	4
General Education Core Mathematics/Science Elective	4
General Education Core Social Science Elective	4
FREE ELECTIVES	4

90 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

[Program Statistics \(/catalog_2012/catalog_2012_501.htm\)](/catalog_2012/catalog_2012_501.htm)



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B.B.A., Health Services Management

- **B.B.A., Health Services Management Course Requirements**
(/catalog_2012/catalog_2012_1082.htm)

The following are B.B.A., Health Services Management program statistics for New York in 2010-2011.

Click on the links for more information on jobs related to this program:

HEALTH SERVICES MANAGEMENT:
(<http://www.bls.gov/soc/2010/soc119110.htm>)
11-9111 Medical and Health Services Managers (<http://www.bls.gov/soc/2010/soc119111.htm>)

Cost

Q: How much will this program cost me to complete?

A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$95,400
Books and supplies:	\$6,140
On-campus room & board:	Not required

Q: What's included?

A: The cost is based on completion of the program within four years for a Bachelor's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost ([click here for terms and conditions](#) (http://berkeleycollege.edu/files_bc/Copyright)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Centre in Newark, NJ (which has an additional estimated cost of \$31,800 for 12 quarters) or housing at the White Plains location (which has an additional estimated cost of \$36,600 for 12 quarters).

Financing

Q: What are my financing options to pay for the program?

A: In addition to any grant and scholarship aid for which they are eligible, 100% of graduates used loans to finance their education. For the 2010-2011 award year, the median debt for program graduates:

Federal loans:	\$31,161.99
Private educational loans:	\$0
Institution Financing Plan:	\$0

Success

Q: How long will it take me to complete this program?

A: This 180-credit program is designed to be completed in 12 academic quarters over four calendar years.

For the 2010-2011 award year, 90% of graduates from this program finished within this time.

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

Course Requirements

MAJOR COURSES

	Qtr. hrs. credit
HEA101 Introduction to Health Services	4
HEA200 Medical Terminology I	4
HEA201 Medical Terminology II	4
HEA203 Ethical and Legal Aspects of Health Services	4
HEA215 Health Communications	4
HEA220 Health Services Management I	4
HEA255 Computer Applications in Health Services	2
HEA310 Health Services Management II	4
HEA409 Health Services Finance	4
HEA410 Research Methods for Health Services	4
HEA470 Issues in Contemporary Health Services Management	4
HEA482 Internship	4
Health Services Electives	12

BUSINESS COURSES

ACC110 Fundamentals of Accounting for Managers	4
--	---

ACC113 Managerial Accounting	4
BUS100 Business Organization and Management	4
BUS225 Career Management Seminar	2
FIN301 Principles of Finance I	4
MGT220 Principles of Management	4
MGT231 Organizational Behavior	4
MGT249 Human Resources Management	4
MKT220 Principles of Marketing	4
CIS115 Computer Applications	4

LIBERAL ARTS COURSES*

ENG105 Expository Writing	4
ENG106 Writing Through Literature	4
ENG115 Public Speaking	4
MAT210 Finite Mathematics	4
MAT215 Statistics I	4
SOC201 Macroeconomics	4
SOC202 Microeconomics	4
SOC225 Psychology	4
Humanities Electives	8
Mathematics/Science Electives	8
Social Science Electives	8
General Education Core Humanities Elective	4
General Education Core Mathematics/Science Elective	4

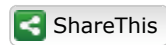
General Education Core Social Science Elective	4
FREE ELECTIVES	16

180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

[Program Statistics \(/catalog_2012/catalog_2012_500.htm\)](/catalog_2012/catalog_2012_500.htm)



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B.S., Health Services Management

- [B.S., Health Services Management Course Requirements \(/catalog_2012/catalog_2012_1084.htm\)](/catalog_2012/catalog_2012_1084.htm)

The following are B.S., Health Services Management program statistics for New Jersey in 2010-2011.

Click on the links for more information on jobs related to this program:

HEALTH SERVICES MANAGEMENT:
 (<http://www.bls.gov/soc/2010/soc119110.htm>)
 11-9111 Medical and Health Services Managers (<http://www.bls.gov/soc/2010/soc119111.htm>)

Cost

Q: How much will this program cost me to complete?
A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$95,400
Books and supplies:	\$6,140
On-campus room & board:	Not required

Q: What's included?
A: The cost is based on completion of the program within four years for a Bachelor's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions \(http://berkeleycollege.edu/files_bc/Copyrig](#)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Centre in Newark, NJ (which has an additional estimated cost of \$31,800 for 12 quarters) or housing at the White Plains location (which has an additional estimated cost of \$36,600 for 12 quarters).

Financing

Q: What are my financing options to pay for the program?
A: In addition to any grant and scholarship aid for which they are eligible, students may borrow funds through federal, private, and institutional loans to finance their education.

In accordance with applicable regulations, the College does not disclose median debt information for programs completed by fewer than 10 students during the award year.

Success

Q: How long will it take me to complete this program?
A: This 180-credit program is designed to be completed in 12 academic quarters over four calendar years.

In accordance with applicable regulations, the College does not disclose on-time completion rates for programs completed by fewer than 10 students during the award year.

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

Course Requirements

MAJOR COURSES

	Qtr. hrs. credit
HEA101 Introduction to Health Services	4
HEA200 Medical Terminology I	4
HEA201 Medical Terminology II	4
HEA203 Ethical and Legal Aspects of Health Services	4
HEA215 Health Communications	4
HEA220 Health Services Management I	4
HEA255 Computer Applications in Health Services	2
HEA310 Health Services Management II	4
HEA409 Health Services Finance	4
HEA410 Research Methods for Health Services	4
HEA470 Issues in Contemporary Health Services Management	4
HEA482 Internship	4
Health Services Electives	8

BUSINESS COURSES

ACC110 Fundamentals of Accounting for Managers	4
--	---

ACC113 Managerial Accounting	4
BUS100 Business Organization and Management	4
BUS225 Career Management Seminar	2
FIN301 Principles of Finance I	4
MGT220 Principles of Management	4
MGT249 Human Resources Management	4
MKT220 Principles of Marketing	4
CIS115 Computer Applications	4

LIBERAL ARTS COURSES*

ENG105 Expository Writing	4
ENG106 Writing Through Literature	4
ENG115 Public Speaking	4
MAT210 Finite Mathematics	4
MAT215 Statistics I	4
SOC201 Macroeconomics	4
SOC202 Microeconomics	4
SOC225 Psychology	4
Humanities Electives	12
Mathematics/Science Electives	12
Social Science Electives	12
Liberal Arts Electives	12
General Education Core Humanities Elective	4
General Education Core Mathematics/Science Elective	4

General Education Core Social Science Elective 4

180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

[Program Statistics \(/catalog_2012/catalog_2012_498.htm\)](#)



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Interior Design

Transform spaces into functional and aesthetic environments for living and working.

An interest in design and an attention to detail can develop into a professional career. Various degree programs focus on the creative and business aspects of Interior Design. Graduates are prepared with the technical skills and practical knowledge to enter the industry in a range of roles.

Benefit from:

- A curriculum that focuses on exploring design fundamentals, theory, visual communication, history, and color
- Hands-on experience with computer-aided design and other technology used in the design industry
- Degree programs that incorporate business fundamentals, including accounting, marketing, and management
- Valuable, real-world experience through program-related, faculty-monitored internships or job-related assignments
- A seamless transition between Associate's and Bachelor's degrees

Degree Programs

- [A.A.S., Interior Design \(/catalog_2012/catalog_2012_520.htm\)](/catalog_2012/catalog_2012_520.htm)
- [B.F.A., Interior Design \(/catalog_2012/catalog_2012_519.htm\)](/catalog_2012/catalog_2012_519.htm)
- [B.S., Interior Design Management \(/catalog_2012/catalog_2012_518.htm\)](/catalog_2012/catalog_2012_518.htm)



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A.A.S., Interior Design

- [A.A.S., Interior Design Course Requirements \(/catalog_2012/catalog_2012_1257.htm\)](/catalog_2012/catalog_2012_1257.htm)

The following are A.A.S., Interior Design program statistics for New Jersey in 2010-2011.

Click on the links for more information on jobs related to this program:

INTERIOR DESIGN:
<http://www.bls.gov/soc/2010/soc271020.htm>
 27-1025 Interior Designers, (<http://www.bls.gov/soc/2010/soc271025.htm>)
 25-1031 Architecture Teachers, Postsecondary (<http://www.onetonline.org/link/summary/25-1031.00>)

Cost

Q: How much will this program cost me to complete?
A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$45,900
Books and supplies:	\$3,070
On-campus room & board:	Not required

Q: What's included?
A: The cost is based on completion of the program within two years for an Associate's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost ([click here for terms and conditions \(http://berkeleycollege.edu/files_bc/Copyright\)](#)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Center in Newark, NJ (which has an additional estimated cost of \$15,300 for six quarters) or housing at the White Plains location (which has an additional estimated cost of \$17,700 for six quarters).

Financing

Q: What are my financing options to pay for the program?
A: In addition to any grant and scholarship aid for which they are eligible, 68% of graduates used loans to finance their education. For the 2010-2011 award year, the median debt for program graduates was:

Federal loans:	\$11,459.00
Private educational loans:	\$0
Institution Financing Plan:	\$0

Success

Q: How long will it take me to complete this program?
A: This 90-credit program is designed to be completed in six academic quarters over two calendar years.

For the 2010-2011 award year, 50% of graduates from this program finished within this time.



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

Course Requirements

MAJOR COURSES

	Qtr. hrs. credit
INT100 Studio I: Architectural Visualization	4
INT110 Sketching & Rendering	3
INT120 Studio II: Conceptual Design	4
INT130 Color & Composition	3
INT150 CAD I	4
INT160 Studio III: Space Planning	4
INT170 History of Furniture & Interiors I	4
INT200 CAD II	4
INT210 Perspective Drawing	3
INT220 Studio IV: Lighting I	4
INT230 Materials, Textiles & Finishes	4
INT240 Studio V: Residential I	4
INT260 Architectural Construction & Methods I	4
INT281 Career Management Seminar	2
INT292 Internship	4

BUSINESS COURSES

CIS115 Computer Applications	4
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LIBERAL ARTS COURSES

ENG105 Expository Writing	4
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ENG106 Writing Through Literature	4
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ENG115 Public Speaking	4
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MAT210 Finite Mathematics	4
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General Education Core Humanities Elective	4
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General Education Core Mathematics/Science Elective	4
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General Education Core Social Science Elective	4
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FREE ELECTIVES	3
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90 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

[Program Statistics \(/catalog_2012/catalog_2012_520.htm\)](/catalog_2012/catalog_2012_520.htm)



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B.F.A., Interior Design

- [B.F.A., Interior Design Course Requirements \(/catalog_2012/catalog_2012_1088.htm\)](/catalog_2012/catalog_2012_1088.htm)

The following are B.F.A., Interior Design program statistics for New Jersey. Students may start this program in the Fall 2011 quarter.

Click on the links for more information on jobs related to this program:

- INTERIOR DESIGN:
- 17-3010 Drafters, (<http://www.bls.gov/soc/2010/soc173010.htm>)
 - 17-3019 Drafters, All Other, (<http://www.bls.gov/soc/2010/soc173019.htm>)
 - 25-4010 Archivists, Curators, and Museum Technicians, (<http://www.bls.gov/soc/2010/soc254010.htm>)
 - 25-4011 Archivists, (<http://www.bls.gov/soc/2010/soc254011.htm>)
 - 25-4012 Curators, (<http://www.bls.gov/soc/2010/soc254012.htm>)
 - 27-1010 Artists and Related Workers, (<http://www.bls.gov/soc/2010/soc271010.htm>)
 - 27-1011 Art Directors, (<http://www.bls.gov/soc/2010/soc271011.htm>)
 - 27-1012 Craft Artists, (<http://www.bls.gov/soc/2010/soc271012.htm>)
 - 27-1020 Designers, (<http://www.bls.gov/soc/2010/soc271020.htm>)
 - 27-1025 Interior Designers, (<http://www.bls.gov/soc/2010/soc271025.htm>)
 - 27-1026 Merchandise Displayers and Window Trimmers, (<http://www.bls.gov/soc/2010/soc271026.htm>)
 - 27-1027 Set and Exhibit Designers, (<http://www.bls.gov/soc/2010/soc271027.htm>)
 - 27-1029 Designers, All Other, (<http://www.bls.gov/soc/2010/soc271029.htm>)
 - 41-1010 First-Line Supervisors of Sales Workers, (<http://www.bls.gov/soc/2010/soc411010.htm>)
 - 41-2030 Retail Salespersons (<http://www.bls.gov/soc/2010/soc412030.htm>)

Cost

Q: How much will this program cost me to complete?

A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$95,400
Books and supplies:	\$6,140
On-campus room & board:	Not required

Q: What's included?

A: The cost is based on completion of the program within four years for a Bachelor's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions \(http://berkeleycollege.edu/files_bc/Copyright](http://berkeleycollege.edu/files_bc/Copyright))). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are

Financing

Q: What are my financing options to pay for the program?

A: In addition to any grant and scholarship aid for which they are eligible, students may be eligible to borrow federal loans and private educational loans, and participate in institutional financing plans.

Success

Q: How long will it take me to complete this program?

A: This 180-credit program is designed to be completed in 12 academic quarters over four calendar years.

not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Centre in Newark, NJ (which has an additional estimated cost of \$31,800 for 12 quarters) or housing at the White Plains location (which has an additional estimated cost of \$36,600 for 12 quarters).



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

Course Requirements

MAJOR COURSES

	Qtr. hrs. credit
INT100 Studio I: Architectural Visualization	4
INT110 Sketching & Rendering	3
INT120 Studio II: Conceptual Design	4
INT130 Color & Composition	3
INT150 CAD I	4
INT160 Studio III: Space Planning	4
INT170 History of Furniture & Interiors I	4
INT171 History Of Furniture & Interiors II	4
INT200 CAD II	4
INT210 Perspective Drawing	3
INT220 Studio IV: Lighting I	4
INT230 Materials, Textiles & Finishes	4
INT240 Studio V: Residential I	4
INT250 Studio VI: Commercial I	4
INT260 Architectural Construction & Methods I	4
INT281 Career Management Seminar	2

INT300 Studio VII: Residential II	4
INT310 Building Codes & Regulations	4
INT320 CAD III: 3-Dimensional Visualizaton	4
INT330 Studio VIII: Commercial II	4
INT340 Sustainable Design	4
INT350 Architectural Construction & Methods II	4
INT360 Studio IX: Lighting II	4
INT370 CAD IV: Working Drawings	4
INT400 Studio X: Commercial III	4
INT410 Furniture Design	3
INT420 Studio XI: Capstone Project I-Program	2
INT430 Professional Practice	4
INT450 Special Topics In The History Of Architecture	4
INT460 Studio XII: Capstone Project II-Design	4
INT482 Internship	4

BUSINESS COURSES

CIS115 Computer Applications	4
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LIBERAL ARTS COURSES*

ENG105 Expository Writing	4
ENG106 Writing Through Literature	4
ENG115 Public Speaking	4
HUM200 Arts in Contemporary Society	4
MAT210 Finite Mathematics	4

MAT215 Statistics I	4
SOC225 Psychology	4
Humanities Electives	4
Mathematics/Science Electives	4
Social Science Electives	4
Foreign Language	8
General Education Core Humanities Elective	4
General Education Core Mathematics/Science Elective	4
General Education Core Social Science Elective	4

180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

[Program Statistics \(/catalog_2012/catalog_2012_519.htm\)](/catalog_2012/catalog_2012_519.htm)



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B.S., Interior Design Management

- **B.S., Interior Design Management Course Requirements**
(/catalog_2012/catalog_2012_1090.htm)

The following are B.S., Interior Design Management program statistics for New Jersey in 2010-2011.

Click on the links for more information on jobs related to this program:

INTERIOR DESIGN:

- 17-3010 Drafters, (<http://www.bls.gov/soc/2010/soc173010.htm>)
- 17-3019 Drafters, All Other, (<http://www.bls.gov/soc/2010/soc173019.htm>)
- 25-4010 Archivists, Curators, and Museum Technicians, (<http://www.bls.gov/soc/2010/soc254010.htm>)
- 25-4011 Archivists, (<http://www.bls.gov/soc/2010/soc254011.htm>)
- 25-4012 Curators, (<http://www.bls.gov/soc/2010/soc254012.htm>)
- 27-1010 Artists and Related Workers, (<http://www.bls.gov/soc/2010/soc271010.htm>)
- 27-1011 Art Directors, (<http://www.bls.gov/soc/2010/soc271011.htm>)
- 27-1012 Craft Artists, (<http://www.bls.gov/soc/2010/soc271012.htm>)
- 27-1020 Designers, (<http://www.bls.gov/soc/2010/soc271020.htm>)
- 27-1025 Interior Designers, (<http://www.bls.gov/soc/2010/soc271025.htm>)
- 27-1026 Merchandise Displayers and Window Trimmers, (<http://www.bls.gov/soc/2010/soc271026.htm>)
- 27-1027 Set and Exhibit Designers, (<http://www.bls.gov/soc/2010/soc271027.htm>)
- 27-1029 Designers, All Other, (<http://www.bls.gov/soc/2010/soc271029.htm>)
- 41-1010 First-Line Supervisors of Sales Workers, (<http://www.bls.gov/soc/2010/soc411010.htm>)
- 41-2030 Retail Salespersons (<http://www.bls.gov/soc/2010/soc412030.htm>)

Cost

Q: How much will this program cost me to complete?

A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$95,400
Books and supplies:	\$6,140
On-campus room & board:	Not required

Q: What's included?

A:
The cost is based on completion of the program within four years for a Bachelor's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions](http://berkeleycollege.edu/files_bc/Copyright) (http://berkeleycollege.edu/files_bc/Copyright)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to

Financing

Q: What are my financing options to pay for the program?

A:
In addition to any grant and scholarship aid for which they are eligible, students may borrow funds through federal, private, and institutional loans to finance their education.

In accordance with applicable regulations, the College does not disclose median debt information for programs completed by fewer than 10 students during the award year.

Success

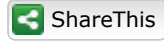
Q: How long will it take me to complete this program?

A:
This 180-credit program is designed to be completed in 12 academic quarters over four calendar years.

In accordance with applicable regulations, the College does not disclose on-time completion rates for programs completed by fewer than 10

students at either the University Centre in Newark, NJ (which has an additional estimated cost of \$31,800 for 12 quarters) or housing at the White Plains location (which has an additional estimated cost of \$36,600 for 12 quarters).

students during the award year.



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Interior Design Management Bachelor of Science Degree (B.S.)

Course Requirements

MAJOR COURSES	Qtr. hrs. credit
INT100 Studio I: Architectural Visualization	4
INT110 Sketching & Rendering	3
INT120 Studio II: Conceptual Design	4
INT130 Color & Composition	3
INT150 CAD I	4
INT160 Studio III: Space Planning	4
INT170 History of Furniture & Interiors I	4
INT171 History Of Furniture & Interiors II	4
INT200 CAD II	4
INT210 Perspective Drawing	3
INT220 Studio IV: Lighting I	4
INT230 Materials, Textiles & Finishes	4
INT240 Studio V: Residential I	4
INT260 Architectural Construction & Methods I	4
INT281 Career Management Seminar	2
INT482 Internship	4

BUSINESS COURSES

ACC110 Fundamentals of Accounting for Managers	4
BUS100 Business Organization and Management	4
BUS255 Entrepreneurship	4
MGT220 Principles of Management	4
MKT220 Principles of Marketing	4
MKT351 Public Relations	4
MKT390 Market Research	4
CIS115 Computer Applications	4
<hr/>	
LIBERAL ARTS COURSES*	
ENG105 Expository Writing	4
ENG106 Writing Through Literature	4
ENG115 Public Speaking	4
MAT210 Finite Mathematics	4
MAT215 Statistics I	4
SOC201 Macroeconomics	4
SOC202 Microeconomics	4
SOC225 Psychology	4
Humanities Electives	6
Mathematics/Science Electives	12
Social Science Electives	12
Liberal Arts Electives	12
General Education Core Humanities Elective	4
General Education Core Mathematics/Science	4

Elective

General Education Core Social Science Elective	4
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FREE ELECTIVES	3
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180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

[Program Statistics \(/catalog_2012/catalog_2012_518.htm\)](/catalog_2012/catalog_2012_518.htm)



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Justice Studies - Criminal Justice

Learn the skills to help make the world more secure.

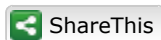
Berkeley College's programs in Justice Studies - Criminal Justice provide students with a comprehensive foundation for a variety of careers in this important field. Students take courses that focus both on the technological and management skills required in the administration of justice.

Benefit from:

- A curriculum that examines the causes of crime, criminal law, the role of police, and forensic science
- Practical job preparation
- Exciting courses in specialized areas such as Terrorism, Cyber Crime, Global Security, and Intelligence
- The opportunity to analyze emerging issues and focus studies in a single area such as policing or security
- Valuable, real-world 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**
(/catalog_2012/catalog_2012_155.htm)
- **B.S., Justice Studies - Criminal Justice**
(/catalog_2012/catalog_2012_118.htm)



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

- **A.A.S., Justice Studies - Criminal Justice Course Requirements**
(/catalog_2012/catalog_2012_163.htm)

The following are A.A.S., Justice Studies - Criminal Justice program statistics for New Jersey in 2010-2011.

Click on the links for more information on jobs related to this program:

JUSTICE STUDIES:

- 21-1093 Social and Human Service Assistants, (<http://www.bls.gov/soc/2010/soc211093.htm>)
- 21-1094 Community Health Workers, (<http://www.bls.gov/soc/2010/soc211094.htm>)
- 21-1099 Community and Social Service Specialists, All Other, (<http://www.bls.gov/soc/2010/soc211099.htm>)
- 23-2010 Paralegals and Legal Assistants, (<http://www.bls.gov/soc/2010/soc232010.htm>)
- 23-2011 Paralegals and Legal Assistants, (<http://www.bls.gov/soc/2010/soc232011.htm>)
- 23-2090 Miscellaneous Legal Support Workers, (<http://www.bls.gov/soc/2010/soc232090.htm>)
- 23-2090 Miscellaneous Legal Support Workers, (<http://www.bls.gov/soc/2010/soc232090.htm>)
- 23-2099 Legal Support Workers, All Other, (<http://www.bls.gov/soc/2010/soc232099.htm>)
- 23-2099 Legal Support Workers, All Other, (<http://www.bls.gov/soc/2010/soc232099.htm>)
- 33-1090 Miscellaneous First-Line Supervisors, Protective Service Workers, (<http://www.bls.gov/soc/2010/soc331090.htm>)
- 33-1099 First-Line Supervisors of Protective Service Workers, All Other, (<http://www.bls.gov/soc/2010/soc331099.htm>)
- 33-3011 Bailiffs, (<http://www.bls.gov/soc/2010/soc333011.htm>)
- 33-3040 Parking Enforcement Workers, (<http://www.bls.gov/soc/2010/soc333040.htm>)
- 33-3041 Parking Enforcement Workers, (<http://www.bls.gov/soc/2010/soc333041.htm>)
- 33-9020 Private Detectives and Investigators, (<http://www.bls.gov/soc/2010/soc339020.htm>)
- 33-9032 Security Guards, (<http://www.bls.gov/soc/2010/soc339032.htm>)
- 33-9090 Miscellaneous Protective Service Workers, (<http://www.bls.gov/soc/2010/soc339090.htm>)
- 33-9092 Lifeguards, Ski Patrol, and Other Recreational Protective Service, (<http://www.bls.gov/soc/2010/soc339092.htm>)
- 33-9093 Transportation Security Screeners (<http://www.bls.gov/soc/2010/soc339093.htm>)

Cost

Q: How much will this program cost me to complete?

A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$45,900
Books and supplies:	\$3,070
On-campus room & board:	Not required

Q: What's included?

A: The cost is based on completion of the program within two years for an Associate's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for **terms and conditions** (http://berkeleycollege.edu/files_bc/Copyright)). Program costs include tuition and fees plus

Financing

Q: What are my financing options to pay for the program?

A: In addition to any grant and scholarship aid for which they are eligible, 88% of graduates used loans to finance their education. For the 2010-2011 award year, the median debt for program graduates was:

Federal loans:	\$15,782.50
Private educational loans:	\$0
Institution Financing Plan:	\$0

Success

Q: How long will it take me to complete this program?

A: This 90-credit program is designed to be

the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Center in Newark, NJ (which has an additional estimated cost of \$15,300 for six quarters) or housing at the White Plains location (which has an additional estimated cost of \$17,700 for six quarters).

completed in six academic quarters over two calendar years.

For the 2010-2011 award year, 64% of graduates from this program finished within this time.

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.

The following are A.A.S., Justice Studies - Criminal Justice program statistics for New York in 2010-2011.

Click on the links for more information on jobs related to this program:

JUSTICE STUDIES:

- 21-1093 Social and Human Service Assistants, (<http://www.bls.gov/soc/2010/soc211093.htm>)
- 21-1094 Community Health Workers, (<http://www.bls.gov/soc/2010/soc211094.htm>)
- 21-1099 Community and Social Service Specialists, All Other, (<http://www.bls.gov/soc/2010/soc211099.htm>)
- 23-2010 Paralegals and Legal Assistants, (<http://www.bls.gov/soc/2010/soc232010.htm>)
- 23-2011 Paralegals and Legal Assistants, (<http://www.bls.gov/soc/2010/soc232011.htm>)
- 23-2090 Miscellaneous Legal Support Workers, (<http://www.bls.gov/soc/2010/soc232090.htm>)
- 23-2090 Miscellaneous Legal Support Workers, (<http://www.bls.gov/soc/2010/soc232090.htm>)
- 23-2099 Legal Support Workers, All Other, (<http://www.bls.gov/soc/2010/soc232099.htm>)
- 23-2099 Legal Support Workers, All Other, (<http://www.bls.gov/soc/2010/soc232099.htm>)
- 33-1090 Miscellaneous First-Line Supervisors, Protective Service Workers, (<http://www.bls.gov/soc/2010/soc331090.htm>)
- 33-1099 First-Line Supervisors of Protective Service Workers, All Other, (<http://www.bls.gov/soc/2010/soc331099.htm>)
- 33-3011 Bailiffs, (<http://www.bls.gov/soc/2010/soc333011.htm>)
- 33-3040 Parking Enforcement Workers, (<http://www.bls.gov/soc/2010/soc333040.htm>)
- 33-3041 Parking Enforcement Workers, (<http://www.bls.gov/soc/2010/soc333041.htm>)
- 33-9020 Private Detectives and Investigators, (<http://www.bls.gov/soc/2010/soc339020.htm>)
- 33-9032 Security Guards, (<http://www.bls.gov/soc/2010/soc339032.htm>)
- 33-9090 Miscellaneous Protective Service Workers, (<http://www.bls.gov/soc/2010/soc339090.htm>)
- 33-9092 Lifeguards, Ski Patrol, and Other Recreational Protective Service, (<http://www.bls.gov/soc/2010/soc339092.htm>)
- 33-9093 Transportation Security Screeners (<http://www.bls.gov/soc/2010/soc339093.htm>)

Cost

Q: How much will this program cost me to complete?

A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$45,900
Books and supplies:	\$3,070

Financing

Q: What are my financing options to pay for the program?

A: In addition to any grant and scholarship aid for which they are eligible, students may borrow funds through federal, private, and institutional loans to finance their education.

In accordance with applicable regulations, the College does not disclose median debt

On-campus room & board: Not required

Q: What's included?

A:

The cost is based on completion of the program within two years for an Associate's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions \(http://berkeleycollege.edu/files_bc/Copyright\)](http://berkeleycollege.edu/files_bc/Copyright)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Center in Newark, NJ (which has an additional estimated cost of \$15,300 for six quarters) or housing at the White Plains location (which has an additional estimated cost of \$17,700 for six quarters).

information for programs completed by fewer than 10 students during the award year.

Success

Q: How long will it take me to complete this program?

A:

This 90-credit program is designed to be completed in six academic quarters over two calendar years.

In accordance with applicable regulations, the College does not disclose on-time completion rates for programs completed by fewer than 10 students during the award year.

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

Course Requirements

MAJOR COURSES

	Qtr. hrs. credit
JUS100 Introduction to Justice Studies	4
JUS110 Communication Skills for Criminal Justice Professionals	4
JUS201 Criminal Procedure	4
JUS205 Criminal Law	4
JUS255 Computer Applications in Criminal Justice	2
JUS292 Internship	4
SOC218 Police and Society	4
SOC220 Criminology	4
SCI230 Forensic Science	4

BUSINESS COURSES

BUS100 Business Organization and Management	4
BUS225 Career Management Seminar	2
CIS115 Computer Applications	4
CIS204 Database Management Systems	2

LIBERAL ARTS COURSES

ENG105 Expository Writing	4
ENG106 Writing Through Literature	4
ENG115 Public Speaking	4
HUM225 Ethics	4
SOC210 Sociology	4
SOC225 Psychology	4
General Education Core Humanities Elective	4
General Education Core Mathematics/Science Elective	4
General Education Core Social Science Elective	4
FREE ELECTIVES	8

90 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

[Program Statistics \(/catalog_2012/catalog_2012_155.htm\)](/catalog_2012/catalog_2012_155.htm)



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B.S., Justice Studies - Criminal Justice

- [B.S., Justice Studies - Criminal Justice Course Requirements \(/catalog_2012/catalog_2012_135.htm\)](/catalog_2012/catalog_2012_135.htm)

The following are B.S., Justice Studies - Criminal Justice program statistics for New Jersey in 2010-2011.

Click on the links for more information on jobs related to this program:

- JUSTICE STUDIES:
11-9199 Regulatory Affairs Managers, Compliance Managers, Investment Fund Managers, Security Managers and Loss Prevention Managers (<http://www.onetonline.org/find/quick?s=11-9199>)
 /
25-1111 Criminal Justice and Law Enforcement Teachers, Postsecondary (<http://www.onetonline.org/link/summary/25-1111.00>)
 /
33-1012 First-Line Supervisors of Police and Detectives (<http://www.onetonline.org/link/summary/33-1012.00>)

Cost

Q: How much will this program cost me to complete?
A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$95,400
Books and supplies:	\$6,140
On-campus room & board:	Not required

Q: What's included?
A: The cost is based on completion of the program within four years for a Bachelor's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions \(http://berkeleycollege.edu/files_bc/Copyrig](http://berkeleycollege.edu/files_bc/Copyrig)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Centre in Newark, NJ (which has an additional estimated cost of \$31,800 for 12 quarters) or housing at the White Plains location (which has an additional estimated cost of \$36,600 for 12

Financing

Q: What are my financing options to pay for the program?
A: In addition to any grant and scholarship aid for which they are eligible, 97% of graduates used loans to finance their education. For the 2010-2011 award year, the median debt for program graduates:

Federal loans:	\$25,531.87
Private educational loans:	\$0
Institution Financing Plan:	\$0

Success

Q: How long will it take me to complete this program?
A: This 180-credit program is designed to be completed in 12 academic quarters over four calendar years.

For the 2010-2011 award year, 90% of graduates from this program finished within this time.

quarters).

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.

The following are B.S., Justice Studies - Criminal Justice program statistics for New York in 2010-2011.

Click on the links for more information on jobs related to this program:

JUSTICE STUDIES:

11-9199 Regulatory Affairs Managers, Compliance Managers, Investment Fund Managers, Security Managers and Loss Prevention Managers (<http://www.onetonline.org/find/quick?s=11-9199>)

25-1111 Criminal Justice and Law Enforcement Teachers, Postsecondary (<http://www.onetonline.org/link/summary/25-1111.00>)

33-1012 First-Line Supervisors of Police and Detectives (<http://www.onetonline.org/link/summary/33-1012.00>)

Cost

Q: How much will this program cost me to complete?

A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$95,400
Books and supplies:	\$6,140
On-campus room & board:	Not required

Q: What's included?

A: The cost is based on completion of the program within four years for a Bachelor's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions \(\[http://berkeleycollege.edu/files_bc/Copyright\]\(http://berkeleycollege.edu/files_bc/Copyright\)\)](http://berkeleycollege.edu/files_bc/Copyright)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Centre in Newark, NJ (which has an additional estimated cost of \$31,800 for 12 quarters) or housing at the White Plains location (which has an

Financing

Q: What are my financing options to pay for the program?

A: In addition to any grant and scholarship aid for which they are eligible, 96% of graduates used loans to finance their education. For the 2010-2011 award year, the median debt for program graduates:

Federal loans:	\$22,565.82
Private educational loans:	\$0
Institution Financing Plan:	\$0

Success

Q: How long will it take me to complete this program?

A: This 180-credit program is designed to be completed in 12 academic quarters over four calendar years.

For the 2010-2011 award year, 83% of graduates from this program finished within this time.

additional estimated cost of \$36,600 for 12 quarters).

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

Course Requirements

MAJOR COURSES	Qtr. hrs. credit
JUS100 Introduction to Justice Studies	4
JUS110 Communication Skills for Criminal Justice Professionals	4
JUS201 Criminal Procedure	4
JUS205 Criminal Law	4
JUS255 Computer Applications in Criminal Justice	2
JUS305 Justice and the Judiciary	4
JUS315 Research Methods in Criminal Justice	4
JUS482 Internship	4
SOC218 Police and Society	4
SOC220 Criminology	4
SCI230 Forensic Science	4
Justice Studies Electives	16
<hr/>	
BUSINESS COURSES	
BUS100 Business Organization and Management	4
BUS225 Career Management Seminar	2
CIS115 Computer Applications	4

CIS204 Database Management Systems	2
<hr/>	
LIBERAL ARTS COURSES*	
ENG105 Expository Writing	4
ENG106 Writing Through Literature	4
ENG115 Public Speaking	4
HUM225 Ethics	4
MAT210 Finite Mathematics	4
MAT215 Statistics I	4
SOC210 Sociology	4
SOC215 Political Science	4
SOC225 Psychology	4
SOC318 Drugs and Drug Policy	4
SOC320 Gender, Race, and Class	4
SOC415 Global Social Change	4
SOC425 Abnormal Psychology	4
Humanities Electives	8
Mathematics/Science Electives	8
Liberal Arts Electives	8
General Education Core Humanities Elective	4
General Education Core Mathematics/Science Elective	4
General Education Core Social Science Elective	4
FREE ELECTIVES	22
<hr/>	

180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

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

[Program Statistics \(/catalog_2012/catalog_2012_118.htm\)](/catalog_2012/catalog_2012_118.htm)



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Legal Studies

Learn the skills needed to enter legal support professions.

The Bachelor's and Associate's degree programs in Legal Studies give students a broad skill set with which to enter the exciting and competitive legal support professions. By developing your critical reasoning abilities as you improve your skills in communication, research, writing, and more, you may even open up additional future possibilities in law-related professions. Various tracks within the Bachelor's degree program allow students to concentrate on:

- Law firm administration
- Health and elder law
- The business of law

You will be prepared to perform law-related work under the supervision of a lawyer, such as analyzing legal issues; investigating and evaluating facts; preparing pleadings, contracts, forms, legal memoranda, and other documents; interviewing clients; assisting in case management; and executing other duties.

Benefit from:

- Preparation to work in legal areas such as business/corporate, real estate, family, criminal, environmental, and intellectual property law
- Faculty who are licensed attorneys and offer firsthand knowledge and experience
- Hands-on experience with technology used in law firms
- Valuable experience through program-related, faculty-monitored internships or job-related assignments
- A seamless transition between Associate's and Bachelor's degrees

- [A.A.S., Legal Studies \(/catalog_2012/catalog_2012_4362.htm\)](/catalog_2012/catalog_2012_4362.htm)
- [B.S., Legal Studies \(/catalog_2012/catalog_2012_4361.htm\)](/catalog_2012/catalog_2012_4361.htm)



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A.A.S., Legal Studies

- [A.A.S., Legal Studies Course Requirements \(/catalog_2012/catalog_2012_4428.htm\)](/catalog_2012/catalog_2012_4428.htm)

The following are A.A.S., Legal Studies program statistics for New Jersey. Students may start this program in the Summer 2012 quarter.

Click on the links for more information on jobs related to this program:

LEGAL STUDIES:

23-2011 Paralegals and Legal Assistants (<http://www.onetonline.org/link/summary/23-2011.00>)

23-2099 Legal Support Workers, All Other (<http://www.onetonline.org/link/summary/23-2099.00>)

43-1011 First-Line Supervisors of Office and Administrative Support Workers (<http://www.onetonline.org/link/summary/43-1011.00>)

43-6012 Legal Secretaries (<http://www.onetonline.org/link/summary/43-6012.00>)

Cost

Q: How much will this program cost me to complete?

A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$45,900
Books and supplies:	\$3,070
On-campus room & board:	Not required

Q: What's included?

A:
The cost is based on completion of the program within two years for an Associate's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions \(http://berkeleycollege.edu/files_bc/Copyright%20and%20Conditions.pdf\)](http://berkeleycollege.edu/files_bc/Copyright%20and%20Conditions.pdf)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Centre in Newark, NJ (which has an additional estimated cost of \$15,300 for six quarters) or housing at the White Plains location (which has an additional estimated cost of \$17,700 for six quarters).

Financing

Q: What are my financing options to pay for the program?

A:
In addition to any grant and scholarship aid for which they are eligible, students may be eligible to borrow federal loans and private educational loans, and participate in institutional financing plans.

Success

Q: How long will it take me to complete this program?

A:
This 90-credit program is designed to be completed in six academic quarters over two calendar years.

The following are A.A.S., Legal Studies program statistics for New York. Students may start this program in the Winter 2013 quarter.

Click on the links for more information on jobs related to this program:

LEGAL STUDIES:

23-2011 Paralegals and Legal Assistants (<http://www.onetonline.org/link/summary/23-2011.00>)

23-2099 Legal Support Workers, All Other (<http://www.onetonline.org/link/summary/23-2099.00>)

43-1011 First-Line Supervisors of Office and Administrative Support Workers (<http://www.onetonline.org/link/summary/43-1011.00>)

43-6012 Legal Secretaries (<http://www.onetonline.org/link/summary/43-6012.00>)

Cost

Q: How much will this program cost me to complete?

A: If you begin this program in 2013, your estimated total costs for the entire program are:

Tuition and fees:	\$47,700
Books and supplies:	\$3,070
On-campus room & board:	Not required

Q: What's included?

A:
The cost is based on completion of the program within two years for an Associate's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions](http://berkeleycollege.edu/files_bc/Copyright) (http://berkeleycollege.edu/files_bc/Copyright)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Centre in Newark, NJ (which has an additional estimated cost of \$15,900 for six quarters) or housing at the White Plains location (which has an additional estimated cost of \$18,300 for six quarters).

Financing

Q: What are my financing options to pay for the program?

A:
In addition to any grant and scholarship aid for which they are eligible, students may be eligible to borrow federal loans and private educational loans, and participate in institutional financing plans.

Success

Q: How long will it take me to complete this program?

A:
This 90-credit program is designed to be completed in six academic quarters over two calendar years.



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

Course Requirements

MAJOR COURSES

	Qtr. hrs. credit
LAW100 Introduction to Law and the American Legal System	4
LAW200 Legal Ethics and Professional Values	4
LAW210 Legal Research	4
LAW220 Writing for Legal Professionals	4
LAW230 Civil Litigation	4
BUS231 Business Law I	4
LAW292 Legal Studies Internship	4
Legal Studies Elective	4

BUSINESS COURSES

ACC110 Fundamentals of Accounting for Managers	4
BUS100 Business Organization and Management	4
BUS225 Career Management Seminar	2
CIS115 Computer Applications	4

LIBERAL ARTS COURSES

ENG105 Expository Writing	4
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ENG106 Writing Through Literature	4
ENG115 Public Speaking	4
MAT210 Finite Mathematics	4
Humanities Electives	4
Mathematics/Science Electives	4
Social Science Electives	4
General Education Core Humanities Elective	4
General Education Core Mathematics/Science Elective	4
General Education Core Social Science Elective	4
FREE ELECTIVES	4

90 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

Students must achieve a grade of "C" or better in ENG105 Expository Writing and ENG106 Writing Through Literature to remain in the program.

[Program Statistics \(/catalog_2012/catalog_2012_4362.htm\)](/catalog_2012/catalog_2012_4362.htm)



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B.S., Legal Studies

- **B.S., Legal Studies Course Requirements**
(/catalog_2012/catalog_2012_4367.htm)

The following are B.S., Legal Studies program statistics for New Jersey. Students may start this program in the Summer 2012 quarter.

Click on the links for more information on jobs related to this program:

LEGAL STUDIES:

23-2011 Paralegals and Legal Assistants (<http://www.onetonline.org/link/summary/23-2011.00>)

23-2099 Legal Support Workers, All Other (<http://www.onetonline.org/link/summary/23-2099.00>)

43-1011 First-Line Supervisors of Office and Administrative Support Workers (<http://www.onetonline.org/link/summary/43-1011.00>)

43-6012 Legal Secretaries (<http://www.onetonline.org/link/summary/43-6012.00>)

Cost

Q: How much will this program cost me to complete?

A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$95,400
Books and supplies:	\$6,140
On-campus room & board:	Not required

Q: What's included?

A: The cost is based on completion of the program within four years for a Bachelor's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions](http://berkeleycollege.edu/files_bc/Copyrig) (http://berkeleycollege.edu/files_bc/Copyrig)).

Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Centre in Newark, NJ (which has an additional estimated cost of \$31,800 for 12 quarters) or housing at the White Plains location (which has an additional estimated cost of \$36,600 for 12 quarters).

Financing

Q: What are my financing options to pay for the program?

A: In addition to any grant and scholarship aid for which they are eligible, students may be eligible to borrow federal loans and private educational loans, and participate in institutional financing plans.

Success

Q: How long will it take me to complete this program?

A: This 180-credit program is designed to be completed in 12 academic quarters over four calendar years.

The following are B.S., Legal Studies program statistics for New York. Students may start this program in the Winter 2013 quarter.

Click on the links for more information on jobs related to this program:

LEGAL STUDIES:

23-2011 Paralegals and Legal Assistants (<http://www.onetonline.org/link/summary/23-2011.00>)

23-2099 Legal Support Workers, All Other (<http://www.onetonline.org/link/summary/23-2099.00>)

43-1011 First-Line Supervisors of Office and Administrative Support Workers (<http://www.onetonline.org/link/summary/43-1011.00>)

43-6012 Legal Secretaries (<http://www.onetonline.org/link/summary/43-6012.00>)

Cost

Q: How much will this program cost me to complete?
A: If you begin this program in 2013, your estimated total costs for the entire program are:

Tuition and fees:	\$99,000
Books and supplies:	\$6,140
On-campus room & board:	Not required

Q: What's included?
A: The cost is based on completion of the program within four years for a Bachelor's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions](http://berkeleycollege.edu/files_bc/Copyright) (http://berkeleycollege.edu/files_bc/Copyright)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Centre in Newark, NJ (which has an additional estimated cost of \$33,000 for 12 quarters) or housing at the White Plains location (which has an additional estimated cost of \$37,800 for 12 quarters).

Financing

Q: What are my financing options to pay for the program?
A: In addition to any grant and scholarship aid for which they are eligible, students may be eligible to borrow federal loans and private educational loans, and participate in institutional financing plans.

Success

Q: How long will it take me to complete this program?
A: This 180-credit program is designed to be completed in 12 academic quarters over four calendar years.



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

Course Requirements

MAJOR COURSES

	Qtr. hrs. credit
LAW100 Introduction to Law and the American Legal System	4
LAW200 Legal Ethics and Professional Values	4
LAW210 Legal Research	4
LAW220 Writing for Legal Professionals	4
LAW230 Civil Litigation	4
BUS231 Business Law I	4
LAW310 Alternative Dispute Resolution	4
LAW410 Constitutional Law	4
LAW420 Real Property Law	4
LAW430 Advanced Legal Research, Writing, and Advocacy	4
LAW482 Legal Studies Internship	4
Legal Studies Elective	16

BUSINESS COURSES

ACC110 Fundamentals of Accounting for Managers	4
BUS100 Business Organization and Management	4

BUS225 Career Management Seminar	2
CIS115 Computer Applications	4
CIS204 Database Management Systems	2
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LIBERAL ARTS COURSES	
ENG105 Expository Writing	4
ENG106 Writing Through Literature	4
ENG115 Public Speaking	4
MAT210 Finite Mathematics	4
MAT215 Statistics I	4
HUM225 Ethics	4
HUM355 Social Justice Philosophies	4
HUM360 Law and the Humanities	4
SOC215 Political Science	4
SOC230 Human Relations in the Workforce	4
SOC310 Intercultural Communication	4
Humanities Electives	8
Mathematics/Science Electives	8
Social Science Electives	8
Liberal Arts Electives	12
General Education Core Humanities Elective	4
General Education Core Mathematics/Science Elective	4
General Education Core Social Science Elective	4
FREE ELECTIVES	12
<hr/>	

180 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

Legal Studies Concentrations

Legal Administration Required Courses

LAW260 Law Firm Communications and Technology - 4 credits

LAW330 Employment Law - 4 credits

LAW340 Law Firm Management and Administration - 4 credits

LAW460 Law Firm Financial Management - 4 credits

Business Required Courses

MGT220 Principles of Management - 4 credits

MGT346 Developing Managerial Competence - 4 credits

LAW330 Employment Law - 4 credits

LAW450 Intellectual Property Law - 4 credits

Elder Care Law Required Courses

LAW250 Wills, Trusts, and Estates - 4 credits

LAW320 Elder Care Law - 4 credits

LAW440 Contemporary Issues in Elder and Special Needs Law - 4 credits

HEA203 Legal and Ethical Issues in Health - 4 credits

Students must achieve a grade of "C" or better in ENG105 Expository Writing and ENG106 Writing Through Literature to remain in the program.

[Program Statistics \(/catalog_2012/catalog_2012_4361.htm\)](/catalog_2012/catalog_2012_4361.htm)



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Paralegal Studies

Lawyers depend on paralegals.

Paralegals perform law-related work under the supervision of a lawyer: analyze legal issues; investigate and evaluate facts; prepare pleadings, contracts, forms, legal memoranda, and other documents; interview clients; assist in case management; and perform other duties. Paralegals may not provide legal services directly to the public, but they are an important part of the legal process.

Benefit from:

- A program approved by the American Bar Association (ABA)
- The technical skills, general knowledge, and communication abilities necessary to be a successful legal assistant
- Preparation to work in legal areas such as business/corporate, real estate, family, criminal, environmental, and intellectual property law
- Faculty who are licensed attorneys and offer firsthand knowledge and experience
- Hands-on experience with technology used in law firms
- Valuable, real-world experience through program-related, faculty-monitored internships or job-related assignments

Degree Programs

- [A.A.S., Paralegal Studies \(/catalog_2012/catalog_2012_753.htm\)](/catalog_2012/catalog_2012_753.htm)



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A.A.S., Paralegal Studies

Program is only available to continuing students currently enrolled.

- **A.A.S., Paralegal Studies Course Requirements**
(/catalog_2012/catalog_2012_1227.htm)

The following are A.A.S., Paralegal Studies program statistics for New Jersey in 2010-2011.

Click on the links for more information on jobs related to this program:

PARALEGAL:

(<http://www.bls.gov/soc/2010/soc232010.htm>)

23-2011 Paralegals and Legal Assistants, (<http://www.bls.gov/soc/2010/soc232011.htm>)

23-2099 Legal Support Workers, All Other (<http://www.bls.gov/soc/2010/soc232099.htm>)

23-2093 Title Examiners, Abstractors, and Searchers (<http://www.onetonline.org/link/summary/23-2093.00>)

Cost

Q: How much will this program cost me to complete?
A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$45,900
Books and supplies:	\$3,070
On-campus room & board:	Not required

Q: What's included?
A: The cost is based on completion of the program within two years for an Associate's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions](http://berkeleycollege.edu/files_bc/Copyright%20and%20Conditions.pdf) (http://berkeleycollege.edu/files_bc/Copyright%20and%20Conditions.pdf)). Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Center in Newark, NJ (which has an additional estimated cost of \$15,300 for six quarters) or housing at the White Plains location (which has an additional estimated cost of \$17,700 for six quarters).

Financing

Q: What are my financing options to pay for the program?
A: In addition to any grant and scholarship aid for which they are eligible, 93% of graduates used loans to finance their education. For the 2010-2011 award year, the median debt for program graduates was:

Federal loans:	\$18,290.00
Private educational loans:	\$0
Institution Financing Plan:	\$0

Success

Q: How long will it take me to complete this program?
A: This 90-credit program is designed to be completed in six academic quarters over two calendar years.

For the 2010-2011 award year, 46% of graduates from this program finished within this time.

The following are A.A.S., Paralegal Studies program statistics for New York in 2010-2011.

Click on the links for more information on jobs related to this program:

PARALEGAL:

(<http://www.bls.gov/soc/2010/soc232010.htm>)

23-2011 Paralegals and Legal Assistants, (<http://www.bls.gov/soc/2010/soc232011.htm>)

23-2099 Legal Support Workers, All Other (<http://www.bls.gov/soc/2010/soc232099.htm>)

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Cost

Q: How much will this program cost me to complete?

A: If you begin this program in 2012, your estimated total costs for the entire program are:

Tuition and fees:	\$45,900
Books and supplies:	\$3,070
On-campus room & board:	Not required

Q: What's included?

A: The cost is based on completion of the program within two years for an Associate's degree (Note: Additional costs may be incurred due to individual circumstances such as specific course selections and remediation requirements). Berkeley College does offer a Tuition Freeze Program which may reduce overall tuition cost (click here for [terms and conditions](http://berkeleycollege.edu/files_bc/Copyrig) (http://berkeleycollege.edu/files_bc/Copyrig).

Program costs include tuition and fees plus the estimated cost of textbooks and supplies. Living expenses, such as room, board, and transportation, can vary considerably and are not included in the figures above. Berkeley College does not require students to live on campus. There is optional housing available to students at either the University Center in Newark, NJ (which has an additional estimated cost of \$15,300 for six quarters) or housing at the White Plains location (which has an additional estimated cost of \$17,700 for six quarters).

Financing

Q: What are my financing options to pay for the program?

A: In addition to any grant and scholarship aid for which they are eligible, 95% of graduates used loans to finance their education. For the 2010-2011 award year, the median debt for program graduates was:

Federal loans:	\$18,586.00
Private educational loans:	\$0
Institution Financing Plan:	\$0

Success

Q: How long will it take me to complete this program?

A: This 90-credit program is designed to be completed in six academic quarters over two calendar years.

For the 2010-2011 award year, 68% of graduates from this program finished within this time.



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

Course Requirements

MAJOR COURSES

	Qtr. hrs. credit
LEG105 Introduction to Paralegalism	4
LEG120 Contracts and Uniform Commercial Code	3
LEG215 Computerized Legal Applications	3
LEG220 Torts	4
LEG221 Litigation	3
LEG231 Legal Research and Writing	3
LEG232 Advanced Legal Research and Writing	3
LEG235 LEXIS and WESTLAW	1
LEG292 Internship	4
Legal Electives	8

BUSINESS COURSES

ACC110 Fundamentals of Accounting for Managers	4
BUS100 Business Organization and Management	4
BUS225 Career Management Seminar	2
CIS115 Computer Applications	4

LIBERAL ARTS COURSES

ENG105 Expository Writing	4
ENG106 Writing Through Literature	4
ENG115 Public Speaking	4
SOC225 Psychology	4
Macroeconomics/Microeconomics Elective	4
General Education Core Humanities Elective	4
General Education Core Mathematics/Science Elective	4
General Education Core Social Science Elective	4
FREE ELECTIVES	8

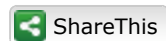
90 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

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

Students must achieve a grade of C or better in each ENG105 and ENG106 to remain in the program.

Approved by the American Bar Association (ABA).

[Program Statistics \(/catalog_2012/catalog_2012_753.htm\)](/catalog_2012/catalog_2012_753.htm)



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School of Liberal Arts

A liberal arts education is an important part of the Berkeley College curriculum. It adds value to the specialized, career-focused business or professional studies training received by students. Supportive instructors, chosen for their excellent academic credentials, offer courses in humanities, mathematics/science, social sciences, English, and foreign languages. The School of Liberal Arts helps students work toward professional and personal success by expanding their knowledge of related subjects and broadening their awareness of the world around them.



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Academic Policies and Procedures

- [Academic Year \(/catalog_2012/catalog_2012_2052.htm\)](/catalog_2012/catalog_2012_2052.htm)
- [Academic Policies \(/catalog_2012/catalog_2012_2054.htm\)](/catalog_2012/catalog_2012_2054.htm)
- [Evaluation and Grading \(/catalog_2012/catalog_2012_2058.htm\)](/catalog_2012/catalog_2012_2058.htm)
- [Academic Records \(/catalog_2012/catalog_2012_2059.htm\)](/catalog_2012/catalog_2012_2059.htm)
- [Graduation \(/catalog_2012/catalog_2012_2060.htm\)](/catalog_2012/catalog_2012_2060.htm)
- [Satisfactory Academic Progress \(SAP\) \(/catalog_2012/catalog_2012_2061.htm\)](/catalog_2012/catalog_2012_2061.htm)



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Academic Year

Calendar: Berkeley College's calendar includes four terms organized on the quarter system. The fall quarter begins in September, followed by the winter quarter in January, the spring quarter in April, and the summer quarter in July.

An academic year is comprised of three terms totaling 36 weeks, and a full-time student is expected to complete a minimum of 36 quarter credit hours in that time. Academic years that span the summer quarter are comprised of 35 weeks. The locations are closed on some legal holidays. The current [academic calendar \(/catalog_2012/catalog_2012_209.htm\)](/catalog_2012/catalog_2012_209.htm) in this Catalog specifies the exact dates.

The Quarter System: All courses are evaluated in terms of quarter hours of credit.

Class Hours: Generally, instructional hours are from 8 a.m. through 11 p.m. on weekdays and from 9 a.m. through 5 p.m. on weekends.



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Academic Policies

Matriculation Status: A matriculated student is one who is officially enrolled in a degree program. Students who wish to take only a single course or a combination of courses are welcome as non-matriculated students.

College Skills: All new matriculated students, including transfer students and those entering Berkeley College as first-time freshmen, are assessed to determine competency levels in reading, writing, and mathematics. When this assessment indicates a need, students are scheduled for one or both of the following College Skills courses designed to promote their successful transition to college life: Integrated Reading and Writing and/or Transitional Math. This may include a requirement to participate in at least one Supplemental Instruction study session per week.

The normal times for completion of degree programs are two years for Associate's programs and four years for Bachelor's programs. While all students may attempt to complete Associate's degrees in 18 months and Baccalaureate degrees in three years, the College encourages students who need one or more College Skills courses to consider extending their programs to ensure that they have the basic skills essential to academic success. These courses may be waived for students who have passed basic skills courses with a grade of C or better at other colleges.

All College Skills courses must be successfully completed within the first academic year. Until that time, students enrolled in College Skills courses should carry no more than 16 credit hours per quarter. Students required to take College Skills courses must receive a grade of C or better in order to complete their programs and graduate from the College.

College Skills courses carry equivalency units that 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 result in increased costs to a student.

Attendance: If illness, accident, or similar circumstances require absence for three or more consecutive days, it is the student's responsibility to notify the Advisement Department and contact faculty to make up assignments and/or tests.

Students not participating in a particular course are subject to withdrawal from that course; students not participating in all of their courses during a given quarter are subject to withdrawal from the College.

Returning on-site students who have not attended class and online students who have not actively participated in academic activities by the first class day of the second week of the quarter will be withdrawn for the quarter. Returning students who have not attended class by the first class day of the second week of the quarter will be withdrawn for the quarter.

College Closing: The College seldom closes due to inclement weather. In cases of extreme weather or emergencies, however, the closing of each College location will be made available over the Internet at closings.BerkeleyCollege.edu (<http://closings.BerkeleyCollege.edu>) and by phone as an option on the automated phone menu at each location.

Schedules for delayed openings due to inclement weather are posted on Blackboard and at

[closings.BerkeleyCollege.edu \(http://closings.BerkeleyCollege.edu\)](http://closings.BerkeleyCollege.edu)

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Add/Drop Policy: Students may add a course or courses to their schedules prior to the start of the second week of the quarter.

Courses dropped during the first two weeks of classes do not appear on the student's transcript. Students who drop a course or courses (including College Skills courses) and reduce their quarter credit hours to fewer than 12 (or the equivalent) prior to the enrollment status determination should notify the Financial Aid Department. This action may adversely affect eligibility for financial aid.

Canceled Classes: The College reserves the right to cancel courses or scheduled sections of courses at its discretion.

Leaves of Absence: A one-quarter academic leave of absence (LOA) may be granted at the discretion of the Advisement Department for students who are financially cleared. Subject to the terms of the

Tuition Freeze policy (/files_bc/Tuition_Freeze_Policy.pdf)

, students who take a leave of absence will be charged the prevailing rate of tuition and residence charges at the time of their return. A leave of absence may be requested only at the end of a term for the subsequent term.



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Evaluation and Grading

Grading System: At the end of each quarter a single, final grade is recorded for each scheduled course. Academic standing at Berkeley is based upon the grading system shown below.

Computation of Grade Point Average (GPA): To compute the GPA for the quarter, each letter grade is converted to the grade point equivalent listed below. 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 quarter. The result is the quarter GPA.

Incomplete Grade: Documented inability to complete course work 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 work must be completed by the end of the first week of the following quarter. If all work is not completed by that time, the I grade becomes an F. It is the responsibility of the student to contact the instructor to make the necessary arrangements for makeup work.

Course Withdrawal: Students who wish to drop a course must do so in writing and must have the approval of the Advisement Department. Courses dropped during the first two weeks of classes do not appear on the student’s transcript. Withdrawal from a course between weeks three and nine results in a grade of WP or WF, which indicates whether the student was passing or failing the course at the time it was dropped. A grade of W will be assigned to students who enrolled in but did not participate in a course. Students who do not officially drop a course will receive a letter grade that reflects their achievement.

Repeated Course: When a course is successfully repeated, the original failure remains on the transcript but is not included in calculating the cumulative GPA. Students 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.

Change of Major: All courses remain on the transcript and continue to be included in the cumulative GPA when students change their major.

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



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Academic Records

Quarter Grade Reports: Quarter grade reports may be accessed online through Student Self-Service in Blackboard.

President's List: Matriculated students who achieve a grade point average of 4.00 with a minimum of 12 academic credits qualify for the President's List.

Dean's List: 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.

Transcript Requests: Unofficial transcripts may be accessed online through Student Self-Service in Blackboard.

Official transcripts are issued upon written request and upon payment of a \$5 fee for each transcript.

Official transcripts are sent directly to other colleges and institutions by the Registrar Department and are typically mailed within five business days. Overnight and same-day processing are available for an additional fee. Official transcripts are not released for students in financial arrears with the College.



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Graduation

Requirements: To qualify for graduation, students must complete the prescribed course of study with a minimum average of 2.00 (C), discharge all financial obligations to the College, and meet the credit-hour requirements for their major.

A commencement ceremony is conducted annually in the spring. Students must be within 9 credits of completing all requirements by the end of the winter quarter to be eligible to participate in the spring commencement exercises.

Honors: Students 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*.



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Satisfactory Academic Progress (SAP)

To be eligible for financial aid, all students must meet standards which are set forth by the government/source that is providing the funds to the student.

Important note: All students must meet Qualitative Standards, and recipients of federal financial aid (Title IV) must *also* meet Quantitative Standards (please review Additional Satisfactory Academic Progress Requirements for Title IV and NJ TAG Recipients below). All students will be evaluated at the end of each quarter to determine if they are meeting minimum Qualitative Standards and, for Title IV and NJ TAG recipients, Quantitative Standards. Students not meeting either or both standards, as applicable, are subject to dismissal or the loss of Title IV eligibility or Warning, Probation, or Academic Plan statuses as described below.

In order to remain in good academic standing, all students enrolled in Associate degree programs (A.A.S. and A.S.) must maintain the grade point averages specified below:

QUALITATIVE STANDARDS A.A.S. and A.S.	
Credits Attempted*	Required GPA
0-15	1.50
16-30	1.60
31-44	1.75
45 or more	2.00

In order to remain in good academic standing for academic and financial aid purposes, students enrolled in Baccalaureate degree programs (B.B.A., B.F.A., and B.S.) must maintain the grade point averages specified below which provide that students in these programs must have a GPA of at least 2.00 at the end of the second academic year:

QUALITATIVE STANDARDS B.B.A., B.F.A., and B.S.	
Credits Attempted*	Required GPA
0-30	1.60
31-60	1.75

61-75	1.80
76-89	1.90
90 or more	2.00

*For this purpose credits attempted are all those completed that receive a letter grade (including an "F", WP, developmental, and transfer credits).

()
 Students not meeting qualitative standards for the first time will be put on "Warning" status. Students on Warning status may continue to be enrolled and maintain their Title IV eligibility. Students who meet the SAP standard during the Warning (subsequent) quarter will be taken off of Warning status. Students who fail in the Warning quarter will have the opportunity to appeal for a "Probation" status for the subsequent quarter which, if approved, will allow the student to continue to attend and retain Title IV eligibility. Students who meet the standards or terms and conditions, if any, while on Probation status, will be taken off of Probation status. Students who fail to meet the standards or terms and conditions while on Probation in the Probation quarter will have the opportunity to appeal for an Academic Plan which, if approved, will allow the student to continue to attend and retain Title IV eligibility if the student meets the requirements of the customized Academic Plan developed by the College. A student who fails to meet the terms and conditions of the Academic Plan will be dismissed from the College. Students on an Academic Plan will be evaluated at the end of each quarter.

Advisement

As soon as a student has been placed on Warning, Probation, or Academic Plan status, the College will contact the student to offer additional academic support services.

Appeals

A student may appeal a dismissal for failure to meet Qualitative standards or, if applicable, Quantitative standards. Appeals will be reviewed by the Satisfactory Academic Progress (SAP) Review Committee, which is comprised of representatives appointed by the Office of the Provost. Decisions made by the SAP Review Committee will be based on several criteria, including a student's explanation of what condition caused the student not to satisfy SAP and how that condition has since changed or is expected to change. If the appeal is granted, the student will be required to meet the standards or follow a specific academic plan to regain good academic standing. If that should not occur, the student will be dismissed.

Students not succeeding, at any point, are encouraged to submit a provisional appeal even before the end of the quarter in anticipation of a failed condition dismissal. Appeals can be completed online using an eForm. Students receive a notification that the appeal has been successfully submitted. Appeals will be reviewed, as needed, during break week. Provisional appeals by students who then meet the SAP standards will not be reviewed since such students will be in good standing and Title IV eligible. If the appeal, needed due to continued failing condition(s), is approved, the student will be notified and appropriate instructions of how to proceed will be included. If a failing student's appeal is denied, the student will be notified and dismissed from the College.

()
 The College will consider exceptional appeals for re-matriculation after not being enrolled or not receiving Title IV assistance for a minimum of three quarters. For example, the student may have improved his/her SAP by attending without the benefit of Title IV and/or the student may have had a substantially positive change in his/her life circumstances that would indicate that the student is ready for another chance. Final determinations will be made by the Office of the Provost. Students granted reinstatement must have paid the College all previously incurred tuition and fee charges. Reinstated students will be eligible for financial aid (if otherwise eligible) while

on an *Academic Plan*.

Additional Satisfactory Academic Progress Requirements for Title IV and NJ TAG Recipients

In addition to the qualitative standards set forth in the section describing Academic Standards of Progress, students receiving awards under federal programs or New Jersey State TAG must meet *quantitative* standards of progress in order to maintain aid eligibility.

Quantitative Standards: In order to maintain the quantitative standards for satisfactory academic progress, a student must be able to complete his/her program after attempting not greater than 150 percent of the credits required to graduate. The "150 percent rule" requires students to complete degree requirements by the time they have attempted 150 percent of the required credit hours necessary for graduation in their degree program. For an Associate's degree requiring the completion of 90 credit hours, this would require completion of degree requirements by the time the student had attempted 135 credit hours; for a Bachelor's degree requiring the completion of 180 credit hours, this would require completion of degree requirements by the time the student had attempted 270 credit hours. Once the 150 percent has been reached the student will be declared ineligible for further participation in federal or New Jersey State aid programs except as may otherwise be permitted. The College includes developmental and test credits in this metric.

Exceptions to the 150 percent rule exist for students who have changed majors and/or have returned to complete an additional degree. In this circumstance only those attempted credits that are applicable to the current program will be applied. This condition cannot be appealed. If the 150 percent is reached, and a student does not fall into one of the exceptions, all Title IV and TAG financial aid eligibility will be deemed exhausted. Students will not be allowed to change programs without approval from Advisement. In addition, some students on an approved Academic Plan may be able to exceed the 150 percent benchmark (see details below under Academic Plan).

To help students avoid reaching the 150 percent point, the College tests student progress, each quarter, based on attempted vs. earned benchmarks. Students must have earned passing grades in 67 percent of their attempted classes once they have attempted 81 or more credit hours.

QUANTITATIVE STANDARDS Attempted vs. Earned	
Attempted Credits*	Necessary Pct. Passed (Earned/Attempted)
0 to 16	25%
17 to 32	37%
33 to 48	50%
49 to 64	56%
65 to 80	65%
81+	67%

*For this purpose attempted credits include developmental courses, test credits, as well as all credits accepted in transfer. In addition, all credits for which a letter grade, including "F", was received as well as WP and WF (withdrawn after tuition assessment). Credits earned include all course work that was successfully completed (letter grade other than an "F").

Maintaining Standards of Progress for Aid Eligibility

At the end of each quarter, the College will assess the student's progress in reaching Satisfactory Academic Progress (SAP). How failure to meet required standards will affect aid eligibility and future requirements will depend on the number of consecutive failures.

Warning Status

Any student who fails to meet SAP standards in a quarter will be given a "*Warning*" for the subsequent quarter. This allows the student to remain eligible for financial aid while attempting to meet the required standards. If the student subsequently meets standards in the Warning quarter, the student will be taken off of Warning status and aid eligibility will continue. "Warning" is an automatic status which does not require an appeal.

Probation Status

A student operating under a Warning who fails to meet the required standards in the Warning quarter will be declared ineligible for further participation in federal and New Jersey State financial aid programs for the next quarter. However, the student can appeal this determination. If the appeal is granted, the student will be placed on Probation for one quarter. As with the Warning period, the student will remain eligible for financial aid while attempting to meet the required standards. If the student subsequently meets SAP standards in the Probation quarter, the student will be taken off Probation status and aid eligibility will continue. We encourage students to appeal for Probation during the Warning quarter. Appeals will be reviewed, as necessary, after grades have submitted.

In certain circumstances the SAP Review Committee may determine that a student appealing for Probation will not be able to get back into good standing after only one quarter. In these cases the committee reserves the right to consider the student for an Academic Plan (see below for details) subject to the student's agreement to the terms and conditions.

Academic Plan Status

A student on *Probation* who fails to meet the required standards in the Probation quarter will lose eligibility for financial aid for the next quarter. However, the student can appeal this determination. If the appeal is granted, the student will be placed on an Academic Plan with terms and conditions developed by the College. As during the Probation period, the student will remain eligible for financial aid while attempting to meet the required standards. If the student subsequently meets standards in the subsequent quarter, the student will be taken off Academic Plan status and aid will continue. Any such student will be offered additional academic support services for the remainder of his/her program.

We encourage students to appeal for an Academic Plan during the Probation quarter. Appeals will be reviewed, as necessary, after grades have submitted.

Once a student is on an Academic Plan she or he will be evaluated, at the end of each quarter, based on the 'customized' Standard of Progress or terms and conditions of the Plan. The Academic Plan will be designed so that the student can make Satisfactory Academic Progress within a 'reasonable' amount of time. Plans are designed to ensure that the student is able to meet the College's satisfactory academic progress standards by a specific point in time. In some cases, this could mean that the maximum timeframe (150 percent) might be extended.

A student who fails to satisfy the requirements of an Academic Plan will be declared ineligible for further participation in federal and New Jersey State financial aid programs and will be dismissed from the College. Students, after three quarters off, may appeal

for readmission; however, a new SAP appeal with a favorable determination, will be required prior to being accepted back into the College.

Advisement

The College does not wait for the student to reach the Academic Plan status before providing

additional services (/catalog_2012/catalog_2012_227.htm)

. Once the Warning condition is in place both the College and the student are expected to take all appropriate actions to ensure success. Please see

Qualitative Standards (/catalog_2012/catalog_2012_2061.htm#probation1)

for more detail.

Appeals

Once in a Warning status the student is encouraged to appeal for Probation in case satisfactory progress is not made during the subsequent quarter. Likewise, a student who has been approved for Probation is encouraged to appeal for an Academic Plan in case satisfactory progress is not made during the subsequent quarter. Current student appeals can be completed online using an eForm. Appeals will be reviewed, as needed, during break week. Provisional appeals by students who then meet the SAP standards will not be reviewed since such students will be back in good standing and Title IV eligible. If the appeal, needed due to continued failing condition(s), is approved, the student will be notified and appropriate instructions on how to proceed will be included. If failing student's appeal is denied, the student will be notified regarding loss of aid eligibility.

Failure to meet quantitative Standards of Progress can be caused by many reasons. The Committee will consider every aspect of the student's appeal while also reviewing the student's academic history at the College. One standard, however, will be used for each appeal. The student must clearly state what has caused the student to fall out of good standing and what has changed that will now make it possible for the student to succeed.

A student who loses eligibility may, if not dismissed,

(see Qualitative Standards)

(/catalog_2012/catalog_2012_2061.htm#appeals1)

continue at the College but would need to find other financial resources. While attending as a non-aid recipient, the student can get back into a satisfactory progress status and regain aid eligibility. The College will consider exceptional appeals for reinstatement of a failed Academic Plan after a minimum of three quarters not receiving Title IV assistance. The student may have improved his/her SAP by attending without the benefit of Title IV and/or the student may have had a substantially positive change in his/her life circumstances that would indicate that the student is ready for another chance. Final determinations will be made by the Office of the Provost. Students with a reinstated *Academic Plan* will be eligible for financial aid (if otherwise eligible).

SAP and Transfer Credits

Credits that Berkeley College accepts in transfer towards a student's program will be considered both credits attempted and earned. All SAP evaluations will start from that point. It is important to note that Berkeley College does not attach grades to transfer credits, so it is possible that a student can start at the College as a transfer student and be expected to earn at least a 2.00 GPA in the first and all subsequent quarters in order to remain in good standing. This is because transfer students will start with no GPA but the credits accepted will determine what GPA requirement they must meet.

SAP and Repeated Courses

When a course is successfully repeated, the original failure(s) are not included in calculating the cumulative GPA or the qualitative gradient. For the quantitative SAP measure, however, each failed attempt, in addition to the passed attempt, will be included in the 'courses attempted' portion of the evaluation.

SAP and Incomplete Grades

Effective January 1, 2012, initial calculations of SAP treat incomplete grades as if they were an "F" until such time as a passing letter grade replaces it. All remaining

incomplete grades, after the first week of the following quarter, will turn into an official "F" and will be treated as such in all SAP evaluations. In consideration of grade changes the SAP calculations are determined a second time – after all grades are in.

SAP and Course Withdrawal

Students who drop a course will receive a letter of WP or WF. These grades will not be considered in testing the qualitative requirements, neither in the gradient or GPA, but they will be counted as credits attempted for quantitative purposes.

SAP and Developmental Course Work

Effective January 1, 2012 developmental credits, even though they are not applied towards the 90 or 180 credits required to complete the program, are included in both SAP measures.

For more detailed information on Evaluation and Grading, please visit the [catalog \(/catalog_2012/catalog_2012_2058.htm\)](/catalog_2012/catalog_2012_2058.htm) page.



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Course Descriptions

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- [Business Administration \(/catalog_2012/catalog_2012_1058.htm\)](/catalog_2012/catalog_2012_1058.htm)
- [College Skills \(/catalog_2012/catalog_2012_1184.htm\)](/catalog_2012/catalog_2012_1184.htm)
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- [Finance \(/catalog_2012/catalog_2012_1062.htm\)](/catalog_2012/catalog_2012_1062.htm)
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- [Honors Program \(/catalog_2012/catalog_2012_1186.htm\)](/catalog_2012/catalog_2012_1186.htm)
- [Information Technology Management \(/catalog_2012/catalog_2012_1093.htm\)](/catalog_2012/catalog_2012_1093.htm)
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- [International Business \(/catalog_2012/catalog_2012_1401.htm\)](/catalog_2012/catalog_2012_1401.htm)
- [Justice Studies \(/catalog_2012/catalog_2012_162.htm\)](/catalog_2012/catalog_2012_162.htm)
- [Legal Studies \(/catalog_2012/catalog_2012_4426.htm\)](/catalog_2012/catalog_2012_4426.htm)
- [Liberal Arts and Sciences \(/catalog_2012/catalog_2012_1187.htm\)](/catalog_2012/catalog_2012_1187.htm)
- [Management \(/catalog_2012/catalog_2012_1073.htm\)](/catalog_2012/catalog_2012_1073.htm)
- [Marketing and Marketing Communications \(/catalog_2012/catalog_2012_1075.htm\)](/catalog_2012/catalog_2012_1075.htm)
- [Paralegal Studies \(/catalog_2012/catalog_2012_1100.htm\)](/catalog_2012/catalog_2012_1100.htm)



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Accounting

ACC110 Fundamentals of Accounting for Managers

4 Credit Hours

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

ACC111 Financial Accounting I

4 Credit Hours

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

ACC112 Financial Accounting II

4 Credit Hours

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

Prerequisite: ACC111

ACC113 Managerial Accounting

4 Credit Hours

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

Prerequisite: ACC110 or ACC112

ACC201 Intermediate Accounting I

4 Credit Hours

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

Prerequisite: ACC113

ACC202 Intermediate Accounting II

4 Credit Hours

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

Prerequisite: ACC201

ACC203 Intermediate Accounting III

4 Credit Hours

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

Prerequisite: ACC202

ACC240 Cost Accounting

4 Credit Hours

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

Prerequisite: ACC113

ACC255 Computer Applications In Accounting

2 Credit Hours

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

Prerequisites: CIS115, ACC113

ACC310 Advanced Accounting

4 Credit Hours

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

Prerequisite: ACC203

ACC330 Government and Nonprofit Accounting

4 Credit Hours

Focuses on the theory, concepts, and procedures of government and nonprofit

accounting and financial reporting. Examines concepts, standards, and procedures applicable to state, local, and federal governments, hospitals, voluntary health and welfare organizations, and various nonprofit organizations.

Prerequisite: ACC203

ACC351 Federal Taxation I

4 Credit Hours

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

Prerequisite: ACC203

ACC352 Federal Taxation II

4 Credit Hours

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

Prerequisite: ACC351

ACC410 Auditing

4 Credit Hours

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

Prerequisites: ACC310, MAT215

ACC415 Forensic Accounting and Fraud Investigation

4 Credit Hours

Covers basic forensic accounting principles, types of fraud, and methods to detect and investigate financial fraud in an organization. Provides students with a broad understanding of various types of fraud prevention and detection procedures.

Prerequisite: FIN301

ACC425 Advanced Analysis Of Financial Statements

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: ACC410



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Business Administration

BUS100 Business Organization and Management

4 Credit Hours

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

BUS110 Mathematics for Business

4 Credit Hours

Focuses on the mathematical concepts and calculations essential for business decision making. Topics include purchase discounts, interest, depreciation, commercial paper, pricing, and charges for credit.

BUS225 Career Management Seminar

2 Credit Hours

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

BUS231 Business Law I

4 Credit Hours

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

BUS245 Business Ethics

4 Credit Hours

Examines the principles of ethics with relation to business decision-making and business strategies. Students learn how to integrate ethical decision-making into organizational behavior, strategy, and the challenges posed by the globalization of business practices.

Prerequisite: BUS100 or Principles course within major.

BUS250 Computer Applications in Business

2 Credit Hours

An introduction to computer-based applications and simulations in business. Students

will learn the concepts and software used by business organizations in order to simulate real-life problem solving.

Prerequisites: BUS100, CIS115

BUS255 Entrepreneurship

4 Credit Hours

Examines the conversion of ideas into successful business ventures. Topics include developing ideas for entrepreneurial ventures, testing the feasibility of ideas, evaluating the impact of business ownership on a person's lifestyle, preparing business plans, seeking expert advice, securing financing, and avoiding common pitfalls.

Prerequisite: BUS100

BUS260 Business in Technology Mediated Environments

4 Credit Hours

An introduction to the ideas, decisions, policies, and practices facing organizations conducting business in technologically mediated environments. Topics include the various roles technology plays in business models, legal and social challenges, organizational requirements, financial expectations, and current business practices.

Prerequisite: BUS100

BUS265 Business Communication

4 Credit Hours

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

BUS267 Management Information Systems

4 Credit Hours

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

Prerequisite: BUS100

BUS270 Special Topics in Business

4 Credit Hours

Involves readings and discussions organized around selected topics in business. Topics will vary from quarter to quarter.

BUS281 Project Management

4 Credit Hours

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

Prerequisite: BUS100

BUS292 Internship

4 Credit Hours

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

Prerequisites: BUS225 and departmental approval.

BUS319 Money and Banking

4 Credit Hours

Provides an overview of the relationship between the financial system and the level, growth, and stability of economic activity. Emphasizes the theory, structure, and regulation of financial markets and institutions. Students also examine the role of capital market yields as the mechanism that allocates savings and investments.

Prerequisites: FIN301, SOC201, SOC202

BUS320 Entertainment Studies

4 Credit Hours

An introduction to the various specialties within the entertainment industry. Students examine various strategies and relationships among entertainment products.

BUS331 Business Law II

4 Credit Hours

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

Prerequisite: BUS231

BUS410 Business Research Methodology

4 Credit Hours

Explores the processes and techniques of business research methods and their application to making effective and efficient decisions. Areas covered include defining a problem, selecting the method of research, ascertaining costs and benefits, and statistical tools and presentation.

Prerequisites: BUS100, MAT215

BUS451 Business Strategy and Policy

4 Credit Hours

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

Prerequisites: FIN301, IBS201, MGT220, MKT220

BUS482 Internship**4 Credit Hours**

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

Prerequisites: BUS225 and departmental approval.



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College Skills

CSK098 Integrated Reading and Writing

8 Equivalency Units

This course is intended to provide students with the foundations needed for academic reading and writing. Students will develop a range of reading strategies and will practice the stages of the writing process with special emphasis given to paragraph organization, essay development, and basic research. Supplemental Instruction will be required based on placement scores.

CSK099 Transitional Math

4 Equivalency Units

This course is intended to prepare students to become successful learners in courses requiring basic math skills. Emphasis is placed on the use of quantitative processes to explain the meaning and application of arithmetic operations, descriptive statistics, linear equations, and the coordinate system. Supplemental Instruction will be required based on placement scores.



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Computer Information Systems

CIS115 Computer Applications

4 Credit Hours

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

CIS131 Fundamentals of Information Technology

4 Credit Hours

Provides an overview of network concepts and terminology. Students learn about local and wide area networks, the OSI model of networking, network protocols, transmission methods, physical and logical topologies, and network hardware.

CIS201 Advanced Spreadsheets

2 Credit Hours

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

Prerequisite: CIS115

CIS204 Database Management Systems

2 Credit Hours

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

Prerequisite: CIS115

CIS212 Multimedia and Business Presentations

2 Credit Hours

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

Prerequisite: CIS115

CIS215 Administrative Technologies

2 Credit Hours

Focuses on the integration of decision-making skills and administrative technologies to facilitate professional operations and enhance productivity. Topics include scheduling, event planning, records management, office procedures, and electronic communications and research.

CIS233 Web Design I

3 Credit Hours

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

CIS234 Web Design II

3 Credit Hours

Students learn well-known coding and programming applications, such as HTML and JavaScript, for the creation of web pages. Students develop basic hypertext elements, including headings, titles, document body, paragraphs, lists, anchors, links, meta tags, and graphic design in order to create websites.

Prerequisite: CIS233

CIS235 Web Design III

3 Credit Hours

Students expand their knowledge of website development and create dynamic websites through advanced techniques, using authoring software and advanced animation software.

Prerequisite: CIS234

CIS241 Graphic Development

3 Credit Hours

Students learn to create elements for multimedia and the web, using software such as Adobe Photoshop. Topics include simple image conversions; creating and editing layers, splash screens, and transparent GIFs; adding text to images; image adjustment; and 3D effects and surfaces.

CIS270 Special Topics in Technology

3 Credit Hours

Involves readings and discussions around various topics in technology. Topics vary from quarter to quarter.



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English

ENG105 Expository Writing

4 Credit Hours

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

ENG106 Writing Through Literature

4 Credit Hours

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

Prerequisite: ENG105

ENG115 Public Speaking

4 Credit Hours

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

Prerequisite: ENG105

ENG311 Persuasive Communication

4 Credit Hours

An advanced course in persuasive communication. Course emphasizes the role of persuasion in society, theories of persuasion, and the development of analytical and speaking techniques necessary for success in formal and informal presentations.

Prerequisite: ENG115



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Fashion

FAS101 Introduction to the Fashion Business

4 Credit Hours

Provides an overview of the fashion business. Students learn the types of fashion enterprises, merchandising practices, internal relationships, line development, and trends of the major sectors in the marketing of fashion products.

FAS230 Fashion Textiles for Apparel and Home

4 Credit Hours

Provides a comprehensive overview of the textile industry. Students acquire basic knowledge of fibers, yarns, cloth construction, finishes, and embellishments necessary to determine quality and to make appropriate fabric choices for contemporary fashion apparel and home furnishings.

FAS240 Visual Merchandising

4 Credit Hours

Examines the ways in which visual presentation is used in a variety of settings. Students learn color theory and principles of visual design and apply this knowledge in venues that include department and specialty stores, malls, and restaurants.

FAS245 Merchandise Planning and Buying

4 Credit Hours

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

FAS250 Computer Applications in the Fashion Industry

2 Credit Hours

An introduction to the software management programs that are utilized in the fashion industry. Students learn underlying technology principles, which they apply in several software programs that fashion organizations use to remain competitive.

Prerequisites: CIS115, FAS245

FAS255 Product Lifecycle Planning

4 Credit Hours

An introduction to the study of product development from concept to consumer. Students examine the merchandising process and apply strategies to turn the fashion/retail organization into a profitable business. Topics include the development of plans for stores, products, assortment, space, and allocation.

Prerequisites: CIS115, FAS250, MKT220

FAS260 Fashion Forecasting

4 Credit Hours

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

Prerequisites: FAS101, FAS240

FAS270 Special Topics in Fashion

4 Credit Hours

Involves readings and discussions organized around selected themes in fashion. Themes will vary each quarter.

FAS304 Menswear Marketing

4 Credit Hours

Examines successful marketing practices of menswear manufacturers in all categories of retail enterprises. Topics include demographics, line development, style, production, and distribution.

Prerequisite: FAS101

FAS310 Fashion and the Media

4 Credit Hours

An introduction to the history and development of the media as it relates to the fashion industry. Students examine and analyze the influences of various media sources on fashion makers. They also discuss trends and current programs in the media related to fashion advertisers and consumers.

FAS312 Marketing Accessories, Home, and Cosmetics

4 Credit Hours

An introduction to product information related to fashion accessories, home furnishings (carpets, linens, dinnerware, tableware, and lighting), and cosmetics. Students research merchandise classifications and present comprehensive reports following current fashion trends in these classifications.

Prerequisite: FAS230

FAS318 Presentations in the Fashion Business

4 Credit Hours

Students prepare oral and written weekly fashion presentations using PowerPoint and storyboards revolving around the business-to-business aspects of the fashion industry.

Prerequisites: ENG115, FAS245

FAS321 Art's Influence on Fashion

4 Credit Hours

Examines fashion as a defining art form and analyzes how it influences current fashion collections. Topics include the study of major artists, decorative art movements, and relationship of art to contemporary apparel.

Prerequisite: FAS101

FAS327 The Great Fashion Designers

4 Credit Hours

Examines the aesthetics of major fashion designers from the 19th to the 21st centuries through lecture and study of museum clothing collections. Students will gain knowledge of historic fashion influences with application to contemporary and future fashion apparel.

Prerequisite: FAS101

FAS335 Retail Management

4 Credit Hours

Provides an in-depth analysis of the nature of distribution channels and their management. Topics include channel behavior; channel design; selection, motivation, and control of channel members; types of retailers; retailer marketing decisions; the future of retailing; and wholesaling.

Prerequisite: MKT220

FAS427 Operations Management in the Fashion Business

4 Credit Hours

Examines the production and operations management system in the fashion industry from the perspective of its ability to enhance value. Course will explore the issues of performance, cost, competitive reactions, and customer expectations and emphasize current management topics, such as ethics, diversity, technology, and globalization.

Prerequisite: MGT220

FAS470 Special Topics in Fashion

4 Credit Hours

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



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Finance

FIN200 Introduction to Financial Services

4 Credit Hours

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

FIN204 Financial Markets and Institutions

4 Credit Hours

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

FIN205 Treasury Management

4 Credit Hours

An introduction to treasury management. Topics include financial concepts, analysis of working capital, cash management, external financing, global treasury, risks and controls, and fiduciary responsibilities.

Prerequisite: ACC110 or ACC111

FIN250 Computer Applications in Financial Services

2 Credit Hours

An introduction to computer-based problem simulation in the world of financial services. Students learn how to use financial modeling and spreadsheets to solve real-world financial planning problems.

Prerequisites: ACC113, CIS115

FIN301 Principles of Finance I

4 Credit Hours

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

Prerequisite: ACC113

FIN305 Principles of Financial Planning

4 Credit Hours

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

FIN310 Insurance Planning

4 Credit Hours

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

Prerequisite: FIN305

FIN315 Investment Planning

4 Credit Hours

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

Prerequisite: FIN305

FIN400 Tax Planning

4 Credit Hours

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

Prerequisite: FIN305

FIN405 Retirement Planning

4 Credit Hours

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

Prerequisite: FIN305

FIN410 Estate Planning

4 Credit Hours

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

Prerequisite: FIN305

FIN415 Principles of Finance II

3 Credit Hours

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

Prerequisite: FIN301

FIN420 Personal Financial Planning Capstone

4 Credit Hours

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

Prerequisites: CIS115, FIN310, FIN315, FIN400, FIN405, FIN410

FIN425 International Corporate Financial Management

4 Credit Hours

This course examines the financial management of multinational businesses. Topics include currency risk, foreign exchange trading tools, translation and transaction exposures, international financing and investment, budgeting, and international asset pricing.

Prerequisite: FIN301



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Health Services

HEA101 Introduction to Health Services

4 Credit Hours

Students study the American healthcare system, its structure and operations, the forces responsible for shaping it, and the policies influencing its current and future performance.

HEA200 Medical Terminology I

4 Credit Hours

An introduction to the language of medicine. Includes a study of definitions, applications, and the use of terms.

HEA201 Medical Terminology II

4 Credit Hours

A continuation of Medical Terminology I.

Prerequisite: HEA200

HEA203 Ethical and Legal Aspects of Health Services

4 Credit Hours

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

HEA205 Managed Care and Health Insurance

4 Credit Hours

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

HEA210 Medical Coding I

3 Credit Hours

An introduction to the development of medical nomenclature and classification systems. Topics include coding of diseases and procedures, an overview of coding systems, and basic coding rules and conventions.

HEA211 Medical Coding II

3 Credit Hours

Students learn about inpatient coding, the assignment of DRGs, the relationships of coding to reimbursement, and selected nomenclature and classification systems.

Prerequisite: HEA210

HEA215 Health Communications

4 Credit Hours

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

HEA220 Health Services Management I

4 Credit Hours

Course provides an introduction to 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.

Prerequisite: HEA101

HEA255 Computer Applications in Health Services

2 Credit Hours

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

Prerequisites: CIS115, HEA101

HEA260 Customer Service Management in Health Services

4 Credit Hours

An introduction to the various clients of the health services industry including patients and their families, practitioners, and healthcare agencies. Students learn various strategies for defining and evaluating standards for customer satisfaction.

Prerequisite: HEA101

HEA270 Issues in Contemporary Health

4 Credit Hours

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

Prerequisite: HEA101

HEA292 Internship

4 Credit Hours

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

Prerequisite: BUS225

HEA310 Health Services Management II

4 Credit Hours

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

Prerequisite: HEA220

HEA320 Community Health and Medical Care

4 Credit Hours

Explores issues related to the design and delivery of healthcare programs to all segments of the community. Focuses on public health and government-funded programs, as well as private health care.

Prerequisite: HEA101

HEA350 Long-Term and Residential Care

4 Credit Hours

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

Prerequisites: FIN301, HEA101

HEA409 Health Services Finance

4 Credit Hours

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

Prerequisites: FIN301, HEA101

HEA410 Research Methods for Health Services

4 Credit Hours

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

Prerequisites: ENG105, HEA101

HEA420 Introduction to Epidemiology

4 Credit Hours

Familiarizes students with epidemiology concepts and principles and analyses that students can draw from in the professional work force. Provides working knowledge of how health and illness are distributed among populations and disease patterns, dynamics and prevention.

HEA430 Behavioral Health

4 Credit Hours

Overview of behavioral health services utilizing case studies. Explores the awareness and acceptance of and advances in treatment for behavioral problems. Develops understanding of behavioral health services historical, financial, legal, regulatory, societal and care-delivery issues.

HEA455 Health Information Systems

4 Credit Hours

Provides managerial training in improving performance by measuring it accurately using the right tools. Health services professionals who understand how to collect, analyze, and discuss data in the context of performance improvement will excel in the field for many years.

HEA460 Business Strategies for Health Services

4 Credit Hours

Provides an understanding of how to implement corporate strategy in the healthcare market, including how to mobilize resources to maximize the offerings for current customers while nudging the business outward to capture more and still be able to address competitive forces.

HEA470 Issues in Contemporary Health Services Management

4 Credit Hours

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

Prerequisite: HEA101

HEA482 Internship

4 Credit Hours

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

Prerequisite: BUS225



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Honors Program

HON200 Introductory Honors

4 Credit Hours

Introduction to inter-disciplinary study featuring special topics, guest lecturers, films and field trips. Students engage in research derived from the work pursued in the class. Open only to students in the Honors Program.

HON300 Honors Seminar

4 Credit Hours

Advanced interdisciplinary work on the special topic chosen for the program. Students work in small groups within the seminar dealing with issues from various points of view. Open only to students in the Honors Program.

Prerequisite: HON200

HON301 Honors Seminar

4 Credit Hours

Advanced interdisciplinary work on the special topic chosen for the program. Students work in small groups within the seminar dealing with issues from various points of view. Open only to students in the Honors Program.

Prerequisite: HON200

HON400 Advanced Honors Seminar

4 Credit Hours

Building on the work of the previous seminars, students will strive to construct theoretical paradigms to account for the issues studied. They will relate theoretical concerns to the work of their major field. Open only to students in the Honors Program.

Prerequisites: HON300 and HON301

HON410 Advanced Honors Seminar

4 Credit Hours

The final seminar in interdisciplinary honors is devoted to the development of the capstone research project. Special lectures, screenings, and trips enhance the work of the seminar. The program culminates in the presentation of the students' research in written and oral form. Open only to students in the Honors Program.

Prerequisite: HON400



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Information Technology Management

ITM100 Introduction to Information Technology

4 Credit Hours

Explores fundamental technical issues pertaining to computers and information technology. Introduces hardware and software components of an Information System, their mutual relationship, dependency, and historical evolution.

ITM200 Introduction to Networking

4 Credit Hours

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

ITM210 Introduction to Database Management

4 Credit Hours

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

ITM220 Introduction to Web Design and Graphics

4 Credit Hours

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

ITM230 Fundamentals of Object Oriented Programming

4 Credit Hours

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

ITM240 Information Systems Analysis and Design

4 Credit Hours

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

ITM250 Information Technology and Law

4 Credit Hours

Explores legal and ethical issues that pertain to information technology management, such as digital property rights, data protection, identity protection, individual privacy, and systems integrity.

ITM300 Fundamentals of Network Security Management

4 Credit Hours

Provides network administrators with the knowledge to design and implement an effective security strategy for networking environments. Covers network security design concepts utilizing anti-virus tools, security policies and practices, and setting up and securing a VPN. Examines network configurations, password management, security through hardware, software, firewalls, and packet filtering.

Prerequisite: ITM200

ITM301 Network Protocols and Techniques

4 Credit Hours

Explores communications protocols used to connect the Internet and Intranet systems, such as TCP/IP, and other Internet protocols. Addresses concepts such as link layers, logical addressing (IP), physical Address Resolution Protocol (ARP), Reverse Address Resolution Protocol (RARP), Internet Control Message Protocol (ICMP), and Domain Name System (DNS), and topics related to transition, implementation, security, and mobility.

Prerequisite: ITM200

ITM302 Disaster Prevention and Recovery

4 Credit Hours

Covers the analysis of computer incidents from an investigative standpoint. Applied topics include how to isolate systems, recover key files, conduct a live analysis, and address operating system specific issues and the logistics of recovery from data catastrophes or malware infection. This course will also examine methods for digital forensic investigation.

Prerequisite: ITM301

ITM310 Principles of Database Management

4 Credit Hours

Explores database terminology and concepts, logical system organization, data models, entity concepts, and data manipulation through SQL. Students are introduced to concepts of database security, networking, and database access.

Prerequisite: ITM210

ITM311 Database Analysis and Design

4 Credit Hours

Explores the process and methodology for database analysis and design. Topics include relational and hierarchical development, use of various database models, indexing, and database integrity. Through hands-on assignments and team projects, students understand how to translate business data requirements into database systems.

Prerequisite: ITM210

ITM312 Database Programming

4 Credit Hours

Covers the principles of relational database programming using a case-based, problem-solving approach. The use of tables, queries, forms, reports, embedded SQL, dynamic SQL, and ODBC interfaces will be studied. Students learn the essentials of developing database applications, including the design, creation, and maintenance of databases.

Prerequisite: ITM311

ITM320 Fundamentals of Website Management

4 Credit Hours

Introduces students to principles of website management, including techniques, strategies, hardware, and software necessary to operate and maintain a successful and secure website.

Prerequisite: ITM220

ITM321 Web Graphic Development

4 Credit Hours

Explores web graphic development techniques including simple image conversions, creating and editing, layers, splash screens, transparent GIFs, adding text to images, image adjustment, and 3D effects and surfaces.

Prerequisite: ITM220

ITM322 Web Development and Animation

4 Credit Hours

Explores creating dynamic websites. Students will be introduced to techniques such as working with tables and frames; objects and images; symbols and instances; and adding animation image maps, rollovers, and animated GIFs. Character design, creation and motion, tweening, effects, and storyboarding will also be explored.

Prerequisite: ITM321

ITM400 Intrusion Detection and Management

4 Credit Hours

Explore standard intrusion methodologies and forensics, such as discovery, footprinting, targeting, penetration, escalation of privileges, and maintaining access. Concepts concerning means for countering and prevention are investigated.

Prerequisite: ITM301

ITM401 Network Monitoring and Documentation

4 Credit Hours

Examines standard intrusion detection models and collects the full spectrum of data types needed to identify and validate intrusions on network infrastructures. Investigates typical network security monitoring hardware, tools, design, and deployment. Standard vulnerability packet analysis scenarios will provide an in-depth appreciation of monitoring corporate-level networking environments.

Prerequisite: ITM400

ITM410 Database Information Security and Privacy

4 Credit Hours

Develops the issues and challenges related to database and content security and identifies possible solutions. Examines database security methodologies for the control, protection, and access to the contents of a database, as well as the preservation of the integrity of the data.

Prerequisite: ITM311

ITM411 Data Mining Techniques and Applications

4 Credit Hours

Covers the principles, processes, and techniques employed by data mining for discovering the underlying relationships in large amounts of data. Topics covered include the data mining process, data preparation, and model development/validation, as well as a number of pattern recognition techniques. Techniques covered include the statistical pattern recognition and decision trees.

Prerequisites: ITM312, MAT216

ITM420 Web Technologies

4 Credit Hours

Covers applications for creating web pages using scripting language. Basic hypertext elements, including headings, titles, document body, paragraphs, lists, anchors, links, and meta tags, and graphic design enable students to work with documents and images for the creation of a website.

Prerequisite: ITM321

ITM421 Web Services and Enterprise Application Integration

4 Credit Hours

Covers web services and enterprise application integration (EAI). Topics include EAI approaches and architecture.

Prerequisite: ITM320

ITM498 Capstone: Senior Project

6 Credit Hours

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

Prerequisite: Departmental approval



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Interior Design

INT100 Studio I: Architectural Visualization

4 Credit Hours

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

INT110 Sketching & Rendering

3 Credit Hours

An introduction to the development of basic freehand sketches. Course emphasizes quick sketch techniques and rapid visualization. Students learn a variety of drawing media and rendering techniques for visually communicating design concepts.

INT120 Studio II: Conceptual Design

4 Credit Hours

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

INT130 Color & Composition

3 Credit Hours

Introduces principles of 2D composition with emphasis on color use and color theory to create effective graphic presentations/visual design communication. Students are introduced to traditional and digital media.

INT150 CAD I

4 Credit Hours

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

Prerequisite: INT100

INT160 Studio III: Space Planning

4 Credit Hours

Introduces space planning basics with an emphasis upon conceptual analysis. Students learn space planning and furniture arrangement from a functional and aesthetic

viewpoint. Introduces major parameters of interior design including human factors, ADA, and universal design. Provides continued development of design theory.

Prerequisites: INT120, INT150

INT170 History of Furniture & Interiors I

4 Credit Hours

Study of the history of architecture focusing on interiors, furniture, and decorative arts from ancient times through the 18th century. Emphasis on how the Classical world influenced the major periods following it, including the Gothic, Renaissance, Baroque, and Rococo.

INT171 History Of Furniture & Interiors II

4 Credit Hours

Study of the history of architecture focusing on interiors, furniture, and decorative arts from the mid-18th century through the present. Covers the evolution of modernism throughout Europe and the United States.

Prerequisite: INT170

INT200 CAD II

4 Credit Hours

Provides students with more advanced commands used to create, modify, annotate, and print drawings to be used for presentation and production. Emphasizes skills and methods used in professional practice to create drawings that follow industry standards and encourages teamwork.

Prerequisite: INT150

INT210 Perspective Drawing

3 Credit Hours

Students refine the techniques of constructing one- and two-point perspective drawings. Emphasizes visualization techniques and rendering to enhance images.

Prerequisites: INT100, INT110

INT220 Studio IV: Lighting I

4 Credit Hours

Explores architectural lighting, including basic calculations and color-rendering theory. Covers fundamentals of electricity and the importance of psychology and lighting. Detailed reflected ceiling plans and lighting schedules as well as design and model making of a lighting fixture are included in the studio projects.

Prerequisite: INT160

INT230 Materials, Textiles & Finishes

4 Credit Hours

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

Prerequisite: INT100

INT240 Studio V: Residential I

4 Credit Hours

Introduces the study of residential environments and the planning of interior spaces. Emphasizes the design process from initial client contact/programming through schematic and final design. Topics include space planning/presentation skills; review of human factors; and the physiologic, psychological, and social needs of clients and the public.

Prerequisites: INT200, INT220

INT250 Studio VI: Commercial I

4 Credit Hours

An introduction to commercial design and its specialized requirements for interior planning. Emphasizes space planning, codes and regulations, conceptual analysis, and problem solution.

Prerequisite: INT240

INT260 Architectural Construction & Methods I

4 Credit Hours

Examines interior design and architectural systems. Topics include construction methods and materials with focus on the mixed masonry-wood structures. Explores foundation, floor, wall, and roof systems, and covers site analysis, regulatory factors, and zoning ordinances.

Prerequisites: INT220, INT230

INT281 Career Management Seminar

2 Credit Hours

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

INT292 Internship

4 Credit Hours

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

Prerequisite: INT281

INT300 Studio VII: Residential II

4 Credit Hours

Develops advanced residential design concepts and skills with emphasis placed upon historical precedents, functionalism, energy efficiency, space planning, materials, and the latest technology in equipment and fixtures.

Prerequisite: INT250

INT310 Building Codes & Regulations

4 Credit Hours

Provides students with an overall understanding of codes, standards, and federal regulations with an emphasis on interior projects. Utilizes real-life design examples to explain how specific codes and standards apply to a variety of building and project types.

Prerequisite: INT260

INT320 CAD III: 3-Dimensional Visualizaton

4 Credit Hours

Students use AutoCAD and other software packages in the creation, manipulation, and rendering of 3-dimensional views of interior spaces. Students will learn to represent materials and lights, and to manipulate views to develop striking renderings of their design solutions.

Prerequisite: INT200

INT330 Studio VIII: Commercial II

4 Credit Hours

Provides further study and analysis of retail/store planning design and hospitality spaces. Focuses on problem identification, research, programming, preliminary design, and design development. Examines relevant codes and regulations and sustainable impact.

Prerequisite: INT300

INT340 Sustainable Design

4 Credit Hours

Introduces principles and concepts of sustainability in the design process. Provides an understanding of LEED certification and rating system with emphasis upon interiors. Examines methods to determine the appropriateness of construction and finish materials for sustainable interiors.

Prerequisites: INT230, INT260

INT350 Architectural Construction & Methods II

4 Credit Hours

Advanced study of construction systems and methods with more detailed analysis of such topics as mechanical and electrical systems, moisture and thermal protection, and vertical circulation as it relates to interior design.

Prerequisite: INT260, Co-requisite: INT 340

INT360 Studio IX: Lighting II

4 Credit Hours

Expands on the knowledge and skills obtained in Lighting I. Focus on advanced illumination and photometrics. Studio projects will continue to expand on complex commercial lighting designs, including fixture creations and model making.

Prerequisite: INT330

INT370 CAD IV: Working Drawings

4 Credit Hours

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

Prerequisites: INT310, INT320

INT400 Studio X: Commercial III

4 Credit Hours

Studies design of large scale institutional public spaces (cultural centers, government, transportation) and other complex building types. Explores solutions to environmental, interior, and architectural problems based upon research, space analysis, and planning. Comprehensive program analysis with emphasis upon cultural, behavioral, and quality-of-life issues.

Prerequisite: INT360

INT410 Furniture Design

3 Credit Hours

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

Prerequisites: INT300, INT 320

INT420 Studio XI: Capstone Project I-Program

2 Credit Hours

Preparatory course for INT460, Capstone Project II-Design. Provides instruction in individual capstone design program development including project and site selection.

Prerequisite: INT400

INT430 Professional Practice

4 Credit Hours

Provides students with an introduction to the practices of the interior design profession, with special emphasis on professional ethics, contracts, design fees, budgets, project management, marketing, and client/contractor/designer/trade relationships.

Prerequisite: INT250

INT450 Special Topics In The History Of Architecture

4 Credit Hours

Focuses in depth on a particular period in history with a detailed study of the social, economical, political, and religious aspects that influenced the designer in that period. Periods studied include Classical, Florentine Renaissance, Baroque and Rococo, Victorian period, and 20th Century.

Prerequisite: INT171

INT460 Studio XII: Capstone Project II-Design

4 Credit Hours

Students research and design an in-depth interiors project featuring residential and/or commercial design. Students apply all the skills and knowledge developed through their course of study in interior design.

Prerequisite: INT420

INT482 Internship

4 Credit Hours

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

Prerequisite: INT281



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International Business

IBS201 International Business

4 Credit Hours

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

Prerequisite: BUS100

IBS225 International Trade Policies and Practices

4 Credit Hours

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

Prerequisite: IBS201

IBS230 International Marketing

4 Credit Hours

An introduction to the various concepts of marketing in an international setting. Addresses the global issues that challenge marketers. Topics include techniques for entering and exploiting international markets, the elements of an international marketing mix, and the cultural influences on marketing management and strategies.

Prerequisites: IBS201, MKT220

IBS240 International Management

4 Credit Hours

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

Prerequisites: IBS201, MGT220

IBS320 International Business Law

4 Credit Hours

Students develop an understanding of the legal environment of global business. Students learn the current legal rules and regulations affecting international businesses and develop insights into new developments and trends that affect future transactions.

Prerequisites: BUS231, IBS201

IBS341 International Banking and Finance

4 Credit Hours

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

Prerequisites: FIN301, IBS201

IBS342 Global Business Management

4 Credit Hours

Students develop an understanding of the global challenges of the 21st century. Considers globalization within a historical, social, and political framework emphasizing the emergence of modernity.

Prerequisites: IBS201, MGT220

IBS344 Global Supply Chain Management and Logistics

4 Credit Hours

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

Prerequisites: IBS201, MGT220

IBS345 Comparative International Management

4 Credit Hours

Students gain an overview of how business is conducted in different regions of the world. Focuses on economic, cultural, and political influences affecting business operations. Explores business in various regions, such as Asia, Latin America, and Europe.

Prerequisite: IBS240

IBS405 International Business Simulation

4 Credit Hours

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

Prerequisites: IBS225, IBS240, IBS341

IBS406 Model U.N. on International Trade and Business

4 Credit Hours

Students step into the shoes of representatives from U.N. member states to debate current issues on the World Trade Organization's agenda. Students use a variety of communication and critical-thinking skills to represent the trade policies of a particular country.

Prerequisite: IBS240, Co-requisite: IBS225

IBS410 Export and Import Policies and Practices

4 Credit Hours

An introduction to various procedural practices and methods of handling exports and imports. Topics include United States customs regulations and practices, tariff legislation and duties, marine and other insurance protection, and import and export documents applicable to specific countries.

Prerequisite: IBS225

IBS415 Emerging Markets

4 Credit Hours

Emphasizes business practices and characteristics of emerging markets. Provides students with the competencies required to develop and flourish business in newly industrialized and developing nations.

Prerequisite: IBS225

IBS419 Multinational Corporate Management

4 Credit Hours

An introduction to the globalization of markets and the challenges that multinational corporations face. Topics include the management of international objectives and strategies, multinational corporate structures, corporate skills for international operations, managerial communications, and operating policies of the multinational corporation.

Prerequisites: IBS240, IBS341

IBS440 International Strategic Management

4 Credit Hours

Integrates the concepts and practices of using the various functional areas of business to build and consolidate a sustainable competitive advantage in the global arena. Examines the framework needed for the successful formulation of a corporate mission and global corporate strategies. Analyzes strategic problems unique to global business.

Prerequisites: IBS225, IBS240, IBS341

IBS470 Special Topics in International Business

4 Credit Hours

Involves readings and discussions organized around selected topics in international business. Topics will vary each quarter.



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Justice Studies

JUS100 Introduction to Justice Studies

4 Credit Hours

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

JUS110 Communication Skills for Justice Professionals

4 Credit Hours

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

Prerequisite or Co-requisite: JUS100

JUS201 Criminal Procedure

4 Credit Hours

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

Prerequisite: JUS100

JUS205 Criminal Law

4 Credit Hours

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

Prerequisite: JUS100

JUS210 Community Relations and the Police

4 Credit Hours

An introduction to the history of community relations and the police. Explores public relations programs and strategies.

Prerequisite: JUS100

JUS220 Justice and the Media

4 Credit Hours

An introduction to the relationship between the media and the justice system. Topics include freedom of the press, the individual's right to privacy, the Freedom of Information Act, sensationalism in the media with regard to crime, and the role of the media in crime-solving and law enforcement.

Prerequisite: JUS100

JUS230 Terrorism

4 Credit Hours

A study of the history and causes of terrorism, including an overview of the philosophies, objectives, strategies, technology, and response of democratic governments in combating terrorism. Concentrates on the structure and function of major terrorist groups. Includes an investigation of terrorist activities, legal viewpoints, and media responsibility.

Prerequisite: JUS100

JUS255 Computer Applications in Criminal Justice

2 Credit Hours

An introduction to essential criminal justice system information systems. Students gain hands-on experience with computer applications widely used in police and correctional settings. Topics include criminal tracking databases, crime mapping software, crime analysis, crime patterns, and real time crime data utilized in law enforcement.

Prerequisites: CIS115, JUS100

JUS260 Contemporary Issues in Justice Studies

4 Credit Hours

Includes a focus on social issues such as violence, abuse, racial and ethnic relations, racism, concentrated poverty, joblessness, terrorism, and suicide, and explores how these issues impact justice in the United States.

Prerequisite: JUS100

JUS270 Special Topics in Justice Studies

4 Credit Hours

Includes readings and discussions organized around selected topics in justice studies. Topics will vary each quarter.

JUS292 Internship

4 Credit Hours

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

focused online discussions and special online projects.

Prerequisite: BUS225

JUS301 Police Administration and Management

4 Credit Hours

Examines the management practices and organizational designs in American policing. Topics include leadership and leadership development, law enforcement and politics, CompStat, organizational development, and human resources.

Prerequisites: JUS100, SOC218

JUS302 Homeland Security

4 Credit Hours

An introduction to the emerging issues of Homeland Security and potential terrorist threats. Includes the history of terrorism, the National Security Act, the events of September 11, and overall public safety challenges.

Prerequisites: JUS100, SOC218

JUS305 Justice and the Judiciary

4 Credit Hours

An introduction to the history, structure, and procedures of the state and federal judicial systems. Topics include the roles and responsibilities of the district attorney, defense attorney, bailiff, judge, jury, and expert witness in determining guilt or innocence. Pretrial activities are also discussed, such as grand jury, preliminary hearings, and pleas.

Prerequisite: JUS100

JUS307 Corrections, Probation, and Parole

4 Credit Hours

An introduction to the history and current state of corrections, probation, and parole in the United States. Topics include the roles of corrections, probation, and parole officers; different types of jails and prisons; restorative justice; community-based correctional models; and extra-institutional supervision of convicted offenders.

Prerequisite: JUS100

JUS314 Introduction to Intelligence

4 Credit Hours

Considers the intelligence function within the context of the Patriot Act. Topics include the use of informants, issues in police interrogation practices, Miranda warnings, electronic eavesdropping and surveillance, and the civil rights implications of electronic evidence.

Prerequisite: JUS100

JUS315 Research Methods in Criminal Justice

4 Credit Hours

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

Prerequisite: JUS100

JUS401 Corporate Security Management

4 Credit Hours

An introduction to contemporary security management in the private sector. Emphasizes the integration of the security function into an organization's operations in order to ensure safety and security and enhance overall efficiency and profitability.

Prerequisite: JUS100

JUS402 Private Security Management

4 Credit Hours

An examination of security management. Stresses the role of management in handling protection and control of facilities, property, and personnel in the private sector. Topics include disaster control, fire safety and prevention, industrial espionage, labor disputes, public disorder, computer security, and coordination with public safety agencies.

Prerequisite: JUS100

JUS403 Cyber Crime

4 Credit Hours

An introduction to the links between computers, crime, and social control. Includes an analysis of the technological, social, economic, and political context from which cyber crime has emerged. Considers social and political relations to cyber crime, as well as social policy questions of privacy and freedom on the Internet.

Prerequisites: CIS115, JUS100

JUS404 White Collar Crime

4 Credit Hours

An introduction to the social and legal dimensions of crimes committed by corporations, as well as by individuals. Covers the social definition of white collar crime, who commits it, who is harmed by white collar offenses, and how law enforcement and society respond.

Prerequisite: JUS205

JUS405 Transportation Security

4 Credit Hours

Analyzes the security challenges created by economic dependence on public transportation. Assesses the impact of compromised public transportation systems.

Prerequisite: JUS100

JUS407 Global Security

4 Credit Hours

An introduction to various international security concepts, such as international terrorism, multi-national military conflict, economic growth and expansion, and the global environment.

Prerequisite: JUS100

JUS470 Special Topics in Justice Studies

4 Credit Hours

Involves readings and discussions around selected topics in justice studies. Topics will vary each quarter.

JUS482 Internship

4 Credit Hours

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

Prerequisite: BUS225



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Legal Studies

LAW100 Introduction to Law and the American Legal System

4 Credit Hours

Students will be introduced to the United States legal system. The structure and administration of the state and federal courts are examined as well as the function of the trial and appellate courts. The sources of law will be discussed, and procedural and substantive law distinguished. Students will be introduced to the legal principles of torts, contracts, criminal, civil, and property law.

LAW200 Legal Ethics and Professional Values

4 Credit Hours

The course will introduce students to the defining ethical issues that lawyers and the legal community face in various practice settings. Topics will include access to justice; issues in the attorney-client relationship such as competence, confidentiality, and conflict of interest; and ethics in particular context, such as criminal practice, government, and corporate law.

Prerequisite: LAW100

LAW210 Legal Research

4 Credit Hours

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

Prerequisite: LAW100

LAW220 Writing for Legal Professionals

4 Credit Hours

Students will structure and draft legal case briefs, opinion letters, and memoranda of law in a logical, clear concise manner. The course will stress proper grammar, organization, legal citation, and ethical considerations in legal writing. The students will learn appropriate writing style and tone, adapting the style/tone based on purpose of document and audience. The students will learn the use of outlines and charts in preparing to write legal documents.

Prerequisite: LAW210 Legal Research, ENG106 Writing through Literature

LAW230 Civil Litigation

4 Credit Hours

Students will be introduced to the rules governing the civil litigation process in both the

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

Prerequisite: LAW100

LAW240 Family Law

4 Credit Hours

This course will explore the field of Family Law from both a theoretical and practical perspective by examining the requirements of family law practice. Topics covered will include planning for marriage and formation of the marriage through its dissolution, including divorce, separation, and annulment. Child matters including child support, visitation, and adoption will also be covered. Other topics will include domestic partnerships, domestic violence considerations including orders of protection, and non-dispute resolution and its role in Family Law.

Prerequisite: LAW100

LAW250 Wills, Trusts, and Estates

4 Credit Hours

Involves planning, formation, and administration of property-interest transfer instruments; preparation and execution of estate and trust instruments; testate and intestate probates and estate administrations; handling an elective share and related disputes; and accounting for income or asset accumulation, administration, and distribution, including federal and state taxation issues.

Prerequisite: LAW100

LAW260 Law Firm Communications and Technology

4 Credit Hours

This course is designed to provide 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. Course includes hands-on experience with office and legal software programs frequently used by the legal team in litigation and in law office management, including word processing, database, spreadsheet, presentations, and law specific software. Additionally, students will gain practical knowledge of stenographic and word-processing technology including Windows, Excel, Word, Publisher, and Outlook; computer networks; electronic and manual filing; electronic forms; reminder, tickler, and scheduling systems; database management; and integrated office systems.

Prerequisites: LAW100, CIS115

LAW292 Legal Studies Internship

4 Credit Hours

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

Prerequisite: BUS225

LAW310 Alternative Dispute Resolution

4 Credit Hours

This course will explore the field of Alternative Dispute Resolution (ADR) by exploring the various mechanisms utilized to resolve disputes, including mediation and arbitration, the advantages and disadvantages of utilizing ADR as opposed to litigation, as well as the types and subjects where ADR is commonly employed. Students will engage in role plays throughout the course to demonstrate their knowledge of the various ADR options.

Prerequisite: LAW100**LAW320 Elder Care Law**

4 Credit Hours

Addresses legal requirements and procedures, state and federal benefits systems, taxation issues and financial principles, ethics, end of life issues, and elder abuse issues related to aged and special needs populations. Case management techniques appropriate to aged and special needs populations will be addressed.

Prerequisite: LAW250**LAW330 Employment Law**

4 Credit Hours

Course covers the basic concepts in federal and state Employment Law. Topics include the hiring process, legal regulation, benefits, employee privacy, expression and association, health and safety, the organization and representation, union collective action, collective bargaining, termination of the employment, restrictive covenants, wrongful discharge, plant closings, and retirement.

Prerequisites: LAW100, BUS231**LAW340 Law Firm Management and Administration**

4 Credit Hours

In this course, students will learn how a law office functions, and will be provided with the essential skills related to the management of a law practice. The student will learn the basic structure of a law office, the management of the facility, hiring practices, and client management. The course will provide an overview of the legal industry, including the parameters and policies of the business of law, and will provide a strong foundation upon which to build a legal career. The student will learn how the legal industry conducts business differently from other industries. The course also introduces students to the functions and procedures common to a law office environment and the essential skills that will be utilized throughout their legal career. Topics will include principles of law firm management and supervision; the organizational structure of a law office; law firm hiring practices; human resources; client relations; office procedures; workforce ethics; facilities management; security; and confidentiality.

Prerequisites: LAW100, BUS100**LAW410 Constitutional Law**

4 Credit Hours

This course will survey U.S. constitutional issues as primarily interpreted by the U.S. Supreme Court. Topics will include issues of government structure, including the powers of the three branches of government and checks and balances; separation of powers in the federal and state governments, as well as individual liberties and civil rights, including First Amendment Freedom of Speech, Assembly, and Religion and Equal Protection Clause. The course will also explore commercial speech and media rights, including access to information, protection of news sources, and its relationship with the judiciary. The course will examine laws related to libel, obscenity, copyright, and privacy.

Prerequisite: LAW100

LAW420 Real Property Law

4 Credit Hours

This course will allow students to learn and explore fundamental topics related to the petition, ownership, and transfer of real property interest. Topics will include closings of residential property real estate financing, including mortgages and insurance, foreclosure, and short sales. Through a simulated real estate closing exercise, students will relate theory to practice and demonstrate their knowledge of the topics studied.

Prerequisite: LAW100

LAW430 Advanced Legal Research, Writing, and Advocacy

4 Credit Hours

This course further develops and refines the research, analysis, citation, and writing skills introduced in Legal Research (LAW 210) and Writing for Legal Professionals (LAW 220) courses. Students will prepare either a complex trial brief or appellate brief and present oral argument.

Prerequisite: LAW220

LAW440 Contemporary Issues in Elder and Special Needs Law

4 Credit Hours

Involves reading and discussions organized around selected topics. Topics will vary each quarter and may include health policy, financial aspects of money management, housing issues, legal issues, and professional ethics related to special needs and geriatric populations.

Prerequisites: LAW250, HEA203

LAW450 Intellectual Property

4 Credit Hours

Includes the study of each field of law that typically falls under the umbrella of intellectual property, including trademarks, copyrights, patents, trade secrets, and unfair competition. The methods by which each is created, procedures to register or protect each, duration of rights, protection from infringement, and new and international developments will be discussed for each of the intellectual property fields.

Prerequisites: LAW100, BUS231

LAW460 Law Firm Financial Management

4 Credit Hours

In this course, students will learn both the principles and practical applications of law firm financial management, including bookkeeping, time records, billing, budgeting, and the maintenance of attorney trust accounts. The student will learn the ethical rules governing financial transactions. Additionally students will understand and utilize a range of computer technologies to produce accurate records and informative reports. Topics will include basics of accounting and bookkeeping; maintenance of attorney trust accounts and business accounts; billing, collections and accounts payable; attorney record-keeping and time management; budgeting; preparing financial reports; computerized accounting; payroll and business tax accounting; federal income tax individual and corporate; compensation and profit sharing; compensation of owners; benefits; compliance with rules of professional ethics; monthly reports; cash flow; and control.

Prerequisites: LAW100, ACC110**LAW482 Legal Studies Internship**

4 Credit Hours

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

Prerequisite: BUS 225

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Liberal Arts and Sciences

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- [General Education Core - Humanities \(/catalog_2012/catalog_2012_1193.htm\)](/catalog_2012/catalog_2012_1193.htm)
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Foreign Languages

FRE101 Elementary French I

4 Credit Hours

Students are introduced to simple structures enabling them to describe the concerns of everyday life: the self, the family, the weather, time, food, clothing, and orienting the self in society and in space. Emphasis on the use of the language, not its description.

FRE102 Elementary French II

4 Credit Hours

This course builds directly upon the knowledge and skills acquired in FRE101. It extends the capacity of the student to describe the self, by including the distant past and the continuous past. Simple and compound sentences and interrogative forms of a greater complexity are learned and practiced.

Prerequisite: FRE101

FRE103 Elementary French III

4 Credit Hours

At this level the grammatical and syntactical features of subordination are studied more carefully, allowing the student to create very simple hypothetical sentences. Imperatives and negatives are studied more carefully. Students can describe a greater range of situations, although spontaneous use of the language is still restricted to simple learned forms.

Prerequisite: FRE102

SPA101 Elementary Spanish I

4 Credit Hours

Students are introduced to simple structures enabling them to describe the concerns of everyday life: the self, the family, the weather, time, food, clothing, and orienting the self in society and in space. Emphasis on the use of the language, not its description.

SPA102 Elementary Spanish II

4 Credit Hours

This course builds directly upon the knowledge and skills acquired in SPA101. It extends the capacity of the student to describe the self, by including the distant past and the continuous past. Simple and compound sentences and interrogative forms of a greater complexity are learned and practiced.

Prerequisite: SPA101

SPA103 Elementary Spanish III

4 Credit Hours

At this level the grammatical and syntactical features of subordination are studied more carefully, allowing the student to create very simple hypothetical sentences. Imperatives and negatives are studied more carefully. Students can describe a greater range of situations, although spontaneous use of the language is still restricted to simple learned forms.

Prerequisite: SPA102

SPA104 Intermediate Spanish I

4 Credit Hours

Emphasizing spontaneous language use: answering direct questions, narrating events in the present and past, projecting events in different future times, students are introduced to more complex moods, the subjunctive, the conditional, and the temporal distinctions associated with them.

Prerequisite: SPA103

SPA105 Intermediate Spanish II

4 Credit Hours

Students learn to speak about subjects unrelated to themselves and the familiar world of family, school and friends through increasingly complex syntactical and grammatical forms.

Prerequisite: SPA104

SPA106 Intermediate Spanish III

4 Credit Hours

Students learn to understand the language they are studying spoken at a normal speed and with normal vocabulary. They learn to create questions and to tailor the answer to meet the interlocutor's identity, i.e., to distinguish between formal and informal language in direct address. The goal at this level is to engage in simple conversation with a native speaker without interference from the native language.

Prerequisite: SPA105



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General Education Core - Humanities

GEC110 Literature in the Modern World

4 Credit Hours

An introduction to important works of world literature. Students will discuss works that represent a broad range of cultural perspectives and historical eras.

GEC111 The Art of Argument

4 Credit Hours

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

GEC112 The Art of Creativity

4 Credit Hours

Presents the nature of creativity as a means to discover the full scope of human potential and to maximize creative resources. Students learn a combination of factors that foster creative achievements.

GEC410 Telling Stories in the Modern World

4 Credit Hours

In this course students examine new forms of the literary narrative as well as those of film, television, video, and the new media in an attempt to construct a critical understanding of how stories are told in the digitally fueled post-modern world.

Prerequisite: GEC110



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General Education Core - Social Sciences

GEC120 The Individual and Society

4 Credit Hours

Draws from social science, literature, real world events, and personal experience. Course explores the self in relation to social forces and processes.

GEC121 Law and Society

4 Credit Hours

Topics include the origin of law, basic legal theories, and relationships between law and morality, law and power, the individual and the state, and domestic and international laws.

GEC122 The Religious Experience

4 Credit Hours

A survey of the major world religions, along with their corresponding cultural frameworks. Explores the critical issues in the study of comparative religions.

GEC420 Constructing the Self in Modern America

4 Credit Hours

The bewildering variety of models for self-identification in America has led to new ways to construct personal images. Students will study how people now create their own idea of the self by following models that have emerged in American culture in the past 30 years.

Prerequisite: GEC120 or GEC131



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General Education Core - Mathematics/Sciences

GEC130 The Ascent of Science

4 Credit Hours

Students gain an appreciation of the general principles of science and the relevance of science to future experiences in life.

GEC131 The Mind and the Body

4 Credit Hours

An introduction to the “magic” of the human brain through revelations of what its parts are and how they work. Topics include causes and explanations of dreams, fluctuations of memory, sensation, perception, attention, and the automation of mental processes in which voluntary conscious controls become automatic.

GEC132 Environmental Conservation

4 Credit Hours

Focuses on the relationship between humans and the environment and solutions to the most pressing environmental problems. The emphasis is on global concerns.

GEC133 Quantitative Reasoning

4 Credit Hours

Encourages students to think about the world quantitatively. Topics include measuring systems; percentages; rates of change; personal finances; an introduction to statistics; and math applications in art and business.

GEC430 Science, Technology, And Modern Life

4 Credit Hours

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

Prerequisite: GEC130



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Humanities

HUM170 History of Furniture & Interiors I

4 Credit Hours

Study of the history of Architecture focusing on interiors, furniture and decorative arts from ancient times through the 18th century. Emphasis on how the classical world influenced the major periods following it including the Gothic, Renaissance, Baroque and Rococo.

HUM171 History of Furniture & Interiors II

4 Credit Hours

Study of the history of Architecture focusing on interiors, furniture and decorative arts from the mid-18th century through the present. Covers the evolution of modernism throughout Europe and the United States.

Prerequisite: HUM170

HUM200 Arts in Contemporary Society

4 Credit Hours

Provides students with a comprehensive survey of new directions in the visual arts. Topics include key artists who helped shape perceptions of the world and themes and multiple forms of art, such as traditional studio art, video installations, and digital art.

HUM205 The Art of Film

4 Credit Hours

Introduction to film analysis and criticism. Focus 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.

HUM210 Multicultural Voices in American Literature

4 Credit Hours

An introduction to American literature with a focus on the evolution and transformation of the American literary voice. Students read and analyze short stories, novels, drama, and poetry from colonial writing to works by contemporary writers and develop an understanding of American culture, national identity, and ethnicity.

Prerequisite: ENG106

HUM215 World Literature

4 Credit Hours

A survey of world literature that offers insight into the world of ideas. Students read and analyze essays, short stories, novels, poetry, and drama in order to develop the skills of deduction and comparison. Students identify, consider, and discuss universally relevant themes as they relate to literature.

HUM220 Philosophy

4 Credit Hours

Introduction to the study of philosophy. Topics include its historical development, the major figures within that historical development, and the areas and problems of philosophical inquiry. Students are exposed to the historical development of reason, which will help develop the student's own capacity for critical reasoning.

HUM225 Ethics

4 Credit Hours

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

HUM231 World Civilization I

4 Credit Hours

A history of civilization to 1650. Students develop an understanding of what lies at the roots of our contemporary culture and society. Topics include the roots of Western ideas, technology, and the arts; and the evolution of human rights, democracy, and liberty.

HUM232 World Civilization II

4 Credit Hours

A history of civilization from 1650. Topics include an examination of the birth of the modern age, the evolution of new political and social systems, the rise of modern nationalism and national conflicts, and colonialism and its aftermath.

HUM240 European Literature

4 Credit Hours

An introduction to masterpieces of European literature from the medieval period to the present. Students read short stories, drama, poetry, novels, and essays, all of which represent a broad range of cultural perspectives and historical eras.

HUM270 Special Topics in the Humanities

4 Credit Hours

Involves readings and discussions organized around selected topics in the humanities. Topics vary each quarter.

HUM300 Poetry

4 Credit Hours

An introduction to poetry and its many forms, from the measured rhymes of Chaucer to modern free verse. Emphasizes the interpretation of poetic language, including the concepts of imagery, metaphor, and symbolism. Students gain a deeper understanding of the power and resonance of the poetic voice.

Prerequisite: ENG106

HUM310 Drama

4 Credit Hours

An introduction to dramatic works from various cultures and historical periods. Students read and interpret works from the ancient Greeks to contemporary playwrights. Emphasizes the elements of drama as a distinct genre.

Prerequisite: ENG106

HUM315 Contemporary United States History

4 Credit Hours

An introduction to the major political, social, economic, and technological trends that have shaped the United States since World War II. Students will learn about pivotal events and multi-decade trends, such as the Civil Rights movement, the shift in economies, the Cold War, and the position of the United States as a world power.

HUM325 Feminist Thought

4 Credit Hours

An introduction to the writings of contemporary feminist theorists that explores issues of gender identity, reproduction, ethnicity, and acculturation. Students analyze works at the theoretical level and their application to contemporary concerns, such as the role of women in the family, community, workforce, and political arena.

HUM330 Picturing the Americas

4 Credit Hours

Students gain a comprehensive historical view of the visual arts in the Americas and the ideas and forces affecting them. Students explore the variety and richness of art, including work by Native Americans, African-Americans, and Latinos.

HUM332 Fiction

4 Credit Hours

An introduction to the study of narrative fiction. Students read and discuss works that represent a broad range of cultural perspectives and historical eras and gain interpretive skills by developing a critical vocabulary and exploring the literature using a variety of analytical methods and philosophies.

Prerequisite: ENG106

HUM355 Social Justice Philosophies

4 Credit Hours

This course explores a variety of influential western philosophies for justice in a society. It uses philosophical ways of questioning how we live together and shows the practical significance and frequent resistance to new and revolutionary ideas. Exploring debates from the court rooms of ancient Athens to the streets of present day America and the world, students will philosophically examine questions about how a society is arranged, how wide are the opportunities for change, how fair is the distribution of wealth and power, and how morality is assessed.

HUM431 Humanities In The Media

4 Credit Hours

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

Prerequisite: ENG106

HUM450 Special Topics in the History of Architecture

4 Credit Hours

Focuses in depth on a particular period in history with a detailed study of the social, economic, political, and religious aspects that influenced the designer in that period. Periods studied include: Classical; Florentine Renaissance; Baroque and Rococo; Victorian period; 20th century.

Prerequisite: HUM171

HUM470 Special Topics in Humanities

4 Credit Hours

Special topics in literature, the arts, or philosophy are studied in depth at an advanced level.

Prerequisite: any 200-level course in the Humanities



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Mathematics

MAT210 Finite Mathematics

4 Credit Hours

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

MAT211 College Algebra

4 Credit Hours

Introduces students to solving problems by using geometric and algebraic approaches and appropriate technology. Topics include the Cartesian Coordinate System; Linear Equations, Absolute Value, Rational and Exponential Functions; Systems of Linear Equations; and Linear Inequalities.

MAT215 Statistics I

4 Credit Hours

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

MAT216 Statistics II

4 Credit Hours

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

Prerequisite: MAT215

MAT270 Special Topics in Mathematics

4 Credit Hours

Involves reading and discussions organized around selected topics in mathematics. Topics will vary each quarter.

MAT470 Special Topics in Mathematics

4 Credit Hours

Special topics in mathematical understanding are studied in depth at an advanced level.

Prerequisite: any 200-level course in Mathematics



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Sciences

SCI220 Human Sexuality

4 Credit Hours

An introduction to the biological and developmental aspects of human sexuality. Topics include the anatomy and physiology of reproduction, sexual development and behavior, current issues in contraception, artificial insemination, transmission and control of sexual diseases, and gender selection.

SCI223 Anatomy and Physiology I

4 Credit Hours

An introduction to the structural organization and functioning of the human body. Topics include the study of body orientation and integumentary, skeletal, muscular, nervous, and cardiovascular body systems. Students also learn about the body's balancing mechanism, homeostasis, and related functional changes.

SCI224 Anatomy and Physiology II

4 Credit Hours

Emphasizes the practical applications of various human body systems, such as special senses, nutrition, and metabolism. Topics include the study of the respiratory, digestive, lymphatic, urinary, and endocrine systems. Explores the integration of normal physiology with basic health and clinical concepts.

Prerequisite: SCI223

SCI230 Forensic Science

4 Credit Hours

An introduction to the application of science to law. Students are introduced to the field of forensic science through a hands-on approach to its applications to criminal investigations, with clear explanations of the techniques, abilities, and limitations of the modern crime laboratory and crime-scene analysis.

SCI233 The Evolution of Life

4 Credit Hours

An introduction to the process of evolution by natural selection with a focus on the biological basis of inheritance, adaptation, population dynamics and human origins.

SCI235 Health and Fitness

4 Credit Hours

An introduction to basic health concepts. Topics include an examination of the principles

of human health, its relationship to personal fitness, nutrition, stress, and an overall understanding of wellness.

SCI270 Special Topics in Science

4 Credit Hours

Involves readings and discussions of selected topics in science. Topics will vary each quarter.

SCI405 Bio-Ethics

4 Credit Hours

An introduction to the ethical controversies involved in the practice of health care. Topics include death and dying, reproductive technologies, human and animal experimentation, biomedical advances and disparities in health care.

SCI410 Sustainable Solutions

4 Credit Hours

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

SCI470 Special Topics in Science

4 Credit Hours

Special topics in scientific understanding are studied in depth at an advanced level.

Prerequisite: any 200-level course in Science



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Social Sciences

SOC201 Macroeconomics

4 Credit Hours

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

Prerequisite: MAT210 or MAT211

SOC202 Microeconomics

4 Credit Hours

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

Prerequisite: MAT210 or MAT211

SOC205 World Cultures

4 Credit Hours

An introduction to cultural anthropology. Examines the norms, values, and practices of a variety of cultures around the world. Course gives specific attention to those universals which are found in nearly all societies.

SOC210 Sociology

4 Credit Hours

An introduction to 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 foundation of the study of human social life, theories and methods of sociology, and basic sociological concepts.

SOC215 Political Science

4 Credit Hours

An introduction to contemporary political forces and political theory. Provides historical background on current political issues as institutions and stresses political tools for problem solving.

SOC218 Police and Society

4 Credit Hours

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

SOC220 Criminology

4 Credit Hours

An introduction to the various causes of crime in a free society. Considers factors such as free will, biology, and other possible causes, such as DNA, nutrition, hormones, and subcultures of violence.

SOC225 Psychology

4 Credit Hours

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

SOC226 Group Dynamics: Collaboration and Leadership

4 Credit Hours

Students develop an understanding of the nature and fundamentals of group behavior and of interpersonal dynamics and communication. Through simulation, students learn techniques for communication, behavior change, problem-solving, and assessment of personal leadership potential.

SOC230 Human Relations in the Workforce

4 Credit Hours

Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with coworkers, supervisors and customers/clients at any work environment. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional service for customers/clients, and managing on-the-job stressors. This course provides a set of practical human relations techniques that will help students increase the likelihood of job security and career advancement in any current or future job.

SOC270 Special Topics in the Social Sciences

4 Credit Hours

Involves readings and discussions organized around selected topics in the social sciences. Topics will vary each quarter.

SOC305 The Changing Family: A Multicultural Perspective

4 Credit Hours

An introduction to the traditional and changing family as a social institution with multicultural and cross-cultural differences. Examines family roles and patterns, with

emphasis on the forms they assume in different cultures and subcultures, including ethnic and class variations.

SOC310 Intercultural Communication

4 Credit Hours

An introduction to the various cultural influences on communication. Emphasizes the obstacles and portals to effective communication. Students study the communication styles of different cultural groups and learn to apply cultural perspectives to their daily interactions in business and in their lives.

SOC311 Social Policy and Health Services

4 Credit Hours

Reviews the evolution of healthcare policy. Examines proposals for changes in the structure, organization, and funding of the health services industry.

SOC315 Juvenile Justice

4 Credit Hours

Examines the factors that contribute to juvenile delinquency and ways in which the American juvenile justice system responds to youthful offenders. Students examine societal shifts between punitive and therapeutic approaches to delinquency and the merits of various formal and informal treatment options.

SOC318 Drugs and Drug Policy

4 Credit Hours

Provides students with a comprehensive understanding of the misuse of legal and illegal psychoactive drugs. Explores the different control policies regarding the enforcement of the use, sale, and manufacture of illegal drugs. Fosters awareness concerning the effects of drugs on users and the different dimensions in enforcing drug policy.

SOC320 Gender, Race, and Class

4 Credit Hours

Explores relationships between race, gender, and class. Examines reality in the determination of socioeconomic mobility and analyzes the perceived role of race and gender in American society.

SOC401 International Economics

4 Credit Hours

An introduction to the commercial and financial relationships between the United States and the rest of the world. Emphasizes the development of the international monetary system, including a detailed comparison of floating exchange rates with the workings of the gold standard and the Bretton Woods system.

Prerequisite: SOC201

SOC415 Global Social Change

4 Credit Hours

Explores global trends that have impacted all societies. Emphasizes developing nations experiencing extensive technological and social change. Students examine case studies which focus on ethnic separatist and religious fundamentalist movements that emerge as rapid modernization processes erode traditional belief systems.

SOC420 Psychology of Personality

4 Credit Hours

An introduction to the major theories of personality development. Perspectives presented are analyzed for their scientific rigor and discussed in terms of their contributions to understanding the thoughts, feelings, intentions, and actions of the individual.

Prerequisite: SOC225

SOC425 Abnormal Psychology

4 Credit Hours

Examines the criteria used to define abnormal behavior in specific cultural and historical contexts. Students gain an understanding of experiential and therapeutic responses to mental illness and a basic knowledge of the medical model as it applies to the diagnosis and treatment of psychological disorders.

Prerequisite: SOC225

SOC470 Special Topics in Social Science

4 Credit Hours

Special topics in social sciences are studied in depth at an advanced level.

Prerequisite: any 200-level course in Social Science



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Management

MGT220 Principles of Management

4 Credit Hours

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

Prerequisite: BUS100 or prior approval.

MGT225 Customer Service Management

4 Credit Hours

Provides an overview of customer relations from an integrated viewpoint with a focus on customer satisfaction. Includes the functional operations needed to optimize the total internal and external customer satisfaction experience.

Prerequisite: MGT220

MGT231 Organizational Behavior

4 Credit Hours

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

Prerequisite: MGT220

MGT249 Human Resources Management

4 Credit Hours

Introduction to the strategic planning and implementation of human resources management. Topics include staffing, development, appraisal, and rewards.

Prerequisite: MGT220

MGT250 Not-For-Profit Management

4 Credit Hours

An introduction to the theory and practice of management within various nonprofit organizations. Students will consider best practices in managing various components of nonprofit organizations. They examine the varying perspectives of nonprofit managers, volunteers, board members, policymakers, donors, and clients/customers.

Prerequisite: MGT220

MGT252 Introduction to Sports Management

4 Credit Hours

Explores various principles and practices in sports management. Emphases are on career opportunities and strategies for general success for specific sports and in the field. Each student will research in depth at least one professional sport played in the United States or internationally.

Prerequisite: MGT220

MGT253 Fundraising and Resource Development for Nonprofit Organizations

4 Credit Hours

Focuses on the theory and practice of philanthropy. Students are exposed to various methods of resource acquisition through ethical fundraising practices and innovative income-producing approaches.

Prerequisite: MGT250

MGT260 Environmental Management

4 Credit Hours

An introduction to the role that business organizations play in the discourse surrounding the natural environment. Students learn about the various environmental concerns that are increasing from several directions and how corporations are being pressured to respond.

Prerequisite: MGT220

MGT305 Managerial Decision Making

4 Credit Hours

Analyzes the processes used by individuals, groups, and organizations to make effective and efficient business decisions. Includes the development of quantitative and qualitative skills to enhance managerial problem-solving approaches.

Prerequisite: MGT220

MGT314 Organizational Theory and Development

4 Credit Hours

Examines the various influential theories of organizations, such as Weber's theory of bureaucracy, open-systems theory, resource dependence, institutional theory, transaction-cost economics, and organizational ecology. Focuses on how contemporary managers structure and operate organizations to be effective in today's global environment.

Prerequisite: MGT220

MGT316 Sustainable Enterprise Management

4 Credit Hours

Integrates the concepts and practice of using the various functional areas of business to build and consolidate sustainable competitive advantage in the global arena, while minimizing harmful social and environmental impact. Focuses on enterprise planning for promoting social responsibility and ecological sustainability.

Prerequisite: MGT260

MGT317 Environmental Regulations and Policy

4 Credit Hours

Focuses on the impact of the regulatory environment on the business response to environmental issues. The response of the legal system to consumer and business attitudes and behavior are also investigated.

Prerequisite: MGT260

MGT318 Environmental Ethics in Business

4 Credit Hours

Examines the philosophical study of humans, businesses, and governments and their interactions with both other humans and the natural environment. Explores a global perspective on environmental ethical issues. Examines the fundamental questions related to the responsibility and accountability of businesses as stewards of the planet.

Prerequisite: MGT260

MGT322 Financial Management of Nonprofit Organizations

4 Credit Hours

Focuses on financial management practices relevant to the nonprofit sector including budgeting, financial analysis, financial controls, and managing risk. Governance issues including relations with governmental and private funding sources are examined.

Prerequisite: MGT250

MGT323 Legal and Regulatory Compliance for Nonprofit Organizations

4 Credit Hours

Examines various legal and regulatory issues that nonprofit organizations must manage. Topics such as legal formation, governance, reporting requirements, disclosure requirements, and fundraising are discussed.

Prerequisite: MGT250

MGT332 Operations Management

4 Credit Hours

Explores the production and operations management system from the perspective of its ability to enhance value. Topics include the issues of performance, cost, competitive reasons, and customer expectations.

Prerequisites: MAT215, MGT220

MGT345 Managing with Information Systems

4 Credit Hours

Explores and discusses the nature of information systems and how managers can access and utilize company information systems. Students will learn the principles behind information and decision support systems and will examine individual, group, and executive-decision support systems.

Prerequisite: MGT220

MGT346 Developing Managerial Competence

4 Credit Hours

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

Prerequisite: MGT220

MGT347 Staffing

4 Credit Hours

An introduction to the methods and practices related to recruitment, selection, and retention of employees. Explores the strategic role of staffing in modern business organizations. Students will learn various techniques for attracting and retaining human talent in an organization.

Prerequisite: MGT249

MGT348 Employee and Labor Relations

4 Credit Hours

Examines the various legal aspects related to maintaining effective employee and employer relations. Students will explore the implications of various employment laws on employee and employer conduct and gain an understanding of labor-management relations through collective bargaining arrangements.

Prerequisite: MGT249

MGT349 Compensation And Benefits

4 Credit Hours

An introduction to the role of compensation and benefits management in attracting and retaining talent in business organizations. Examines the theoretical and practical implications of various compensation models. Students will explore the rationale behind offering various benefit programs to employees.

Prerequisite: MGT249

MGT350 Small Business Management

4 Credit Hours

Provides the information necessary to set up, operate, and control a small business. Examines the process of starting a new business venture or successfully maintaining an existing one. Students learn the essential skills and conceptual perspectives needed to

bring ideas into fruition as successful enterprises.

Prerequisites: FIN301, MGT220, MKT220

MGT351 Small Business Start-Up

4 Credit Hours

Provides an overview of key factors entrepreneurs must consider in assessing a business opportunity, developing a plan, and preparing for start-up. Topics include feasibility analysis, concept testing, strategy development, and implementation. Students will be required to identify and assess business opportunities.

Prerequisites: FIN301, MGT220, MKT220

MGT352 Managing the Family Enterprise

4 Credit Hours

Focuses on key management issues that frequently arise in family-run businesses. Topics include legal issues related to ownership, planning and organizational structure, insurance, liability, and financial management.

Prerequisites: FIN301, MGT220, MKT220

MGT353 Financing the Entrepreneurial Venture

4 Credit Hours

An introduction to financial management for the small business. Topics include the assessment of capital requirements, financing sources, forecasting and cash flow, credit and collections, and record keeping and accounting.

Prerequisites: FIN301, MGT220, MKT220

MGT355 Training and Development

4 Credit Hours

A comprehensive, step-by-step approach to developing training programs based on a “needs-centered” model of training and performance improvement. Provides students with a background in learning theory and instructional design required to develop training programs.

Prerequisite: MGT249

MGT420 Managing for Change

4 Credit Hours

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

Prerequisite: MGT220

MGT425 Management Simulation

4 Credit Hours

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

Prerequisites: FIN300, MGT220, MKT220

MGT430 Leadership

4 Credit Hours

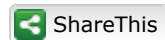
Examines the leadership variables that affect the achievement of organizational goals. Topics include theories of leadership, power, and influence as they affect organizational behavior, team building, motivation, group dynamics, organizational communication processes, and change management. While this course is theory-based, it is also practice driven.

Prerequisite: MGT220

MGT470 Special Topics in Management

4 Credit Hours

Involves readings and discussions organized around a selected topic, which varies from quarter to quarter.



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Marketing and Marketing Communications

MKT215 Sports and Events Marketing

4 Credit Hours

Examines the application of marketing principles and processes to the sports industry. The role of marketing in analyzing, planning, implementing, and controlling programs and events is explored.

Prerequisite: MKT220

MKT220 Principles of Marketing

4 Credit Hours

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

MKT222 Foundations of Market Research

4 Credit Hours

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

Prerequisites: MKT220, MAT215

MKT233 Integrated Marketing Communications

4 Credit Hours

Provides an introduction to the concepts of integrated marketing communications. Examines the characteristics of the individual communications options and explores the benefits of their integration.

Prerequisite: MKT220

MKT235 Business to Business Marketing

4 Credit Hours

Focuses on the specialized nature of strategy development for businesses that market products to other firms. Topics include organizational buying behavior, B2B market segmentation, channel management, and relationship marketing.

Prerequisite: MKT220

MKT241 Consumer Behavior

4 Credit Hours

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

Prerequisite: MKT220

MKT242 Brand Management

4 Credit Hours

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

Prerequisite: MKT 220

MKT245 Professional Selling and Sales Management

4 Credit Hours

Provides students with an understanding of the principles and techniques necessary to sell a product, service, or idea. Students develop written and oral presentation skills by developing communication pieces, such as sales letters and sales presentations. Students also develop plans to manage sales associates.

Prerequisite: MKT220

MKT247 Advertising Management

4 Credit Hours

Provides students with a broad view of advertising principles and their relation to the marketing process. Students gain an understanding of the three key functional areas of advertising: account management, media planning, and creative design.

Prerequisite: MKT220

MKT318 Green Marketing

4 Credit Hours

Focuses on potential market advantage and competitiveness gained from emphasizing corporate social responsibility, environmental sustainability, and global carbon footprint. Exposes the principles of ethical marketing and consumerism to understand the underlying concepts of green marketing.

Prerequisites: MGT260, MKT220

MKT321 Direct and Database Marketing

4 Credit Hours

Focuses on the planning, design, and execution of direct marketing programs and the underlying information-driven processes that convert transactional data into usable market intelligence.

Prerequisite: MKT220

MKT336 Digital Media and Marketing

4 Credit Hours

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

Prerequisite: MKT220

MKT340 The Art of the Creative Brief

4 Credit Hours

Provides in-depth instruction on how to write a Creative Brief – the most important strategic document in advertising. Students will learn how to research for, and develop strategy through, the briefing process.

Prerequisites: MKT220, MKT222

MKT350 Market Research Tools and Technology

4 Credit Hours

Provides an in-depth review of secondary and syndicated sources of market information and their use in managerial decision-making. Students will gain hands-on experience with the most relevant research tools used in the field.

Prerequisites: MKT220, MKT222

MKT351 Public Relations

4 Credit Hours

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

Prerequisite: MKT220

MKT352 Nonprofit Marketing and Public Relations

4 Credit Hours

Examines the special challenges for successful promotion of the nonprofit organization. Students are exposed to the marketing concepts relevant to nonprofit organizations.

Prerequisites: MGT250, MKT220

MKT354 Copywriting

4 Credit Hours

Focuses on crafting the written word in advertising. Students will learn how to generate

creative ideas that solve marketing problems and to execute them through the production of copy for print, television, radio, direct mail, and other promotional materials.

Prerequisites: MKT220, GEC111

MKT356 Advertising Design

4 Credit Hours

Examines design principles and how they intersect with advertising management and strategy. Provides students with the theoretical tools to produce great ads and allows students to begin to practice the craft of advertising design.

Prerequisites: MKT220, GEC111

MKT390 Market Research

4 Credit Hours

Provides an in-depth review of the marketing research function in a contemporary business environment. Students discuss the various methods employed to collect, evaluate, and interpret marketing information in order to make more effective marketing decisions.

Prerequisites: MAT215, MKT220

MKT410 New Product Development

4 Credit Hours

Identifies the various steps through which new products are developed (idea generation, concept development and testing, marketing strategy, business analysis, development, testing, and commercialization). Emphasizes activities through which cost estimates become budgets, prototypes become products, and sales plans become sales calls.

Prerequisite: MKT390

MKT442 Strategic Marketing Management

4 Credit Hours

Focuses on the long-term implications of strategic market planning, including analysis of marketing opportunities, development of marketing strategies, shaping of marketing offers, and the management and delivery of marketing programs.

Prerequisites: MGT220, MKT220

MKT446 Media Strategy and Metrics

4 Credit Hours

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

Prerequisites: MKT220, MKT247

MKT455 The IMC Campaign

4 Credit Hours

Provides students with a hands-on application of program content via creation of a fully functional IMC campaign. Students will isolate a “client,” conduct secondary and primary research, set communication objectives, develop strategy, and produce the communication pieces such as ads, press releases, and other tactical executions.

Prerequisites: MKT222, MKT446

MKT460 Quantitative Research Design and Analysis

4 Credit Hours

Teaches the fundamentals of effective survey construction and experimental design to capture quantitative data and the primary means by which those data are analyzed. Acquaints students with some state-of-the-art quantitative techniques useful for forecasting, product design, market segmentation, concept testing, and test marketing.

Prerequisites: MKT220, MKT222

MKT461 Qualitative Research Design and Analysis

4 Credit Hours

Provides students with conceptual knowledge for qualitative marketing research. Students will learn the techniques of observational research, projective techniques, interviewing, and focus groups and how to analyze the data collected.

Prerequisites: MKT220, MKT222

MKT470 Special Topics in Marketing

4 Credit Hours

Involves readings and discussions around selected topics in marketing. Topics vary each quarter.



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Paralegal Studies

LEG105 Introduction to Paralegalism

4 Credit Hours

An introduction to the legal system and the legal process, particularly as it operates in the state and federal courts. Topics include ethical considerations, computer applications, research in law, and specific paralegal skills in law office management, interviewing, investigation, and advocacy.

LEG120 Contracts and Uniform Commercial Code

3 Credit Hours

Examines contracts and the intricacies of the Uniform Commercial Code. Topics include private agreements; the roles of the parties and the court; the failure of performance and the rights and remedies of parties upon breach; express and implied warranties and disclaimers; and security agreements, commercial paper, and negotiability.

Prerequisite: LEG105

LEG215 Computerized Legal Applications

3 Credit Hours

An introduction to office management programs, word processing for the law office, and practice-specific programs. Course provides an introduction to the Internet for legal use. Students also gain hands-on instruction in several software programs that are used in the legal environment.

Prerequisites: CIS115, LEG105

LEG220 Torts

4 Credit Hours

An introduction to civil wrongs. Topics include negligence, intentional 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: LEG105

LEG221 Litigation

3 Credit Hours

An introduction to litigation. Students learn the structure of the court system, the methods and procedures employed in litigation, and the various stages of litigation, such as trial preparation, rules of evidence, and trial and appeal procedures.

Prerequisite: LEG105

LEG231 Legal Research and Writing

3 Credit Hours

Students locate and identify primary and secondary sources of law using traditional and computer-assisted research techniques. Includes structuring and drafting of legal case briefs and memoranda of law. Stresses various methods of computer-based legal and factual research with hands-on applications.

Prerequisites: ENG105, ENG106, LEG105

LEG232 Advanced Legal Research and Writing

3 Credit Hours

Continuation of Legal Research and Writing.

Prerequisite: LEG231

LEG235 LEXIS and WESTLAW

1 Credit Hours

An introduction to computerized legal research using LEXIS and WESTLAW. Topics include using the databases, formulating searches, retrieving and displaying documents, validating findings, and advanced research techniques.

Prerequisite: LEG105 or Co-requisite: LEG231

LEG240 Business Organizations and Corporations

4 Credit Hours

Covers individual, partnership, and corporate forms of business organizations. Topics include formation; implementation; rules governing operations and decision-making; duties and liabilities of corporate actors; and mergers, acquisitions, and dissolutions of corporations.

Prerequisite: LEG105

LEG242 Employment Law

4 Credit Hours

Topics include the hiring process, legal regulation of benefits, employee privacy, expression and association, health and safety, organization and representation, union collective action, collective bargaining, termination of employment, restrictive covenants, wrongful discharge, plant closing, and retirement.

Prerequisites: LEG105, LEG120

LEG244 Bankruptcy Law

4 Credit Hours

Covers preliminary problems leading to bankruptcy, eligibility for bankruptcy, collection of the debtor's estate, the trustee's avoiding powers, distribution of the estate, and discharge of the debtor under the federal bankruptcy and related state law.

Prerequisites: LEG105, LEG120

LEG246 Real Estate Law

4 Credit Hours

Covers the sale and transfer of real property interests. Students learn about real property interests and their methods and forms of petition, ownership, and transfer. Other topics include rules and procedures involved in real estate closings and functions and forms of real estate financing, mortgages, and insurance.

Prerequisite: LEG105

LEG250 Family Law

4 Credit Hours

Examines forms and procedures in divorce actions from client interviews to settlement agreements and formal adjudication; resolution of family disputes involving annulments, separations, parenthood, support, alimony, and parent-child relationships; family support services and non-judicial dispute resolution; and juvenile protection and agencies.

Prerequisite: LEG105

LEG252 Criminal Law And Procedures

4 Credit Hours

Covers the regulation of criminal versus civil activity and criminal trial preparation and procedures. Topics include indictment and arraignment procedures, pretrial motions, defenses, discovery, burden of proof, and post-trial disposition.

Prerequisite: LEG105

LEG258 Intellectual Property Law

4 Credit Hours

Includes the study of each field of law that typically falls under the umbrella of intellectual property, including trademarks, copyrights, patents, trade secrets, and unfair competition. Methods by which each is created, procedures to register or protect each, duration of rights, protection from infringement, and new and international developments are discussed for each of the intellectual property fields.

Prerequisite: LEG105

LEG260 Wills, Trusts, and Estates

4 Credit Hours

Involves planning, formation, and administration of property-interest transfer instruments; preparation and execution of estate and trust instruments; probates and estate administrations; handling an elective; and accounting for income or asset accumulation, administration, and distribution.

Prerequisite: LEG105

LEG270 Special Topics in Paralegal

4 Credit Hours

Involves readings and discussions organized around selected topics. Topics will vary each quarter.

Prerequisite: LEG105

LEG292 Internship

4 Credit Hours

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

Prerequisite: BUS225

LEG482 Internship

4 Credit Hours

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

Prerequisite: BUS225



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Academic Calendar

WINTER QUARTER 2012

Tuesday, January 3 – Classes Begin
 Monday, January 16 - Martin Luther King, Jr. Day – No Classes
 Monday, February 20 - Presidents' Day – No Classes
 Sunday, March 25 - Classes End
 Monday, March 26 through Sunday, April 1 - Spring Vacation

SPRING QUARTER 2012

Monday, April 2 – Classes Begin
 Monday, May 28 - Memorial Day – No Classes
 Sunday, June 24 - Classes End
 Monday, June 25 through Sunday, July 1 - Summer Vacation

SUMMER QUARTER 2012

Monday, July 2 – Classes Begin
 Wednesday, July 4 - Independence Day – No Classes
 Monday, September 3 - Labor Day – No Classes
 Sunday, September 16 - Classes End
 Monday, September 17 through Sunday, September 23 - Fall Vacation

FALL QUARTER 2012

Monday, September 24 – Classes Begin
 Monday, October 8 - Columbus Day – No Classes
 Thursday, November 22 through Sunday, November 25 - Thanksgiving Recess
 Sunday, December 16 - Classes End
 Monday, December 17 through Tuesday, January 1, 2013 - Winter Vacation

WINTER QUARTER 2013

Wednesday, January 2 – Classes Begin
 Monday, January 21 - Martin Luther King, Jr. Day – No Classes
 Monday, February 18 - Presidents' Day – No Classes
 Sunday, March 24 - Classes End
 Monday, March 25 through Sunday, March 31 - Spring Vacation



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Employment and Graduation Rates

Over 87% of Berkeley College graduates who graduated during the academic year ending June 30, 2011 secured employment in their chosen fields (as communicated by the graduates) prior to June 30, 2012 (excluding graduates who were not actively pursuing employment or did not provide information).

First-to-Second Year Retention Rates

Retention and graduation rates specified by the National Center for Education Statistics are calculated for "...students entering the institution as ... first-time, degree/certificate-seeking undergraduate students in a particular year (cohort)."

Under this definition, retention rates measuring the percentage of first-time students who began their studies in Fall 2009 seeking Bachelor's degrees and who returned in Fall 2010 are as shown below:

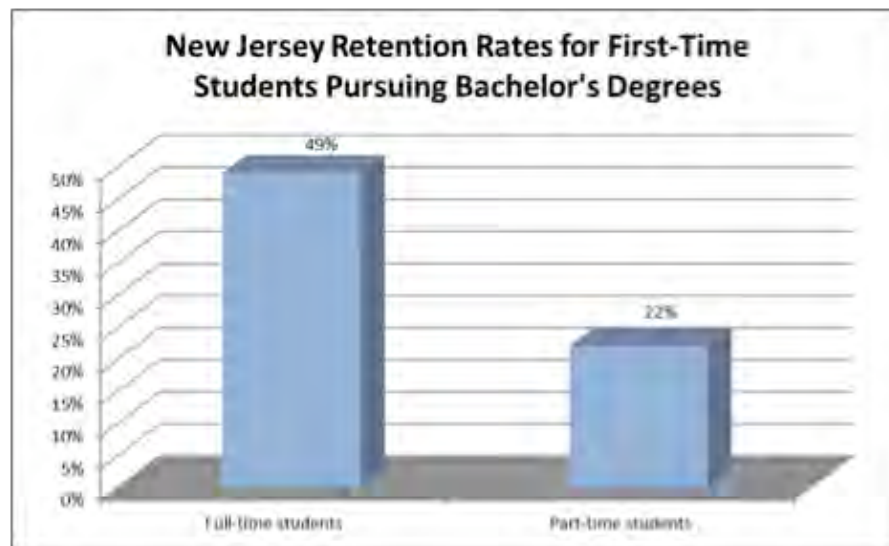


Figure 1 - Percentage of New Jersey First-Time Freshmen Students Who Began Their Studies in Fall 2009 and Returned in Fall 2010

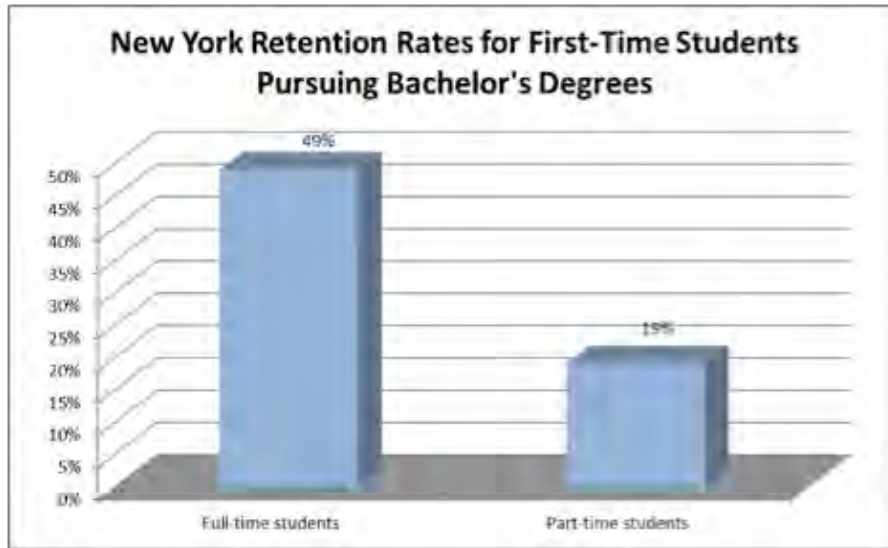


Figure 2 - Percentage of New York First-Time Freshmen Students Who Began Their Studies in Fall 2009 and Returned in Fall 2010

"Modified retention rates", calculated as the percentage of all students who started at Berkeley College in Fall 2009 seeking Bachelor's degrees and who returned in Fall 2010 are as shown below:

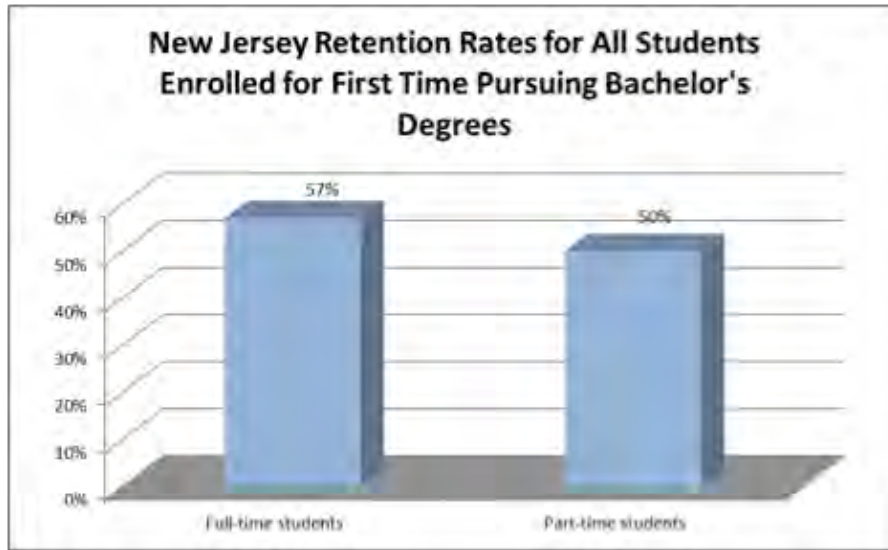


Figure 3 - Percentage of All New Jersey Students Who Began Their Studies in Fall 2009 and Returned in Fall 2010

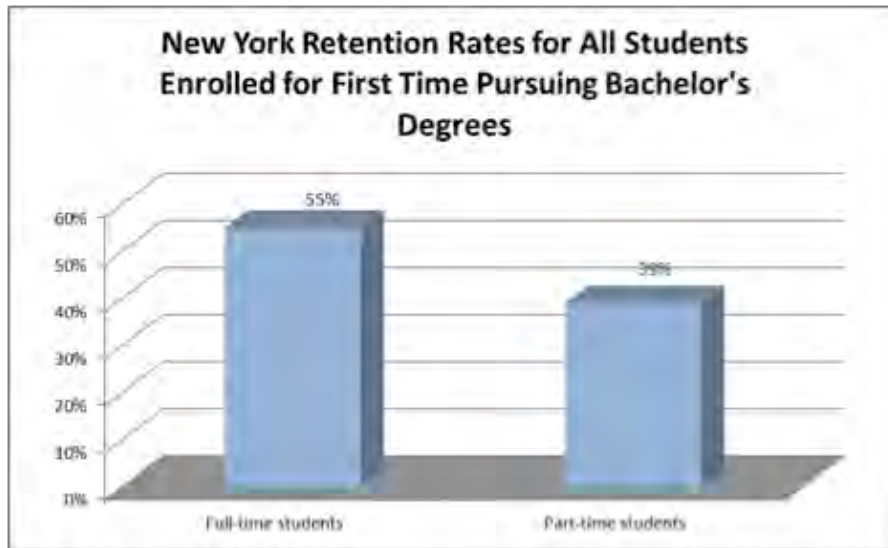


Figure 4 - Percentage of All New York Students Who Began Their Studies in Fall 2009 and Returned in Fall 2010



Overall Graduation Rate and Transfer-Out Rate

The overall graduation rate is also known as the "Student Right to Know" or IPEDS graduation rate. It tracks the progress of students who began their studies as full-time, first-time degree- or certificate-seeking students to see if they complete a degree or other award such as a certificate within 150 percent of "normal time" for completing the program in which they are enrolled.

Note that not all students at the institution are tracked for these rates. Students who have already attended another postsecondary institution, or who began their studies on a part-time basis, are not tracked for this rate. At Berkeley College, 68 percent of entering New Jersey students and 60 percent of entering New York students were counted as "full-time, first-time" in 2010.

For such full-time, first-time freshmen entering Berkeley College in Fall 2004, the overall graduation rates were as shown below:

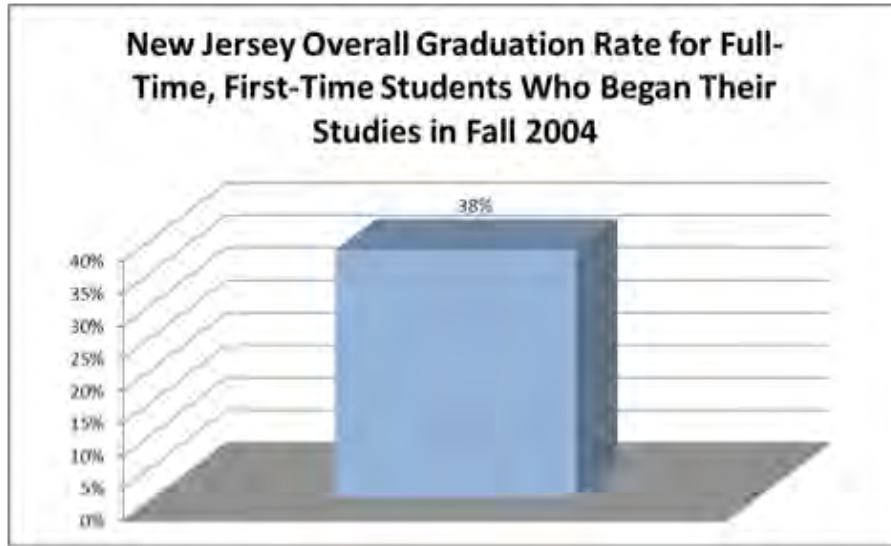


Figure 5 - Percentage of Full-time, First-Time New Jersey Students Who Started in Fall 2004 and Graduated Within 150% of "Normal Time" to Completion for Their Program

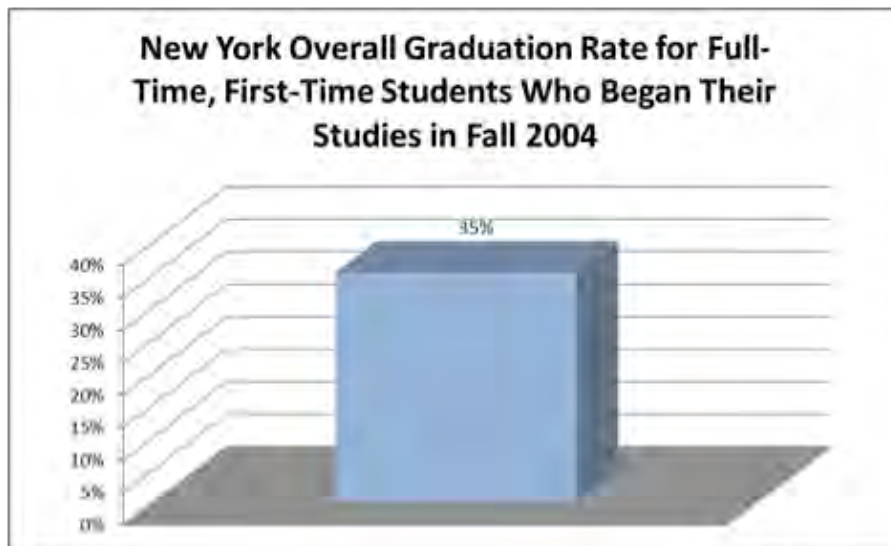


Figure 6 - Percentage of Full-time, First-Time New York Students Who Started in Fall 2004 and Graduated Within 150% of "Normal Time" to Completion for Their Program

prior college experience, are shown below:

"Modified graduation rates" for all enrolled students, including first-time attendees as well as those with

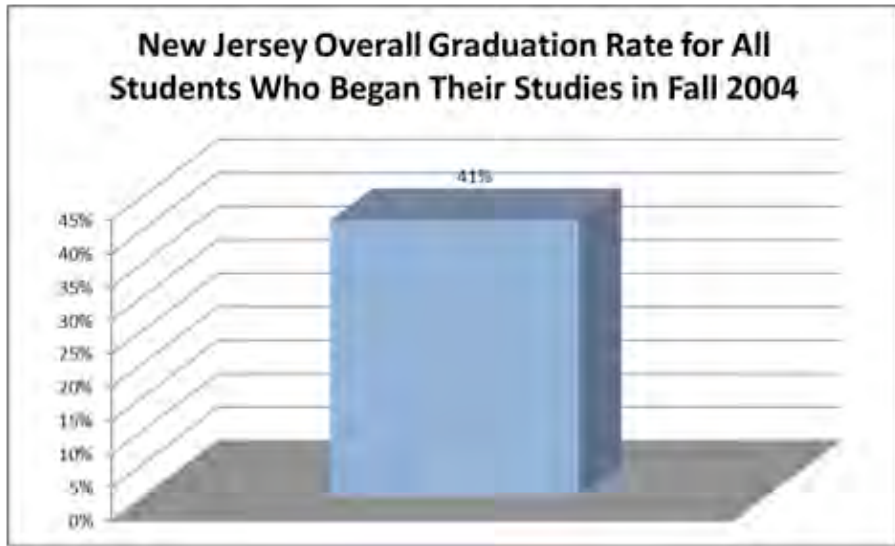


Figure 7 - Percentage of All New Jersey Students Who Started in Fall 2004 and Graduated Within 150% of "Normal Time" to Completion for Their Program

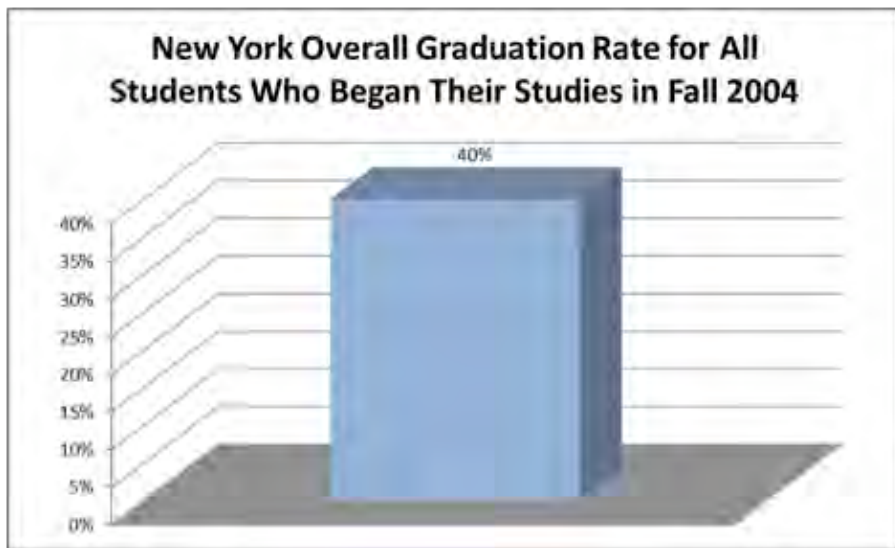
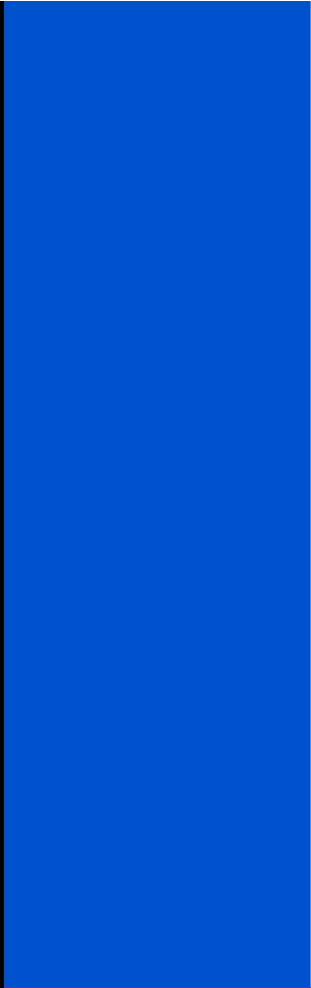


Figure 8 - Percentage of All New York Students Who Started in Fall 2004 and Graduated Within 150% of "Normal Time" to Completion for Their Program



Please note that the calculations of modified retention and graduation rates presented above include more types of students than do the NCES retention and graduation rate calculations.



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Student Experience

Education and so much more

Berkeley College wants the educational experience to be an enriching and exciting one. As part of the College's mission to promote professional and personal success, students are strongly encouraged to explore and actively participate in the diverse range of programs, activities, and services designed to enhance and complement the student experience. The Student Development and Campus Life Department works in a cooperative relationship with faculty, staff, and students to provide a safe and secure environment that fosters students' intellectual, psychological, physical, social, and professional development.

- **Orientation**



(/catalog_2012/catalog_2012_1405.htm)

- **Diversity and Multicultural Activities**
(/catalog_2012/catalog_2012_1407.htm)
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- **Online Opportunities** (/catalog_2012/catalog_2012_1416.htm)
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Orientation

Learning your way around

Orientation introduces new students to the important things they need to know about Berkeley College, including the many services and activities available to them. The orientation program acquaints students with peers and staff, and helps them become comfortable with their surroundings and take full advantage of the many available resources. Day students attend on-site orientations at each location and also have online access to important orientation information prior to their first day of classes. Evening/Weekend students and Berkeley College Online students participate in respective online orientations that are available prior to the first day of classes.



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Diversity and Multicultural Activities

Making the most of Berkeley's unique opportunities

The diversity of the student body at Berkeley College enhances the educational experience and contributes to the cultural enrichment of the community. It also helps prepare students to enter the global business world with a better understanding of the similarities and differences among cultures. Berkeley College sponsors many ethnic and multicultural events to promote this understanding and to help students form relationships that can last far beyond the college years.



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Student Organizations

Join together for a cause

Berkeley College encourages students to join or form organizations that address their interests and concerns and offer opportunities to network, share, and lead. Organizations are social, cultural, academic, recreational, or service-oriented and are an excellent complement to the educational experience at Berkeley College.



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Community Service

Learn how good it feels to give back

Community service has always been a priority at Berkeley, where students, staff, and faculty support numerous causes on a regular basis. It is a great way of getting involved and meeting new people, while helping those in need. Students have had the opportunity to get involved with organizations such as Habitat for Humanity, the American Cancer Society, March of Dimes, the American Conference on Diversity, Community Blood Services, Children's Aid and Family Services, the ALS Association, and more.



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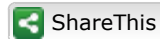
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Athletics and Recreation

Fun, fitness, and fierce competition



Athletics and recreation play an important part in college life. In addition to being a great way of meeting new people and getting some exercise, participation in athletics and recreation helps students develop leadership, sportsmanship, and interpersonal skills that will be valuable throughout their careers. At Berkeley College, students may get involved on a number of different levels—including intercollegiate play, club teams, and intramural events. Berkeley College is a member of the United States Collegiate Athletic Association (USCAA) as well as the Hudson Valley Men's and Women's Athletic Conferences.



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Athletics and Recreation

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Student Activities

Getting involved will help you get ahead



A Berkeley College education involves learning that takes place both in and out of the classroom. In fact, exceptional opportunities for educational excursions exist within just a few miles of each of the Berkeley locations. In addition to visiting the United Nations, New York Stock Exchange, and Broadway, past events have included trips to museums, theaters, merchandising centers, concert halls, malls, amusement parks, beaches, sports and recreation facilities, and more. Guest speakers and social and cultural events throughout the area also contribute to the experience.



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Online Opportunities

Students of Berkeley College Online™ enjoy many of the extracurricular opportunities as students who study at Berkeley's on-site locations. Online students have the option of participating in all on-site activities, programs, events, and clubs as well as joining online organizations such as the Online Book Club, the Fashion Club, the Online Movie Club, the Parents' Café, and the Healthy Café. Online students can participate in discussion boards, contests, and community outreach programs through Blackboard and can volunteer to become a peer mentor for new online students, assisting them with their transition into the online community.



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Student Government

Responsibly representing others

All students have a voice in Berkeley College governance through the Student Government Association (SGA). Although the College's Board of Trustees is ultimately responsible for final policy decisions, student comments and recommendations are encouraged and heeded. Elected SGA officers meet regularly and act as a liaison between students and administration. The Association also serves in an advisory capacity in planning campus activities and events. Residence Hall Associations (RHA) serve the interests and concerns of resident students.



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Honors Program

Rise to the challenge

The Berkeley College Honors Program is a selective interdisciplinary program that gives students the opportunity to study a topic related to all majors of the College in greater depth than is possible in the regular undergraduate program. Topics are chosen by the faculty for their wide-ranging importance and cross-disciplinary nature.

Students meeting the eligibility requirements are invited to submit an application to the Honors Admissions Committee by the end of week two of the quarter prior to their beginning the program. During the quarter prior to beginning Honors Study, students must have completed 72 quarter credits while maintaining a cumulative GPA of 3.80.

Transfer students may apply their transfer credits in fulfilling the eligibility requirement; their cumulative GPA from their previous institution will be used in the calculation of the 3.80 GPA requirement for admission.

Students admitted into the program receive a written response from the Director by the end of week four of the quarter prior to the beginning of the program. Should a student's cumulative GPA drop below the required 3.80, the admission may be withdrawn. Credits earned in the Honors Program will contribute toward the fulfillment of the liberal arts requirement. All students completing the program who have a cumulative GPA of 3.70 or higher will receive Berkeley College Honors noted on their diploma and will be recognized at commencement.



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Honor Societies

Recognizing your achievements

Students who attain high academic achievement at Berkeley College may join a variety of honor societies in recognition of their accomplishment:

Sigma Beta Delta is for students enrolled in business, management, and administration Baccalaureate programs.

Alpha Sigma Lambda is for adult students enrolled in Baccalaureate programs.

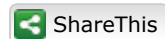
Lambda Epsilon Chi acknowledges students who have attained excellence in Paralegal Studies.

Phi Theta Kappa is for students enrolled in Associate's degree programs.

The Financial Management Association (FMA) National Honor Society recognizes the achievement of finance majors.

Mu Kappa Tau is dedicated to academic excellence in individuals committed to an exceptional standard of ethics and achievement within the marketing discipline.

Students who choose to join these societies participate in a formal induction ceremony and receive ceremonial cords that are worn during commencement.



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Personal Counseling

We're here to help

Professional counselors are available to help students deal with a range of social, emotional, or academic issues and concerns on a short-term basis. Counseling may be provided individually or within a group. When appropriate, students may be referred for outside treatment. In addition, the Student Development and Campus Life Department frequently offers special seminars on student needs, interests, and demands.



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Residence Life

Welcome to home away from home

Some Berkeley College locations offer residential options. Students from diverse backgrounds come together to share this important time of their lives and every effort is made to make the experience a positive one that enhances their education. Separate rules, regulations, and policies apply to each of the residence halls. Students will be informed of these when they apply for residence.

White Plains, NY

Two residence halls are available:

- Cottage Place, a six-story residence located close to campus, is a short walk from classes, the library, the student center, and all sorts of campus activities. It is also within walking distance to train and bus lines. The facility features studio apartments with kitchenettes, and two- and three-bedroom apartments with full kitchens and living rooms. Bright, cheerful, and attractively furnished, each apartment is air-conditioned and wired for voice, data, and cable television.
- Sussex House is a spacious, modern, one-floor student residence located within the College building. Studio and two-bedroom apartments in Sussex House are also air-conditioned and wired for voice, data, and cable television.

Newark, NJ

Berkeley students can reside at the off-campus University Centre (UC) facility located in Newark's University Heights. UC is five blocks from Berkeley's Newark location, and is convenient to New York City locations via rail and bus lines.

To learn more and download a residence reservation form, please visit BerkeleyCollege.edu/Housing (<http://BerkeleyCollege.edu/Housing>)



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Career Services

Berkeley College provides a variety of career development and placement assistance services through the Career Services Department. This full-service division includes more than 20 career professionals, who assist students in identifying and pursuing job opportunities in the areas surrounding the eight New York/New Jersey locations.

During the first quarter, 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.

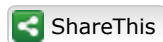
Individual assistance with resume preparation and job interviewing strategies is another integral part of the educational program. Career Fairs and on-campus employer presentations are organized on a regular basis. All students complete Career Management Seminar, a course that focuses on exploring career opportunities, the job search process, and interview preparation.

Internship Opportunities

Career specialists work with students on an individual basis to identify internships that are best suited to students' majors, interests, and abilities. Interviews are scheduled in a variety of fields.

Employers Want and Seek Berkeley Students

Berkeley graduates are eligible for free placement assistance for life. A wide range of employers - both large and small - look to Berkeley College for well-prepared job candidates.



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Academic Support

Berkeley Libraries: On-Campus and Online

All locations maintain professionally staffed libraries that support the academic programs of the College and provide for the general, intellectual, and cultural enrichment of the Berkeley community.

The College systemwide collection of 177,500 volumes is shared among locations by way of a web-based library management system. The Library website links users to services, collections, and resources that include 60 subscription research databases, the online catalog, a growing collection of nearly 75,000 electronic books, and 80 streaming media programs. All locations offer wireless Internet access.

The libraries are open days, evenings, and weekends when classes are in session. Academic librarians are available to assist in navigating the electronic resources and in locating materials within the Berkeley College Collections and beyond through resource sharing. These professionals assist students in developing a deeper understanding of how to find, interpret, and use many types of information, a valuable skill in today's workforce.

The Berkeley College Online™ Library meets the needs of students locally and globally with a full array of web based resources including electronic journals, e-books, reference tools, assignment support, and Live Chat assistance. Academic librarians are frequent participants in the online class environment and help students develop the skills needed for academic and professional success. The online library is an anywhere/anytime source of reliable information.

Academic Support Center (ASC)

To help students improve their academic performance and achieve their educational goals, Berkeley College offers Academic Support Centers at each of its locations. Students needing help will find an array of services, such as study skills training and support for their writing assignments and projects through the ASC Writing Center. Online and on-site individualized tutoring is also available in all academic areas from professional and peer tutors.

In addition, the Academic Support Center provides supplemental instruction in some classes by providing weekly collaborative learning groups to support student needs. Faculty members may also opt to include additional training, such as workshops on writing research papers and effective note taking offered by Academic Support Center staff members, in their regular classes.

The Academic Support Centers are open during the day, in the evenings, and on weekends. Online tutoring services are also available to all students. Those students seeking assistance in writing and math are able to contact ASC staff members through the online WriteAid and MathEd programs.



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Berkeley College Bookstore

Berkeley College offers on-campus and online bookstores where students, faculty, and staff can purchase items and materials at reasonable prices. A wide range of official Berkeley College gear, textbooks including e-books, and supplies are available, as well as a selection of software, gifts, and other items. Hours vary by location, and bookstores extend hours to accommodate the busiest times of the school calendar.

The online bookstore may be accessed at

[BerkeleyCollege.edu/Bookstore \(http://BerkeleyCollege.edu/Bookstore\)](http://BerkeleyCollege.edu/Bookstore)

or in

[Blackboard \(https://my.berkeleycollege.edu/webapps/portal/frameset.jsp\)](https://my.berkeleycollege.edu/webapps/portal/frameset.jsp)



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Berkeley College Alumni Association

Berkeley College's commitment to students continues well beyond graduation. The Berkeley College Alumni Association serves more than 30,000 alumni from across the U.S. and around the world, and offers free, lifetime career assistance for graduates; alumni networking and employment opportunities; access to discounted insurance; invitations to social, networking, and educational events; and much more. Alumni may use the Berkeley College libraries. Alumni return to Berkeley for speaking engagements, as alumni panelists, and for community service causes and events.

The Alumni Association also maintains an alumni directory, a great tool for finding friends, classmates, and successful professionals in a wide range of occupations. It allows graduates to create and update a custom profile showing only the information they want to share. The Office of Alumni Affairs oversees and organizes all activities and is available to respond to questions and suggestions.



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- **Media Relations Consent** (/catalog_2012/catalog_2012_1825.htm)
- **Use of Berkeley College Trademarks**
(/catalog_2012/catalog_2012_1826.htm)
- **Campus Security** (/catalog_2012/catalog_2012_1827.htm)
- **Equal Opportunity Policy** (/catalog_2012/catalog_2012_1828.htm)
- **Other Grievances** (/catalog_2012/catalog_2012_1829.htm)
- **Conduct** (/catalog_2012/catalog_2012_1830.htm)
- **Academic Integrity and Plagiarism**
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- **Recording Classroom Lectures and Discussions Policy**
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- **Smoking** (/catalog_2012/catalog_2012_1837.htm)
- **Weapons** (/catalog_2012/catalog_2012_1838.htm)
- **Student Dress Code** (/catalog_2012/catalog_2012_1839.htm)
- **Immunization Requirement** (/catalog_2012/catalog_2012_1840.htm)
- **Hospitalization Insurance** (/catalog_2012/catalog_2012_1841.htm)



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Student Records and Information

The Family Educational Rights and Privacy Act (FERPA) is a federal law governing how many student academic, disciplinary, and immunization records, among others ("Education Records") and information derived from them are managed. Generally, FERPA prohibits educational institutions from disclosing private student information (such as grades and social security numbers) without prior consent from the student. It also gives students the right to review many Education Records and correct errors.

FERPA permits institutions to disclose some Education Records under specific conditions. For example, certain student information may be disclosed in emergencies involving threats to the health or safety of the student or the College community or when a student is injured or missing for a defined period of time without explanation (all students are required to furnish emergency contact information for this purpose). Institutions are also permitted to designate less private categories of "Directory Information" that may be disclosed without a student's consent, unless the student has specifically instructed the Registrar Department in writing not to share such information. At Berkeley, Directory Information includes a student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, most recent previous school attended, and likeness (photograph, video, or other form).

For more detailed policy information, please go to

[BerkeleyCollege.edu/files_bc/FERPA_Notice_Berkeley_1099.pdf](http://www.BerkeleyCollege.edu/files_bc/FERPA_Notice_Berkeley_1099.pdf)
(http://www.BerkeleyCollege.edu/files_bc/FERPA_Notice_Berkeley_1099.pdf)



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Media Relations Consent

The Media Relations Department regularly publishes press releases and photos acknowledging the accomplishments of Berkeley students, faculty, and staff. Such releases may include induction into honor societies, individual recognition for academic and non-academic success, graduation, or involvement in community service projects.

Students who do not wish to have their names and/or likenesses included in press releases or published materials must advise the Registrar Department; faculty and staff must contact the Media Relations Department.



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Use of Berkeley College Trademarks

Berkeley College logos, slogans, and other trademarks are the exclusive property of the College. Any unauthorized use of those logos, slogans, and other trademarks, or of the Berkeley College name in a way that conveys the impression of official sponsorship, including the operation of social media sites not authorized in accordance with the Social Media Policy, constitutes a violation of law and is strictly prohibited. Violators may be subject to legal action as well as disciplinary action up to and including dismissal from the College.



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Campus Security

The Public Safety Department is responsible for providing information with respect to safety and security issues. Each year, in accordance with federal regulations, the College distributes a Campus Crime Report for each location. The report contains statistical information about various types of crimes in or near the College and residence hall fire incidents reported during the previous three years; describes many security, public emergency, and fire safety measures employed by the College; explains how to report sexual assaults and other crimes; and discusses information and counseling resources available to help prevent crimes and aid victims.

Written copies of crime reports may be obtained by contacting the Public Safety Advisory Committee, c/o the Public Safety Department. Campus Crime Reports are also available to students on

Blackboard (<https://my.berkeleycollege.edu/webapps/portal/frameset.jsp>)

and to others on the Berkeley College website at

BerkeleyCollege.edu/Compliance

(<http://www.berkeleycollege.edu/Compliance/index.htm>)

and the U.S. Department of Education website at

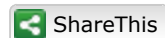
ope.ed.gov/security (<http://www.ope.ed.gov/security>)

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The College has various policies relating to public safety, including a Missing Student Policy, Emergency Management Plans, and Evacuation Procedures. Resident students should designate an individual to be contacted if the student is believed to be missing. All students are urged to familiarize themselves with emergency procedures and evacuation routes for locations at which they spend significant time. These policies and procedures are posted on

Blackboard (<https://my.berkeleycollege.edu/webapps/portal/frameset.jsp>)

, and paper copies are also available upon request from the Student Development and Campus Life Department, the Admissions Department, and the Public Safety Department.



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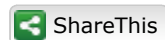
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Equal Opportunity Policy

Recognizing that its diversity greatly enhances opportunities for learning, Berkeley is firmly committed to providing all students equal access to its programs, resources, opportunities, and facilities. The College does not tolerate (a) discrimination or harassment on the basis of gender or sexual orientation, race, color, creed, religion, national origin, age, ancestry, disability, or civil union, marital, or veteran status; (b) bullying, including but not limited to cyber-bullying; or (c) retaliation in connection with complaints, reports, or testimony in connection with the Equal Opportunity Policy. Violations of the Policy may result in disciplinary action, including but not limited to termination of employment or being barred from campus, suspended, or dismissed from the College.

For more detailed policy information, including information concerning sexual assault, reasonable accommodation of disabilities, and other student equal opportunity concerns, please go to

BerkeleyCollege.edu/files_bc/Equal_Opportunity_Policy.pdf
(http://BerkeleyCollege.edu/files_bc/Equal_Opportunity_Policy.pdf)



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Other Grievances

Grade Appeals and Academic Grievances

Grade appeals and other grievances relating to academic matters other than academic and financial aid probation should be promptly presented to the appropriate faculty member, and then, if necessary, the Department Chair and finally, the Dean of the School relevant to the student's major. In all academic matters, including grade appeals, the decision of the Dean of the School relevant to the student's major is final.

Appeal procedures for academic and financial aid probation and dismissal due to unsatisfactory academic progress are described under the **Satisfactory Academic Progress** (/catalog_2012/catalog_2012_2061.htm#probation) section.

Other Non-Academic Grievances

Grievances relating to (a) a suspension or dismissal for nonacademic reasons other than conduct covered by the Equal Opportunity Policy or (b) any matter not otherwise provided for in these policies and procedures must be presented in writing to the Campus Operating Officer within ten (10) business days. The Campus Operating Officer shall review the circumstances and action taken and may modify such action only where, in the judgment of the Campus Operating Officer, a failure to do so would result in a manifest injustice. In such matters, the decision of the Campus Operating officer shall be final.

Unavailability of Decision-Maker and Potential Conflicts of Interest

Whenever, in the sole discretion of the College, the official designated by these procedures as a decision-maker shall be unavailable or perceived by the College to have a potential conflict of interest that may unduly influence the investigation or determination of an Equal Opportunity complaint, Academic Grievance or disciplinary matter, the College may designate a substitute decision-maker.



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Conduct

Students are expected to abide by all public laws; to comply with the policies, procedures, and rules of the College; to obey any lawful directive of an authorized member of the Berkeley College faculty or administration; to provide true and complete information to the College when called upon to do so; to promote the safety of the College community; and to demonstrate a positive attitude, diligence, and courtesy toward faculty, staff, and fellow students.

The College reserves the right to take disciplinary action, up to and including suspension or dismissal, against any student who violates any public law or any College rule, policy, or procedure; disobeys such lawful directive; knowingly provides false, incomplete, or deceptive information to the College, including but not limited to inaccurate financial information or work-study time records; harasses, intimidates, or endangers the safety, security, or welfare of the College or any member of the College community; or otherwise interferes with the orderly and continuous administration and operation of the College or any of its units.



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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 to the New Jersey, New York, or Online Deans of Student Development and Campus Life, who function as the Academic Integrity Officers. Students 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.



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Recording Classroom Lectures and Discussions Policy

Students are not permitted to record classroom lectures or discussions without written authorization from the Department Chair or the ADA Coordinator. Violation of the policy may result in disciplinary action, which could include the suspension or dismissal of the student from the College. The Department Chair or the ADA Coordinator may authorize recording of classroom lectures or discussions only when, and to the extent, reasonably necessary to effect a reasonable accommodation to a student's documented disability.



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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 -- you are 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. Students are 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 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.

As summarized by the United States Department of Education, 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 www.copyright.gov (<http://www.copyright.gov>) especially their FAQ section.

For more detailed policy information, please go to BerkeleyCollege.edu/files_bc/Copyright_Policy.pdf ([/files_bc/Copyright_Policy.pdf](http://files_bc/Copyright_Policy.pdf))



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Student Electronic Information Policy

Berkeley's computer systems and associated hardware and peripherals are to be used for educational purposes only. The use of computers and the Internet is a privilege which may be limited or revoked at any time. Computer usage may be monitored. Students should not have an expectation of privacy when using or connecting to any Berkeley networks, systems, or equipment, even if they are doing so to access their own personal email, social media, or other accounts. Students have a responsibility to use computers and the Internet ethically and lawfully (and with respect for their fellow students), and Berkeley reserves the right to report any suspected illegal activity to the appropriate authorities. Attempts to mislead others concerning a user's true identity are not permitted.

Any attempts to circumvent PC/Network security, damage or tamper with any of Berkeley's electronic resources, including software, hardware, network infrastructure, virus propagating, and sustained high volume network traffic, may result in disciplinary action, including immediate dismissal. Internet access is provided in all Berkeley College locations for educational purposes. The College has installed systems that attempt to block offensive material, and restrict access to other sites that have been known to monopolize network bandwidth, or violate copyright laws.



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Social Media Policy

“Social media” is a term used to describe tools and platforms that enable individuals to share ideas and content quickly and easily. Examples of popular social media include texting, blogs, and propriety platforms such as Twitter, Facebook, LinkedIn®, My Space, YouTube, and Flickr®.

Within the last few years, the growing popularity of social media has fundamentally changed the way we communicate as individuals and as an Institution. Berkeley College recognizes and embraces the power of social media, and the opportunity those tools provide to engage in ongoing “conversations” with the Berkeley College community, including students, faculty, staff, parents, alumni, and fans.

It is important to recognize, however, that the use of social media is governed by the same laws, policies and rules of conduct, and etiquette that apply to all other activities. The Social Media policy provides guidance concerning the use of social media to represent or discuss matters related to Berkeley College and/or members of the Berkeley College community, whether or not such use involves the College’s network or other computer resources.

For more detailed policy information please go to [BerkeleyCollege.edu/files_bc/Social_Media_Policy.pdf](http://www.berkeleycollege.edu/files_bc/Social_Media_Policy.pdf)
(http://www.berkeleycollege.edu/files_bc/Social_Media_Policy.pdf)



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Alcohol and Drug Abuse

Berkeley is an educational institution committed to maintaining an environment that allows students to enjoy the benefits of a substance free environment and to understand the negative consequences of the use of alcohol and drugs on their lives.

Berkeley strictly prohibits the possession, sale, use, or distribution of illegal drugs; the abuse or redistribution of drugs obtained lawfully; and the unauthorized use of alcohol where students are present, on any College property, affiliated property, and at College sponsored events. Any student found in violation of these rules is subject to all applicable legal action under local, state, and federal laws as well as disciplinary action, up to and including immediate suspension or dismissal from the College. Students convicted of certain drug-related crimes may also become ineligible to participate in federal financial aid programs. A copy of

Berkeley's Alcohol and Drug Abuse Policy

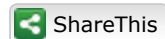
(http://berkeleycollege.edu/Compliance/Drug_and_Alcohol_Policy_Statement.pdf)

is available from the Student Development and Campus Life Department and in Blackboard.

Participation in Berkeley clubs or activities may not be conditioned on the consumption of alcohol or other substances.

For more detailed policy information, please go to

BerkeleyCollege.edu/files_bc/Alcohol_and_Drug_Policy_Students.pdf
([/files_bc/Alcohol_and_Drug_Policy_Students.pdf](http://files_bc/Alcohol_and_Drug_Policy_Students.pdf))



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Smoking

Effective September 24, 2011, the use of tobacco products anywhere on Berkeley College (or affiliated) property is strictly prohibited.

Click here

(http://www.berkeleycollege.edu/files_bc/Smoke_Free_Campus_Policy.pdf)

for the complete policy.



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Weapons

For the safety of the College community, Berkeley College strictly prohibits the possession or use of any kind of weapon (including the use of an object or substance as a weapon) on College property or at events and activities sponsored by the College, regardless of whether such possession or use violates public law.

Upon written request, the Senior Vice President for Administration, or another officer of the College to whom the President of the College may delegate such authority (the "Authorizing Official"), shall be authorized to grant permission for a current federal, state, or local law enforcement officer or other person who may be required by law to carry a weapon; member of the armed forces; or campus public safety officer to carry firearms or other weapons on campus or at College-sponsored events and activities, only to the extent required by law or official rules of conduct applicable to such person and where, in the sole discretion of the College, the granting of such request would neither pose an undue danger to the Berkeley College community nor subject the College to unacceptable legal or financial risk. Any such request may be granted only on the limited terms described in the Weapons Policy.

For more detailed policy information, please go to

[BerkeleyCollege.edu/files_bc/BERKELEY_COLLEGE_Weapons_Policy.pdf](http://www.berkeleycollege.edu/files_bc/BERKELEY_COLLEGE_Weapons_Policy.pdf)

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Student Dress Code

As part of its mission to prepare students for careers, Berkeley requires students to dress in a manner that will create a positive self-image. Inappropriately dressed students may not be permitted to attend classes. Students enrolled in College Internships are required to follow the participating company's dress code.



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Immunization Requirement

New York and New Jersey State laws require that all students born on or after January 1, 1957 (except those who have been determined to be exempt from such requirements for appropriately documented medical or religious reasons) be immunized against measles, mumps, and rubella. New Jersey laws also require any new student who enrolls at Berkeley for the first time on or after January 1, 2008 for a program consisting of twelve (12) or more credits (and who is not otherwise exempt) to show appropriate proof of immunization or actual immunity from Hepatitis B.

Every student must submit a certificate of immunization signed by a physician or healthcare provider to the Registrar's Department prior to registering for classes. The certificate must document the student's receipt of two (2) live doses of measles vaccine and one (1) live dose each of mumps and rubella vaccine. In addition, students attending Berkeley's New Jersey locations must document their receipt of three (3) doses of Hepatitis B vaccine administered within prescribed time frames. At least two (2) doses must be received prior to registration for classes. In the discretion of the Registrar, serological proof of immunity or other proof such as a Student Health Record from a previously attended school or military records properly documenting the required immunization history may be accepted as adequate proof of such immunization.

Berkeley College also complies with regulations of the States of New Jersey and New York regarding the distribution of information about meningitis and vaccination. All Berkeley students who do not submit other proof of immunization against meningitis must acknowledge in writing that they have received the required information and either have been immunized or have elected to forego immunization. Students seeking to reside in student housing facilities must submit proof of actual immunization against meningitis before keys will be issued.

Students who fail to satisfy the College's immunization requirements will not be permitted to register for classes. For more information concerning immunization requirements, please refer to the immunization guides for New Jersey and New York respectively, which can be found at

berkeleycollege.edu/admissions_bc/1962.htm

(http://berkeleycollege.edu/admissions_bc/1962.htm)

or contact either the Registrar's Department or the Student Development and Campus Life Department.



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Hospitalization Insurance

State law in New Jersey requires that all full-time students have hospitalization insurance. Full-time students must verify their hospitalization insurance or obtain coverage prior to starting classes. Hospitalization insurance is available through the College.



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Admissions and Finances



- **[Admissions \(/catalog_2012/catalog_2012_231.htm\)](/catalog_2012/catalog_2012_231.htm)**
- **[Transfer Credit Policy \(/catalog_2012/catalog_2012_233.htm\)](/catalog_2012/catalog_2012_233.htm)**
- **[Tuition and Fees \(/catalog_2012/catalog_2012_232.htm\)](/catalog_2012/catalog_2012_232.htm)**
- **[Guide to Financial Aid \(/catalog_2012/catalog_2012_236.htm\)](/catalog_2012/catalog_2012_236.htm)**



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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 on the basis of future potential and the motivation and interest to succeed in a chosen profession as well as on past academic achievement.

Graduation from high school or the equivalent and an entrance exam or SAT/ACT scores are basic requirements for admission. Documentation of successful completion of high school or the equivalent must be submitted to the College prior to starting classes.

A personal interview is strongly recommended. Applicants are encouraged to contact the Director of Admissions at the location of their choice to arrange for an appointment with an admissions associate. Please allow a minimum of one hour for the visit to discuss educational objectives and career plans and to receive a tour of the College. For further information, students may also call the College at 800-446-5400, Ext. WC1 or email info@BerkeleyCollege.edu (<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 (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

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.

Eight convenient locations in the New York City, Westchester, and New Jersey metropolitan areas and an online option provide exceptional convenience and flexibility, as students have the option of combining day, evening, weekend, and online classes at more than one campus. In addition, faculty provide professional guidance to adult students who may be able to earn credit for college-level learning acquired through experience.

Adult students who have previously attended college should follow the procedures for transfer applicants. Adults who are first-time college students must submit the following information to be considered for admission:

- An application for admission (BerkeleyCollege.edu/Apply (<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

Online Degree Applicants: The Online Admissions Department works with busy adults who are seeking flexibility and convenience and wish to earn their degree entirely online. Applicants must successfully complete a short introductory online course to familiarize themselves with online learning prior to course registration. Interested

students should call 800-446-5400, Ext. WC1 or email info@BerkeleyCollege.edu. (<mailto:info@BerkeleyCollege.edu>)

Transfer Applicants: Students who graduated from high school or the equivalent and then attended another college or university are considered transfer students. To be considered for admission, the following information must be submitted:

- An application for admission (BerkeleyCollege.edu/Apply (<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 and the student becomes subject to disciplinary action.

Military and Veteran Applicants: Berkeley College is dedicated to assisting veterans, members of the National Guard, active duty military members, and their families achieve college degrees. The College adheres to the principles from the Servicemembers Opportunity Colleges (SOC) and participates in the Post 9/11 GI Bill. In addition, Berkeley College participates in the Department of Veterans Affairs' Yellow Ribbon Program, partners with the Army in the GoArmyEd program and is a partner with the Navy through the SOCNAV NCDLP program. The Berkeley College Office of Military and Veterans Affairs is dedicated to supporting all veterans, military personnel, and their dependents. 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 works with each location to provide assistance to international students in such areas as immigration, visas, housing, orientation to college, and adjustment to American life. This office is located at Berkeley's Midtown Manhattan location. Students can contact the International Student Department by phone (212-687-3730), fax (212-986-7827) or email (international@BerkeleyCollege.edu (<mailto:international@BerkeleyCollege.edu>)).

International students applying for admission should submit an international application form (BerkeleyCollege.edu/Apply (<http://BerkeleyCollege.edu/Apply>)); a transcript of previously completed education, in English; a TOEFL score, if appropriate; and certification of finances.



<http://berkeleycollege.edu>)

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Transfer Credit Policy



Students must complete the last 25 percent of the credits required for their degree at Berkeley College.

Transfer Credit: Berkeley College will accept transfer credits from regionally 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.

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. Acceptance of transfer credits is solely within the discretion of the College, the decisions of which shall be final.

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.

Legal Specialty Courses: The transcript evaluator determines whether the course for which a student seeks transfer credit is from an ABA-approved program offered by a regionally accredited university or college; whether the student achieved a grade of "C" or better in the course; and whether Berkeley College offers the course as a legal specialty. The syllabus for that course is compared to the College's course syllabus. A determination is made whether the courses are similar enough for acceptance by the College. To be considered for transfer credit, the following legal specialty courses must have covered the state laws applicable to the Berkeley College location at which the student's program will be delivered: Torts; Litigation; Legal Research and Writing; Advanced Legal Research and Writing; Advanced Litigation; Real Estate Law; Family Law; Criminal Law and Procedures; and Wills, Trusts, and Estates.

A student may transfer no more than three legal specialty courses.

New Jersey Comprehensive Statewide Transfer Agreement: Berkeley College has implemented the New Jersey Comprehensive Statewide Transfer Agreement, which provides for a seamless transition from associate to baccalaureate degree programs and supports the successful acquisition of baccalaureate degrees by transfer students. An A.A. or A.S. degree from a New Jersey community college will be fully transferable as 90 credits to be counted towards the degree requirements of a New Jersey baccalaureate degree, with the 90 credits to be granted as either course-by-course equivalencies between courses in the student's A.A. or A.S. degree and those at

Berkeley College or as general elective credits.

To the extent that Berkeley College's different baccalaureate degrees have varying requirements concerning elective credits, students are advised to consult with the Advisement Department at their intended location to determine the applicability of their transferred credits towards their intended program of study at Berkeley College.

Berkeley College has established an

appeal process

(<http://berkeleycollege.edu/admissions/transfercredappeal.htm>)

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.

Upper Division: To be admitted directly to an Upper Division, students must have completed either (1) a relevant Associate's degree or (2) at least 60 semester/90 quarter credits in appropriate course work with a grade of "C" or better at Berkeley College or another regionally accredited institution.

Credit by Challenge Examination: Advanced placement and appropriate academic credit will be granted to students passing challenge exams who demonstrate mastery of any course offered by Berkeley College. Credit for such courses will appear as "CE" on the student's Berkeley College transcript and will not be included in the GPA calculation.

()

Credit by Advanced Placement Examination: Students who have taken college-level courses in high school and who have passed the Advanced Placement exams given by the College Board will receive credit for those courses if they are applicable to their program at Berkeley College. Credit for such courses will appear as "CR" on the student's Berkeley College transcript and will not be included in the GPA calculation.

Credit from Articulation Agreements: Through a series of articulation agreements, Berkeley College has agreed to accept credits from certain other institutions of higher education. A current list of such institutions may be found at

berkeleycollege.edu/berkeley_bc/2038.htm

(http://berkeleycollege.edu/berkeley_bc/2038.htm)

. This list is updated periodically. Each individual agreement covers specific courses and credits. Credit for such courses will appear as "CR" on the student's Berkeley College transcript and will not be included in the GPA calculation.

Credit for Prior Learning: Many adults have acquired learning outside the formal classroom. In some cases, that learning is college level and can earn college credit. The College assesses portfolios for possible credit. Over the course of a quarter, the student will work with a faculty member and, through the process of reflection, analysis, and articulation, develop the narratives and support documentation necessary to earn college credits for college-level learning. A fully documented experiential learning portfolio must be submitted for faculty evaluation. Credit for such courses will appear as "CP" on the student's Berkeley College transcript and will not be included in the GPA calculation.

Berkeley College grants credit as recommended by standard assessment guides, including National PONSI (Program on Noncollegiate-Sponsored Instruction); ACE (The American Council on Education); and DANES (Defense Activity for Non-Traditional Educational Support). The College also grants credit for acceptable scores on national standardized examinations including CLEP (College-Level Examination Program); ACT-PEP (American College Testing-Proficiency Examination Program); and for professional certification exams in the ACE exam guide. The academic advisor will counsel students, review the possibilities for credit recognition, and determine the best method for assessment.

APPLY ONLINE:

[BerkeleyCollege.edu/Apply \(http://www.BerkeleyCollege.edu/Apply\)](http://www.BerkeleyCollege.edu/Apply)



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Tuition and Fees

Educational costs are an important consideration when selecting a college. For that reason, Berkeley College protects students from increases in full time tuition rates after they have been enrolled full-time for 3 consecutive quarters, beginning with their first quarter at the College, for so long as they maintain continuous enrollment with no more than 1 quarter of absence.

2012 TUITION (per quarter)

Full-Time Students (12-16 credits)	\$7,100
Full-Time Students (in excess of 16 credits)	\$7,100 + \$495 per credit
Part-Time Students (1-11 credits)	\$495 per credit

TUITION DEPOSIT

For first time students entering from High School, the \$300 tuition deposit is due by May 1. It will be refunded provided the College receives written notice of cancellation at least 60 days prior to the start of the quarter for which accepted. 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 quarter for which accepted. No refunds will be made to persons canceling during this 60-day period.

FEES (NON-REFUNDABLE)

Quarterly technology	\$150 per quarter
Online course resource	\$75 per course
Quarterly administrative	
• 9 or more credits	\$250 per quarter
• 8 or fewer credits	\$125 per quarter
Graduation	\$100 upon graduation
Insurance (may be waived)	\$65 per year
Late registration	\$50 per instance

Any changes in tuition and/or fees apply to students who enter in or after the winter quarter.

TUITION PAYMENTS

Tuition is payable in advance. Tuition may be paid in person, by mail, or online through Student Self-Service. The Student Accounts Department accepts payment by cash, check, MasterCard, Visa, or American Express.

Billing for tuition and fees is done on a quarterly basis, although the student may make one payment in full for the entire academic year.

Instructions for registration and payment of term bills are sent by mail to all students for their first term. Subsequent term bill information is available to students online through Student Self-Service six weeks prior to the start of each term. It is the

student's responsibility to obtain and pay the term bill on time. Students who fail to do so are charged a late registration fee.

The College reserves the right to make any changes in the schedule of hours or in the courses of study that may be desirable.

() TUITION REFUND POLICY

If a student officially withdraws or is dismissed from the College during a quarter, credit for that quarter will be issued as follows:

Notification date during

- | | |
|------------------------------|-----|
| • First and second weeks | 90% |
| • Third week | 50% |
| • Fourth through sixth weeks | 25% |
| • After the sixth week | 0% |

Students who cease attendance but do not officially withdraw may be liable for 100 percent of charges for the quarter. Sample tuition refund calculations are available on Blackboard. To officially withdraw, students must contact the Advisement Department.

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 enrollment status. Individual course drops after week two do not entitle the student to a refund for that course.

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.

Residence and food service charges are fully incurred at the start of each quarter; once the quarter has started, there will be no refunds.

Students who withdraw from the College prior to the end of the term will have their financial aid adjusted based on the date that the student officially or unofficially (based on one of three census dates) withdrew from the College. Eligibility for disbursement of federal and state funds will be recalculated in accordance with federal and state regulations. Refunds will be made in accordance with the federal refund allocation schedule.

Institutional aid will not be refunded to the student. Berkeley institutional financial aid awards are earned ratably each quarter during the tuition refund period.

Students who withdraw or are dismissed after the 60% point (week seven) of the quarter will retain 100 percent of their federal awards.

MISCELLANEOUS COSTS

Costs for textbooks, supplies, field trips, and other classroom-related expenses are estimated at \$1,535 per academic year. Living expenses can vary considerably. Estimated room and board costs for students not living in Berkeley College facilities range between \$3,825 and \$13,500 per academic year. Personal expenses are estimated to be \$3,150, and transportation averages \$3,200 per academic year. Actual expenses vary based on personal situations and choices.

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. Of this amount, \$200 is credited

toward the final quarter's rent; the remaining \$200 is held as a "breakage" deposit until the student has checked out satisfactorily.

The balance of the fee must be paid prior to moving into the residence. If a residence reservation is canceled, the advance deposit is refunded only if the College receives notice in writing at least 60 days prior to the start of the quarter for which the student originally was accepted.

White Plains

Cottage Place Apartments, a six-story student residence adjacent to the College, features studio apartments with kitchenettes and two-and three-bedroom apartments with full kitchens and living rooms. All studios and bedrooms are designed for double occupancy.

Sussex House, a one-floor student residence located within the College building, features studio apartments with kitchenettes and two-bedroom apartments with kitchens, living rooms, and two bathrooms. All studios are designed for three students and two-bedroom apartments are designed for six students.

The quarterly rate per occupant is \$2,900.

Newark

Berkeley students can reside at the University Centre (UC) located in Newark's University Heights. UC, a student housing facility that is not owned or operated by the College, is five blocks away from Berkeley's Newark location, and is convenient to the NYC locations via New Jersey rail and bus lines.

The quarterly rate per occupant is \$2,500.

View the [housing page \(/student_experience_bc/1920.htm\)](/student_experience_bc/1920.htm) for more information.



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Guide to Financial Aid

- [Financial Aid Summary \(/catalog_2012/catalog_2012_2064.htm\)](/catalog_2012/catalog_2012_2064.htm)
- [Financing an Education \(/catalog_2012/catalog_2012_2066.htm\)](/catalog_2012/catalog_2012_2066.htm)
- [How to Apply \(/catalog_2012/catalog_2012_2067.htm\)](/catalog_2012/catalog_2012_2067.htm)
- [Disbursement of Aid \(/catalog_2012/catalog_2012_2068.htm\)](/catalog_2012/catalog_2012_2068.htm)
- [Early Refund for Books and Supplies \(/catalog_2012/catalog_2012_2069.htm\)](/catalog_2012/catalog_2012_2069.htm)
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- [New York State Financial Aid \(/catalog_2012/catalog_2012_2075.htm\)](/catalog_2012/catalog_2012_2075.htm)
- [Berkeley Financial Aid \(/catalog_2012/catalog_2012_2076.htm\)](/catalog_2012/catalog_2012_2076.htm)
- [General Financial Aid Policies \(/catalog_2012/catalog_2012_2078.htm\)](/catalog_2012/catalog_2012_2078.htm)
- [Satisfactory Academic Progress \(SAP\) \(/catalog_2012/catalog_2012_2061.htm\)](/catalog_2012/catalog_2012_2061.htm)



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Financial Aid Summary

Federal Financial Aid

Award	Maximum Allowed per Award Period
Federal Pell Grant	Up to \$5,550
Federal Supplemental Educational Opportunity Grant (FSEOG)	\$300
Federal Direct Stafford Loan (FDSL)	Up to \$3,500 (base) for first year Up to \$4,500 (base) second year Up to \$5,500 (base) third and fourth year
Federal Direct Unsubsidized Stafford Loan (UFDSL)	Dependent Students Up to \$2,000 Independent Students or if Parent is not eligible for Parent Loan Up to \$6,000 for first and second year Up to \$7,000 for third and fourth year
Federal Direct Parent Loan for Undergraduate Students (FDPLUS)	Up to the cost of attendance minus other financial aid/assistance and other resources.
Federal Work Study (FWS)	Awards vary
Veterans' Benefits	Awards vary
Federal Aid to Native Americans	Awards vary
Social Security Benefits	Awards vary

New Jersey State Financial Aid

Award	Amount per Year
Tuition Aid Grant (TAG)	Up to \$10,980
Garden State Urban Scholars Program (renewals only)	\$930
Garden State Bloustein Distinguished Scholars Program (renewals only)	\$930

New York State Financial Aid

Award	Amount per Year
Tuition Assistance Program (TAP)	Up to \$5,000
Regents Award for Children of Deceased or Disabled Veterans	Up to \$450
Aid for Part-Time Study (APTS)	Awards vary based on need.
Aid for Native Americans	Awards vary

Berkeley Financial Aid

Award

Amount per Year

Achievement Awards	Up to \$3,000 based on GPA
Alumni Association Scholarships	Up to full tuition
Berkeley TAP Grant (NY only)	\$1,500
Challenge Program Awards	Up to \$1,275
DECA Scholarships	Up to full tuition
Ethel C. Townsend Foundation Scholarships	Awards vary
FBLA Scholarships	Up to 25% of tuition
Honors Scholarship (http://berkeleycollege.edu/academics_bc/honors_program.htm)	Up to 50% of tuition
Howard L. Newhouse Grants	Up to \$675 based on need
Non-Resident Student Grants	Up to \$5,000
International Student Grants	Up to 25% of tuition
Residence Hall Grants	Up to \$750
Robert V. Maher Access Grants	Up to \$675 based on need
Transfer Opportunity Program (T.O.P. Scholars)	Up to 50% of tuition
Woodland Park Scholarship	One-third tuition
WTC Supplemental Scholarship	Up to full tuition



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Financing an Education

Financing an education begins with proper planning. Applicants are offered the opportunity to meet with a financial aid administrator to develop a personalized plan to meet their educational expenses. All applicants who submit a Free Application for Federal Student Aid (FAFSA) will be offered a financial aid package detailing eligibility for federal, state, and institutional grants, scholarships, and loans. Federal and state aid will be awarded to students based on need and enrollment level as determined by federal and state formulas. Berkeley College need-based aid may be awarded to students who have borrowed their annual maximum Stafford loan and have unmet need after federal and state aid has been awarded.

Berkeley College recommends that students avoid unnecessary borrowing. College financial aid packages are developed with this goal in mind. Generally, eligibility for grants and scholarships will be considered before Federal Direct Student Loans are included. Financial Aid packages are calculated to reflect charges that are payable directly to the College, including tuition and fees and the cost of student housing obtained through the College.

Federal law permits students to borrow additional funds to cover other expenses. Applicants should be aware, however, that the College may reduce institutional aid (grants and scholarships), dollar for dollar, for students who elect to borrow such additional amounts. The College may choose not to reduce additional aid for a student who provides written evidence of a hardship that, in the sole discretion of the College, justifies such an exception. Any such exception will apply only for the term (quarter) in which it is granted and may be revoked anytime thereafter.



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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](http://www.fafsa.ed.gov) (<http://www.fafsa.ed.gov>)

. The Financial Aid Administrators are available to help students with the application process. The Financial Aid Office may request additional documentation to support the student's request for financial assistance, including signed copies of federal and state income tax returns. The student's financial aid package cannot be finalized until the Financial Aid Office has received all requested documentation. State grant recipients may also be required to submit additional documentation directly to the state agency administering the grant. Renewal of financial aid is not automatic. Recipients are required to reapply each year by the announced deadline.



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Disbursement of Aid

Federal, state, and institutional grants and loans will be disbursed onto student accounts to cover direct educational costs. Disbursements in excess of direct costs will be refunded to the student (or parent, in the case of a PLUS Loan). Federal Work Study earnings will be paid directly to the student via Money Network Service™ Debit Card (or direct deposit) on a bi-monthly 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 7th day of each quarter. The value of the early disbursement will be the lesser of \$500 and the anticipated Title IV (Federal) Credit.

Not all students will qualify for this early refund. To be eligible for this early disbursement, a student must meet all of the following criteria:

- 1) The student must be eligible for a Federal Pell Grant;
- 2) Institutional file verification/file review must have been approved no later than 10 days prior to the start of the quarter; and
- 3) The student's Federal Aid (without consideration of any other assistance such as State and Institutional Grants and/or Scholarships) is greater than direct costs payable to the College (tuition and fees, plus housing costs for students who obtain housing through the College).

A student who qualifies for an early refund for books and supplies but does not want the funds disbursed may opt out of the disbursement by contacting the Student Accounts or Financial Aid Departments prior to the start of the quarter. If notification of the student's decision to opt out of the early refund is not received by the start of the quarter, the funds may be disbursed.

Please contact the Student Accounts or Financial Aid Departments if you need additional information.



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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, housing) in the following order:

- Federal Parent Loans (PLUS)
- Federal Direct Stafford Loans
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (SEOG).

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 award period. The student may revoke this authorization at any time. Because Title IV funds are awarded to students to pay current year charges, notwithstanding any authorization from the student or parent, the College will refund:

- any remaining balance on FSA loan funds by the end of the loan period
- any other remaining FSA program funds by the end of the last payment period in the award year for which they were awarded.



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Other Financial Aid Refunds

Any aid, other than Title IV, that creates a credit balance on the student's account will be refunded to students on a timely basis as required by regulations. However, students are encouraged to advise Student Accounts if and when refunds are needed earlier. Every effort will be made to meet the student's needs.



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Federal Financial Aid Programs

Below is a list of federal loans for which eligible Berkeley College students may be considered:

Federal Pell Grant: The Federal Pell Grant program provides awards of up to \$5,550 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) (<http://www.fafsa.ed.gov/>) must be completed when applying for financial assistance. The Federal Government limits students to six full scheduled annual awards. At Berkeley College, that would translate into 18 quarters of full-time attendance and, for example, 36 quarters at half-time attendance. Pell Grants used at other institutions count towards the maximum amount allowed.

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](http://www.studentloans.gov) (<http://www.studentloans.gov>)

. Various repayment and deferment options exist for federal loans (including but not limited to deferments for service under the Peace Corps Act; service under the Domestic Volunteer Service Act of 1973, and comparable service as a volunteer for a tax exempt organization in the field of community service). All students will be provided entrance counseling that describes these options prior to loan disbursement.

- **Federal Direct Base Stafford Loan (this base loan is usually interest subsidized):** This loan is available to students who are enrolled at least half-time and have financial need. A fixed interest rate of 4.5 percent applies, and in most cases repayment must be completed within 10 years. The U.S. Department of Education pays the interest while the borrower is in school. First-year students may borrow up to \$3,500 for qualified educational expenses; second-year students may borrow up to \$4,500. Third- and fourth-year students may borrow up to \$5,500 annually. Loan amounts will be originated by the College based on enrollment status and need as determined by federal formulas. Students are responsible for repaying their entire debt, with interest, as specified in the terms and conditions of the Promissory Note.
- **Federal Direct Unsubsidized Stafford Loan:** This loan is available to students who are enrolled at least half-time. Financial need is not a requirement. The borrower is responsible for interest during the life of the loan. A fixed interest rate of 6.8 percent applies, and in most cases repayment must be completed within 10 years. All students are eligible for the base \$2,000. In addition to the base loan of \$2,000, independent students and those whose parents have been denied a Parent Loan may borrow an "additional" unsubsidized loan. First- and second-year students may borrow up to an additional \$4,000 for qualified educational expenses. Third- and fourth-year students may borrow up to an additional \$5,000 annually. Loan amounts will be originated by the College based on enrollment, need, and dependency status as determined by federal regulations. Students are responsible for repaying their entire debt, with interest, as specified in the terms and conditions of the Promissory Note.
- **Federal PLUS Loan:** This loan is available to parents of dependent students who

are enrolled at least half-time. Financial need is not a requirement. Parents are responsible for interest during the life of the loan. A fixed rate of 7.9 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 Supplemental Educational Opportunity Grants (FSEOG): In addition to a Federal Pell Grant and/or Stafford loan, students with exceptional need (Zero Expected Family Contribution) may be awarded a Federal Supplemental Grant of \$300 per award period. Eligible students are automatically considered for this grant. The Free Application for Federal Student Aid (FAFSA) must be completed annually.

Federal Work Study (FWS): Eligible students can seek part-time employment either on campus or in community service positions off campus. Award, hours, and pay rates vary. On average, students work 16 hours per week at \$8.00 to \$9.00 per hour. Interested students should be directed to

BerkeleyCollege.edu/fws (<http://BerkeleyCollege.edu/fws/>)

Return of Title IV: The U.S. Department of Education regulates the treatment of all federal grants and loans. For those students who withdraw during the quarter, the College is required to exercise the "Return to Title IV calculation" (R2T4). The R2T4 is based on the number of days in the quarter divided into the number of days attended based on the date of official withdrawal or on the census date (see Class Participation Policy). This provides the percentage of Title IV aid a student has "earned."

For example, if the quarter is 84 days, and a student's separation date falls on the 40th day of the quarter, the formula used would be $40/84$ or 47.619 percent. This percentage would then be applied to the Title IV aid disbursed, or potentially disbursed, in order to determine how much and which proceeds need to be returned. Students that separate after the 60 percent point of the quarter, per federal guidelines, will have earned 100 percent of their federal aid.

The order in which funds are returned is also determined by the Federal Department of Education. The Attribution Table requires funds to be returned as follows:

- First - Direct Unsubsidized Loan**
- Second - Direct Subsidized Loan**
- Third - Direct Parent Loans**
- Fourth - Pell Grant**
- Fifth - SEOG**

Note: Federal Work Study earnings are not part of the above formula and funds earned do not need to be returned.

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
(<https://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.

Title VII - Indian, Native Hawaiian, and Alaska Native Education: For information, 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>)

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Social Security Benefits: Social Security benefits may be available to eligible students under 18 years of age. For more information, go to:

ssa-custhelp.ssa.gov/app/answers/detail/a_id/282/ (http://ssa-custhelp.ssa.gov/app/answers/detail/a_id/282/)

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New Jersey State Financial Aid

Tuition Aid Grant (TAG): New Jersey residents who attend college full-time at a New Jersey institution may be eligible to receive a TAG grant of up to \$10,980 per academic year. TAG grants are based on need.

Garden State Urban Scholars Program: Students demonstrating the highest level of academic achievement based upon their secondary school records will be selected for consideration by their high school administrators. To accept this award, students must enroll full time in a New Jersey institution. Each academic year, \$930 is awarded without consideration of income (renewals only).

Garden State Bloustein Distinguished Scholars Program: Students demonstrating the highest level of academic achievement based upon their secondary school records and junior year SAT scores will be selected for consideration by their high school administrators. To accept this award, students must enroll full-time in a New Jersey institution. Each academic year, \$930 is awarded without consideration of income (renewals only).



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New York State Financial Aid

Tuition Assistance Program (TAP): New York State residents who attend college full time at a New York institution may be eligible to receive a TAP grant of up to \$5,000 per academic year. TAP awards are based on need. Submission of a TAP application ([tapweb.org](https://www.tapweb.org) (<https://www.tapweb.org/totw/>)), and income verification (e.g. NYS tax returns) for student and parents may be required.

Regents Award for Children of Deceased or Disabled Veterans: This scholarship is awarded annually to New York State residents who can document their status to meet the criteria. Up to \$450 is awarded each academic year without consideration of income.

Aid for Part-Time Study (APTS): New York State residents enrolled at a college in New York with four (4) but less than eight (8) credits per term may be eligible to receive an APTS grant. Awards are based on need.

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 grants, if the minimum requirements established below are maintained.

Pursuit of Program

Students must have and maintain a full-time enrollment status to receive a TAP award. "Full-time" is defined as 12 quarter credit hours per term (quarter).

A student may register for up to 18 credit hours in a term (or up to 21 with special approval by the Advisement Department); however, enrollment in more than 12 credit hours does not entitle the student to a TAP award that is greater than the per-term award maximum for 12 quarter credit hours.

A student must earn 36 quarter credit hours in an aid year, exclusive of College Skills courses, in order to receive a fourth TAP payment for the spring quarter.

New York State regulations allow a "medical/health waiver" if a student is unable to engage in full-time study due to health or medical reasons. Granting of this waiver is extremely rare, is not routine, and its use is not encouraged.

Full-time students pursuing an Associate Degree must complete these required credit hours, exclusive of College Skills courses, according to the following schedule to maintain "program pursuit:"

Term/Payment

1st Quarter

Must Receive a Grade For:

at least 6 Qtr. Credit Hrs. [50% of FT]

2nd Quarter	at least 6 Qtr. Credit Hrs. [50% of FT]
3rd Quarter	at least 9 Qtr. Credit Hrs. [75% of FT]
4th Quarter	at least 9 Qtr. Credit Hrs. [75% of FT]
5th Quarter or more	12 Qtr. Credit Hrs. [100% of FT]

Full-time students pursuing a Bachelor’s Degree must complete these required credit hours, exclusive of College Skills courses, according to the following schedule to maintain “program pursuit:”

Term/Payment	Must Receive a Grade For:
1st Quarter	at least 6 Qtr. Credit Hrs. [50% of FT]
2nd Quarter	at least 6 Qtr. Credit Hrs. [50% of FT]
3rd Quarter	at least 6 Qtr. Credit Hrs. [50% of FT]
4th Quarter	at least 9 Qtr. Credit Hrs. [75% of FT]
5th Quarter	at least 9 Qtr. Credit Hrs. [75% of FT]
6th Quarter	at least 9 Qtr. Credit Hrs. [75% of FT]
7th Quarter or more	12 Qtr. Credit Hrs. [100% of FT]

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 that are different from the “Program Pursuit” and “Satisfactory Academic Progress” policy according to New York State regulations.

For New York State TAP requirements for satisfactory academic progress, see charts below.

TAP Academic Standing

If a student is unable to meet the “program pursuit” or “satisfactory progress” standards during any term in which a TAP grant was received, the student loses eligibility for a TAP award in the subsequent term.

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.

If a student is subject to dismissal under either the federal or state progress policy, and an appeal under the federal policy is granted by the College, the student remains ineligible for a TAP award during the subsequent term.

Reinstatement of Good Academic Standing: A student who loses good academic standing for TAP may have this standing restored in one of the following ways: (1) remedying academic deficiencies and meeting good academic standing requirements by completing one term of study without TAP program funds; (2) successful appeal to the Director, Financial Aid after readmission to the College after an absence of at least one calendar year; (3) transferring to another institution; or (4) applying for and receiving a one-time waiver based on extenuating circumstances. TAP appeals and waivers must be approved by the Director, Financial Aid.

One-Time Waiver of Good Academic Standing Requirement: A one-time waiver of the good academic standing requirement may be granted during a student’s period of enrollment. This waiver is permitted under New York State regulations for extraordinary or unusual cases where the student was unable to complete successfully the required academic coursework due to mitigating circumstances. For example, a waiver may be warranted for: a) death of a spouse or parent; b) divorce or separation; c) extreme illness documented by a physician; or d) other 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 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 and thereafter, must meet new standards of satisfactory academic progress (SAP). Non-remedial students whose first year is 2007-08 through 2009-10 must meet the SAP requirements enacted in 2006. Those meeting the definition of "remedial student" are not subject to the new SAP standards, but will use the requirements established in 2006. The law enacted in 2006 mandated minimum standards of satisfactory academic progress for students receiving their first State award in academic year 2006-07 year.

A “remedial student”, at Berkeley College and as accepted by SED, is defined as a student:

- (a) whose scores on a recognized college placement exam or nationally recognized standardized exam indicated the need for remediation for at least three quarters, as certified by the college and approved by the State Education Department (SED); or
- (b) who was enrolled in at least six quarter hours of non-credit remedial courses, as approved by SED, in the first term they received a TAP award.

TAP Accelerated Study

At Berkeley College any student attending four consecutive quarters is considered, by New York State, to be an accelerated student. To be eligible for an accelerated TAP payment (which is the fourth consecutive quarter receiving TAP) a student must have earned 36 credits in the prior three quarters. For this purpose, six credits of completed remedial work, over the three quarters, may be applied to the earned credits calculation. Students who do not meet the requirement lose their TAP eligibility for the 'evaluated quarter' but regain it, with the counter set to zero, during the next attended quarter.

Schedules for first time TAP recipients prior to the 2010-11 award year and remedial students

Full-Time Academic Requirements: Associate's Degree Programs (6 Quarters, 90 Qtr. Credit Hours)										
Before being certified	1	2	3	4	5	6	7	8	9	0

for this payment	1	2	3	4	5	6	7	8	9
Student must have accrued at least this many credits	0	6	12	21	30	42	54	66	78
With at least this grade point average	0	1.2	1.3	1.4	1.5	1.6	2.0	2.0	2.0

Full-Time Academic Requirements: Baccalaureate Degree Programs (12 Quarters, 180 Qtr. Credit Hours)												
Before being certified for this payment	1	2	3	4	5	6	7	8	9	10	11	12
Student must have accrued at least this many credits	0	6	12	18	27	36	45	57	69	81	93	105
With at least this grade point average	0	1.2	1.3	1.4	1.5	1.6	2.0	2.0	2.0	2.0	2.0	2.0

Schedules for first time TAP recipients award year 2010-11 or later and not classified a remedial student

Full-Time Academic Requirements: Associate's Degree Programs (6 Quarters, 90 Qtr. Credit Hours)									
Before being certified for this payment	1	2	3	4	5	6	7	8	9
Student must have accrued at least this many credits	0	6	12	21	30	42	54	66	78

With at least this grade point average	0	1.2	1.3	1.5	1.5	1.8	2.0	2.0	2.0
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Full-Time Academic Requirements: Baccalaureate Degree Programs (12 Quarters, 180 Qtr. Credit Hours)												
Before being certified for this payment	1	2	3	4	5	6	7	8	9	10	11	12
Student must have accrued at least this many credits	0	6	12	18	27	36	45	57	69	81	93	105
With at least this grade point average	0	1.2	1.5	1.5	1.8	2.0	2.0	2.0	2.0	2.0	2.0	2.0

NYS Native American Education

For information, go to
p12.nysed.gov/natamer/studentaidinfo.html
 (<http://www.p12.nysed.gov/natamer/studentaidinfo.html>)



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Achievement Awards: Incoming full-time students with a high level of achievement (2.50 grade point average (GPA) or higher) as of the date of application will be considered for an award without consideration of income. Achievement awards are renewable based on the recipient's cumulative GPA of 2.50 at the end of each academic year and consecutive term enrollment as a full-time student. Awards are up to \$3,000 per year based on GPA. Students with GEDs are ineligible.

Eligibility for Achievement Awards will be determined by the Admissions Office and are based on GPA. The College considers the cumulative GPA from either high school or prior post-secondary education (exclusive of remedial programs), whichever is more beneficial to the student. Receipt of a GED will be considered attainment of a CGPA of 2.00 for institutional awarding purposes.

Alumni Association Scholarships: Berkeley offers 160 half tuition scholarships and eight scholarships providing up to full tuition, which are awarded annually to high school seniors who demonstrate a high level of academic achievement in high school based on GPA. The Alumni Scholarship amount will be determined after all federal/state grants and other scholarships have been applied and will not exceed the tuition and fees. To be considered for these scholarships, students must complete all admissions requirements by December 15.

Alumni Scholarships are renewable based on the recipient achieving a cumulative GPA of 3.00 at the end of each academic year and consecutive term enrollment as a full-time student.

Berkeley TAP Grant: Full-time students who are eligible for a TAP Grant from New York State may receive a grant of \$1,500 per award period from Berkeley College.

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Challenge Program Awards: Challenge Program awards are initially awarded as loans, which are forgiven if a student completes his/her degree with a cumulative GPA of 2.50 or better. Challenge Program awards are renewable based on the student's continued full-time enrollment, successful progress, and continued pursuit of a degree. Awards may be up to \$1,275 per year.

DECA Scholarships: Based on DECA (Distributive Education Cooperative Association) membership, an evaluation of the high school transcript, and an application essay, high school seniors are eligible to apply for partial- and full-tuition scholarships. This grant award is renewable based on the recipient's cumulative grade point average of 3.00 or better at the end of each academic year and consecutive term enrollment as a full-time student.

Ethel C. Townsend Foundation Scholarships: Each year, the Ethel C. Townsend Foundation awards a wide variety of privately funded scholarships through the generosity of friends and alumni. Scholarships are awarded each year based on a comprehensive review of student admissions applications and supporting credentials. Award amounts and terms vary. Some of the scholarships require a written essay, and application deadlines may apply. Details of specific awards and criteria for each may be obtained by contacting an Admissions Department representative.

FBLA Scholarships: Based on FBLA (Future Business Leaders of America) membership, an evaluation of the high school transcript, and an application essay, high school

seniors are eligible to apply for partial- and full-tuition scholarships. This grant award is renewable based on the recipient's cumulative grade point average of 3.00 or better at the end of each academic year and consecutive term enrollment as a full-time student.

Howard L. Newhouse Grants: The Howard L. Newhouse Grant program provides additional assistance to students who demonstrate need after federal and state aid have been exhausted. Students must have a 2.00 cumulative GPA or better and must be considered dependent on their FAFSA application. Award amounts go up to \$675 based on need and enrollment status (full-time or part-time).

International Student Grants: Up to 25 percent of tuition based on past academic achievement and financial need for students who are not residents of and are not living in the United States. These grants are awarded upon admission to the College. Students must apply for this grant at the same time as they apply for admission. Students who subsequently become eligible noncitizens will no longer receive the International Student Grant but are encouraged to apply for federal and state financial aid.

Non-Resident Student Grants: Students who are not residents of the states of New Jersey or New York are considered for this need-based grant. Award amounts go up to \$5,000 depending on Financial Aid calculations.

Residence Hall Grants: Residence hall students are considered for this need-based grant at the time of application. A minimum cumulative grade point average of 2.50 is required to receive the award. The grant is renewable quarterly based on the recipient's continued attainment of a cumulative grade point average of 2.50 and consecutive term enrollment as a full-time day residence hall student. Award amounts go up to \$250.

Robert V. Maher Access Grants: Students who are considered independent on their FAFSA application and have a 2.00 cumulative GPA or better are eligible for the Robert V. Maher Access Grant. Awards are made to students who demonstrate need after federal and state aid have been exhausted. Award amounts go up to \$675 based on need and enrollment status (full-time or part-time).

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Transfer Opportunity Program (T.O.P. Scholars): A T.O.P. Scholarship is awarded to an eligible student who enrolls full-time in one of Berkeley's Bachelor's degree programs after receiving an Associate's degree from another institution.

Eligibility Requirement

To be eligible, a student must:

- Have an Associate's Degree from another college, be accepted, and enroll as a full-time student at Berkeley College.
- Sign an agreement acknowledging awareness of the eligibility requirements.
- Maintain Satisfactory Academic Progress to be eligible for the scholarship in the second Award Period.
- Remain continuously enrolled for the first academic year (three quarters). Once the student has completed the academic year the student may take one quarter off without losing the scholarship.
- Meet all federal and state grant application deadlines when applying for Financial Aid each year.

Transfer Scholarship

1. A scholarship covering 25 percent of the tuition remaining after all federal/state grants and other scholarships have been applied is granted when a student is accepted and enrolls as a full-time student with an Associate's Degree from another college.

2. A student’s transfer scholarship could increase above 25 percent if the student’s GPA is 2.50 or above.
3. The same criteria will be used when students are repackaged for their second award period. The award will be determined based on current GPA and can increase or decrease.
4. The Transfer Scholarship will be reduced if the total amount of the scholarship exceeds the remaining balance of tuition and fees after all other grants/scholarships have been applied.
5. The scholarship will be reduced if student loan borrowing exceeds the total cost of tuition, fees, books, and Berkeley room and board if applicable.

Process

1. Student applies to Berkeley College, any location through the Admissions office.
2. Upon acceptance the student will need to complete the Free Application for Federal Student Aid (FAFSA) and the additional questions required to receive the NJ Tuition Assistance Grant (TAG) or NY Tuition Assistance Program (TAP)
3. Financial aid will assess the student’s eligibility and generate an award notification with the Transfer Scholarship.
4. Admissions will schedule a registration appointment with Advisement.
5. Advisement will evaluate the student’s transcript and provide a course schedule.

Degree Requirement	Scholarship Percentage	Total Scholarship
Must have Associate’s Degree	25% of Tuition	25%
GPA Requirement for Additional Scholarship Eligibility		
2.50-2.74	Up to 10% of Tuition	Up to 35%
2.75-2.99	Up to 15% of Tuition	Up to 40%
3.00-4.00	Up to 25% of Tuition	Up to 50%

Woodland Park Scholarship: A scholarship of one-third tuition is awarded to a high school senior with a minimum GPA of 2.50 who is a resident of Woodland Park, New Jersey and will be attending Berkeley at the Woodland Park location. Applications must be submitted to the Woodland Park School Admissions department.

World Trade Center Supplemental Scholarship: Eligible students will be awarded the difference between the state-calculated WTC award and the College tuition rate.

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Institutional Merit Aid for Part-Time Students: Berkeley awards institutional aid to part-time students taking at least 4 credits. The institutional aid used will be the Achievement Award which is merit based. Students entering the college with an

external GPA (High School or college) of a 2.50 or greater or are exempt from all developmental courses will be eligible for the Part-Time Achievement Award.

The amount of aid will depend on the number of credits a student is taking. Students taking between 6 and 11 credits will receive a 15 percent of the tuition in Achievement Award and students taking 4 or 5 credits will receive a 10 percent of the tuition in Achievement Award. The student will continue to receive the Achievement Award while in school as long as they maintain a 2.50 or greater GPA at the time they are repackaged by financial aid. Students awarded as part-time and then change to full-time will be re-evaluated based on the full-time policy.

Berkeley Need-Based Institutional Aid: To the maximum extent possible, the College will attempt to utilize College administered need-based funds to supplement offers of merit-based aid that the student is receiving from the College and other sources.

Unmet need is defined as Cost of Attendance minus Estimated Family Contribution minus Other Resources.

Berkeley need-based grant funds may vary, but will generally be awarded according to the following eligibility chart. Exceptions to these guidelines are permitted based on the judgment of the campus Financial Aid Director.

BERKELEY NEED-BASED AID

3 Qtrs. Unmet Need	2 Qtrs. Unmet Need	1 Qtr. Unmet Need	Need-based Maximum
0-3000	0-2000	0-1000	\$325 per quarter
3001-6000	2001-4000	1001-2000	\$375/qtr
6001-9000	4001-6000	2001-3000	\$425/qtr
9001-12000	6001-8000	3001-4000	\$475/qtr
12001-15000	8001-10000	4001-5000	\$525/qtr
15001-18000	10001-12000	5001-6000	\$575/qtr
18001-21000	12001-14000	6001-7000	\$625/qtr
21001+	14001+	7001+	\$675/qtr

OTHER FINANCIAL ASSISTANCE

Part-Time Employment: Students who are interested in part-time employment at local companies, agencies, and organizations while attending Berkeley College are encouraged to seek assistance from the Career Services Department.

Payment Plans: A no-interest payment plan for quarterly charges is available. Payments include a \$20 fee for each payment plan. The first payment is due on the

first day of the month preceding the start of the quarter. Credit disclosure forms are required. A \$75 fee will be charged for late payments.



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General Financial Aid Policies

Student Loan Code of Conduct: As a participant in federal student loan programs, Berkeley College is required to maintain a code of conduct for all personnel involved in the financial aid process. The College supports and adheres to the principles articulated in the federal Higher Education Opportunity Act as well as applicable state laws and regulations. Those principles require financial aid professionals to act with honesty and integrity and to avoid conflicts of interest. The Berkeley College Student Loan Code of Conduct is available on the College website at

[BerkeleyCollege.edu/Compliance](http://www.BerkeleyCollege.edu/Compliance)
[\(<http://www.BerkeleyCollege.edu/Compliance>\)](http://www.BerkeleyCollege.edu/Compliance)

or in the Financial Aid Office at each location.

Enrollment Status Determination: 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 enrollment status. Individual course drops after week two do not entitle the student to a refund for that course.

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 \(/files_bc/Tuition_Freeze_Policy.pdf\)](/files_bc/Tuition_Freeze_Policy.pdf)

, a student returning from a leave of absence will be charged the prevailing rate of tuition.

Withdrawals from the College: Students who wish to withdraw officially from the College must notify the Advisement Department. The date the student notifies the Advisement Department will be used for tuition refund calculations. Students are strongly encouraged to contact the Financial Aid and Student Accounts Departments prior to withdrawing for an explanation of the tuition and financial aid adjustments that may occur. Berkeley College Institutional financial aid awards are earned ratably each quarter during the tuition refund period. Students who officially withdraw or are dismissed during or after week seven of the quarter will retain 100 percent of their awards. Students who cease attendance without providing official notification of withdrawal may be responsible for 100 percent of the quarterly charges. Mid-quarter withdrawals will be subject to the tuition refund policy detailed under

[Tuition and Fees \(/catalog_2012/catalog_2012_232.htm#tuition_refund\)](/catalog_2012/catalog_2012_232.htm#tuition_refund)



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Satisfactory Academic Progress (SAP)

To be eligible for financial aid, all students must meet standards which are set forth by the government/source that is providing the funds to the student.

Important note: All students must meet Qualitative Standards, and recipients of federal financial aid (Title IV) must *also* meet Quantitative Standards (please review Additional Satisfactory Academic Progress Requirements for Title IV and NJ TAG Recipients below). All students will be evaluated at the end of each quarter to determine if they are meeting minimum Qualitative Standards and, for Title IV and NJ TAG recipients, Quantitative Standards. Students not meeting either or both standards, as applicable, are subject to dismissal or the loss of Title IV eligibility or Warning, Probation, or Academic Plan statuses as described below.

In order to remain in good academic standing, all students enrolled in Associate degree programs (A.A.S. and A.S.) must maintain the grade point averages specified below:

QUALITATIVE STANDARDS A.A.S. and A.S.	
Credits Attempted*	Required GPA
0-15	1.50
16-30	1.60
31-44	1.75
45 or more	2.00

In order to remain in good academic standing for academic and financial aid purposes, students enrolled in Baccalaureate degree programs (B.B.A., B.F.A., and B.S.) must maintain the grade point averages specified below which provide that students in these programs must have a GPA of at least 2.00 at the end of the second academic year:

QUALITATIVE STANDARDS B.B.A., B.F.A., and B.S.	
Credits Attempted*	Required GPA
0-30	1.60
31-60	1.75

61-75	1.80
76-89	1.90
90 or more	2.00

*For this purpose credits attempted are all those completed that receive a letter grade (including an "F", WP, developmental, and transfer credits).

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 Students not meeting qualitative standards for the first time will be put on "Warning" status. Students on Warning status may continue to be enrolled and maintain their Title IV eligibility. Students who meet the SAP standard during the Warning (subsequent) quarter will be taken off of Warning status. Students who fail in the Warning quarter will have the opportunity to appeal for a "Probation" status for the subsequent quarter which, if approved, will allow the student to continue to attend and retain Title IV eligibility. Students who meet the standards or terms and conditions, if any, while on Probation status, will be taken off of Probation status. Students who fail to meet the standards or terms and conditions while on Probation in the Probation quarter will have the opportunity to appeal for an Academic Plan which, if approved, will allow the student to continue to attend and retain Title IV eligibility if the student meets the requirements of the customized Academic Plan developed by the College. A student who fails to meet the terms and conditions of the Academic Plan will be dismissed from the College. Students on an Academic Plan will be evaluated at the end of each quarter.

Advisement

As soon as a student has been placed on Warning, Probation, or Academic Plan status, the College will contact the student to offer additional academic support services.

Appeals

A student may appeal a dismissal for failure to meet Qualitative standards or, if applicable, Quantitative standards. Appeals will be reviewed by the Satisfactory Academic Progress (SAP) Review Committee, which is comprised of representatives appointed by the Office of the Provost. Decisions made by the SAP Review Committee will be based on several criteria, including a student's explanation of what condition caused the student not to satisfy SAP and how that condition has since changed or is expected to change. If the appeal is granted, the student will be required to meet the standards or follow a specific academic plan to regain good academic standing. If that should not occur, the student will be dismissed.

Students not succeeding, at any point, are encouraged to submit a provisional appeal even before the end of the quarter in anticipation of a failed condition dismissal. Appeals can be completed online using an eForm. Students receive a notification that the appeal has been successfully submitted. Appeals will be reviewed, as needed, during break week. Provisional appeals by students who then meet the SAP standards will not be reviewed since such students will be in good standing and Title IV eligible. If the appeal, needed due to continued failing condition(s), is approved, the student will be notified and appropriate instructions of how to proceed will be included. If a failing student's appeal is denied, the student will be notified and dismissed from the College.

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 The College will consider exceptional appeals for re-matriculation after not being enrolled or not receiving Title IV assistance for a minimum of three quarters. For example, the student may have improved his/her SAP by attending without the benefit of Title IV and/or the student may have had a substantially positive change in his/her life circumstances that would indicate that the student is ready for another chance. Final determinations will be made by the Office of the Provost. Students granted reinstatement must have paid the College all previously incurred tuition and fee charges. Reinstated students will be eligible for financial aid (if otherwise eligible) while

on an *Academic Plan*.

Additional Satisfactory Academic Progress Requirements for Title IV and NJ TAG Recipients

In addition to the qualitative standards set forth in the section describing Academic Standards of Progress, students receiving awards under federal programs or New Jersey State TAG must meet *quantitative* standards of progress in order to maintain aid eligibility.

Quantitative Standards: In order to maintain the quantitative standards for satisfactory academic progress, a student must be able to complete his/her program after attempting not greater than 150 percent of the credits required to graduate. The "150 percent rule" requires students to complete degree requirements by the time they have attempted 150 percent of the required credit hours necessary for graduation in their degree program. For an Associate's degree requiring the completion of 90 credit hours, this would require completion of degree requirements by the time the student had attempted 135 credit hours; for a Bachelor's degree requiring the completion of 180 credit hours, this would require completion of degree requirements by the time the student had attempted 270 credit hours. Once the 150 percent has been reached the student will be declared ineligible for further participation in federal or New Jersey State aid programs except as may otherwise be permitted. The College includes developmental and test credits in this metric.

Exceptions to the 150 percent rule exist for students who have changed majors and/or have returned to complete an additional degree. In this circumstance only those attempted credits that are applicable to the current program will be applied. This condition cannot be appealed. If the 150 percent is reached, and a student does not fall into one of the exceptions, all Title IV and TAG financial aid eligibility will be deemed exhausted. Students will not be allowed to change programs without approval from Advisement. In addition, some students on an approved Academic Plan may be able to exceed the 150 percent benchmark (see details below under Academic Plan).

To help students avoid reaching the 150 percent point, the College tests student progress, each quarter, based on attempted vs. earned benchmarks. Students must have earned passing grades in 67 percent of their attempted classes once they have attempted 81 or more credit hours.

QUANTITATIVE STANDARDS Attempted vs. Earned	
Attempted Credits*	Necessary Pct. Passed (Earned/Attempted)
0 to 16	25%
17 to 32	37%
33 to 48	50%
49 to 64	56%
65 to 80	65%
81+	67%

*For this purpose attempted credits include developmental courses, test credits, as well as all credits accepted in transfer. In addition, all credits for which a letter grade, including "F", was received as well as WP and WF (withdrawn after tuition assessment). Credits earned include all course work that was successfully completed (letter grade other than an "F").

Maintaining Standards of Progress for Aid Eligibility

At the end of each quarter, the College will assess the student's progress in reaching Satisfactory Academic Progress (SAP). How failure to meet required standards will affect aid eligibility and future requirements will depend on the number of consecutive failures.

Warning Status

Any student who fails to meet SAP standards in a quarter will be given a "*Warning*" for the subsequent quarter. This allows the student to remain eligible for financial aid while attempting to meet the required standards. If the student subsequently meets standards in the Warning quarter, the student will be taken off of Warning status and aid eligibility will continue. "Warning" is an automatic status which does not require an appeal.

Probation Status

A student operating under a Warning who fails to meet the required standards in the Warning quarter will be declared ineligible for further participation in federal and New Jersey State financial aid programs for the next quarter. However, the student can appeal this determination. If the appeal is granted, the student will be placed on Probation for one quarter. As with the Warning period, the student will remain eligible for financial aid while attempting to meet the required standards. If the student subsequently meets SAP standards in the Probation quarter, the student will be taken off Probation status and aid eligibility will continue. We encourage students to appeal for Probation during the Warning quarter. Appeals will be reviewed, as necessary, after grades have submitted.

In certain circumstances the SAP Review Committee may determine that a student appealing for Probation will not be able to get back into good standing after only one quarter. In these cases the committee reserves the right to consider the student for an Academic Plan (see below for details) subject to the student's agreement to the terms and conditions.

Academic Plan Status

A student on *Probation* who fails to meet the required standards in the Probation quarter will lose eligibility for financial aid for the next quarter. However, the student can appeal this determination. If the appeal is granted, the student will be placed on an Academic Plan with terms and conditions developed by the College. As during the Probation period, the student will remain eligible for financial aid while attempting to meet the required standards. If the student subsequently meets standards in the subsequent quarter, the student will be taken off Academic Plan status and aid will continue. Any such student will be offered additional academic support services for the remainder of his/her program.

We encourage students to appeal for an Academic Plan during the Probation quarter. Appeals will be reviewed, as necessary, after grades have submitted.

Once a student is on an Academic Plan she or he will be evaluated, at the end of each quarter, based on the 'customized' Standard of Progress or terms and conditions of the Plan. The Academic Plan will be designed so that the student can make Satisfactory Academic Progress within a 'reasonable' amount of time. Plans are designed to ensure that the student is able to meet the College's satisfactory academic progress standards by a specific point in time. In some cases, this could mean that the maximum timeframe (150 percent) might be extended.

A student who fails to satisfy the requirements of an Academic Plan will be declared ineligible for further participation in federal and New Jersey State financial aid programs and will be dismissed from the College. Students, after three quarters off, may appeal

for readmission; however, a new SAP appeal with a favorable determination, will be required prior to being accepted back into the College.

Advisement

The College does not wait for the student to reach the Academic Plan status before providing

additional services (/catalog_2012/catalog_2012_227.htm)

. Once the Warning condition is in place both the College and the student are expected to take all appropriate actions to ensure success. Please see

Qualitative Standards (/catalog_2012/catalog_2012_2061.htm#probation1)

for more detail.

Appeals

Once in a Warning status the student is encouraged to appeal for Probation in case satisfactory progress is not made during the subsequent quarter. Likewise, a student who has been approved for Probation is encouraged to appeal for an Academic Plan in case satisfactory progress is not made during the subsequent quarter. Current student appeals can be completed online using an eForm. Appeals will be reviewed, as needed, during break week. Provisional appeals by students who then meet the SAP standards will not be reviewed since such students will be back in good standing and Title IV eligible. If the appeal, needed due to continued failing condition(s), is approved, the student will be notified and appropriate instructions on how to proceed will be included. If failing student's appeal is denied, the student will be notified regarding loss of aid eligibility.

Failure to meet quantitative Standards of Progress can be caused by many reasons. The Committee will consider every aspect of the student's appeal while also reviewing the student's academic history at the College. One standard, however, will be used for each appeal. The student must clearly state what has caused the student to fall out of good standing and what has changed that will now make it possible for the student to succeed.

A student who loses eligibility may, if not dismissed,

(see Qualitative Standards)

(/catalog_2012/catalog_2012_2061.htm#appeals1)

continue at the College but would need to find other financial resources. While attending as a non-aid recipient, the student can get back into a satisfactory progress status and regain aid eligibility. The College will consider exceptional appeals for reinstatement of a failed Academic Plan after a minimum of three quarters not receiving Title IV assistance. The student may have improved his/her SAP by attending without the benefit of Title IV and/or the student may have had a substantially positive change in his/her life circumstances that would indicate that the student is ready for another chance. Final determinations will be made by the Office of the Provost. Students with a reinstated *Academic Plan* will be eligible for financial aid (if otherwise eligible).

SAP and Transfer Credits

Credits that Berkeley College accepts in transfer towards a student's program will be considered both credits attempted and earned. All SAP evaluations will start from that point. It is important to note that Berkeley College does not attach grades to transfer credits, so it is possible that a student can start at the College as a transfer student and be expected to earn at least a 2.00 GPA in the first and all subsequent quarters in order to remain in good standing. This is because transfer students will start with no GPA but the credits accepted will determine what GPA requirement they must meet.

SAP and Repeated Courses

When a course is successfully repeated, the original failure(s) are not included in calculating the cumulative GPA or the qualitative gradient. For the quantitative SAP measure, however, each failed attempt, in addition to the passed attempt, will be included in the 'courses attempted' portion of the evaluation.

SAP and Incomplete Grades

Effective January 1, 2012, initial calculations of SAP treat incomplete grades as if they were an "F" until such time as a passing letter grade replaces it. All remaining

incomplete grades, after the first week of the following quarter, will turn into an official "F" and will be treated as such in all SAP evaluations. In consideration of grade changes the SAP calculations are determined a second time – after all grades are in.

SAP and Course Withdrawal

Students who drop a course will receive a letter of WP or WF. These grades will not be considered in testing the qualitative requirements, neither in the gradient or GPA, but they will be counted as credits attempted for quantitative purposes.

SAP and Developmental Course Work

Effective January 1, 2012 developmental credits, even though they are not applied towards the 90 or 180 credits required to complete the program, are included in both SAP measures.

For more detailed information on Evaluation and Grading, please visit the [catalog \(/catalog_2012/catalog_2012_2058.htm\)](/catalog_2012/catalog_2012_2058.htm) page.



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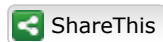


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- [President's Cabinet \(/catalog_2012/catalog_2012_1298.htm\)](/catalog_2012/catalog_2012_1298.htm)
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 M.A., New York University
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Senior Vice President, Administration
 B.A., Trenton State College
 M.A., Rider University
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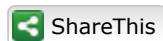
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 M.B.A., Harvard University

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 M.B.A., Wagner College

Linda Luciano

Vice President, Planning and Chief of Staff to the President
 B.S., Caldwell College
 M.B.A., Seton Hall University



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David Bertone

Associate Vice President, Enrollment

Ursula Bisconti

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Vice President, Chief Compliance Officer

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Vice President, Library Services

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Senior Vice President, Government Affairs

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Assistant Vice President, Business and Auxiliary Services

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Vice President, Student Development and Campus Life

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Vice President, Student Accounts

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Director, Athletics

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Assistant Vice President, Assessment and Institutional Research

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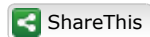
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M.A., Northwestern University
Ph.D., University of Connecticut

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M.B.A., DePaul University
M.S., Pratt Institute
J.D., John Marshall Law School

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Ph.D., University of Rome

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Director, Academic Support Center - Tom Kitchen

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Director, Financial Aid - Theresa Bryant

Director, Student Accounts - Zoila Antonio

Director, Enrollment - Stephen Weinstein

Director, Adult Admissions - Joel Martinez

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Assistant Dean, Student Development and Campus Life - Sherrille Shabazz

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Director, Library - Simona Fraser

Director, Financial Aid - Shaundia Comrie

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Dean, Advisement - Antonio Santiago

Assistant Dean, Student Development and Campus Life - Alicia Martinez

Director, Residence Life - Michael Gilbert

Learning Coordinator, Academic Support Center - Lauren Linkowski

Director, Library - James Leftwich

Director, Financial Aid - Amanda Manuel

Interim Director, Student Accounts - Kristle Wilson

Director, Adult Admissions - John Wool

Director, High School Admissions - Lynn Ovimeleh

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Dean, Advisement - Deborah Palicia

Dean, Student Development and Campus Life - Neddie Ramadan

Director, Student Development and Campus Life - Ashante Barnes-Awe

Director, Academic Support Center - Roger Perry-Stovall

Director, Library - Laurie McFadden

Director, Career Services - Susan Marshall

Director, Financial Aid - Susan Barschow

Director, Student Accounts - Steven Figueiredo

Director, Adult Admissions - Michael Lincoln

Director, High School Admissions - Christine D'Elia

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Director, Student Development and Campus Life - Kevin Frey

Learning Coordinator, Academic Support Center - Debra Sekula

Director, Library - Bonnie Lafazan

Director, Financial Aid - Tino Lula

Director, Student Accounts - Tara Solan

Interim Director, Adult Admissions - Gerald Wilkins

Director, High School Admissions - Sara Mamrak

Supervisor, Buildings and Grounds - Jesse Warnick



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Dean, Advisement - Suzanne Casadevall

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Learning Coordinator, Academic Support Center - Candace Kaup Scioscia

Director, Library - Maria Deptula

Director, Financial Aid - Daniel Larkin

Director, Student Accounts - Matthew El Sabry

Director, Adult Admissions - Elaine Coleman

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Director, Student Development and Campus Life - Sandra Garcia

Learning Coordinator, Academic Support Center - Rachel Dues

Director, Library - Susan Van Alstyne

Director, Financial Aid - Diana Coleman

Director, Student Accounts - LaMont Covington

Director, Adult Admissions - Sandra Tavares

Director, High School Admissions - Leigh LeBlanc

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- Coordinator, Academic Support Center - Scott Sisco
- Senior Director, Admissions - Robert Oddo
- Director, Library - Elizabeth Leonard
- Director, Career Services - Rosemarie Berman
- Director, Financial Aid - Antonio Oliverio
- Director, Student Accounts - Ashley Maikranz



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99 Church Street
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NEWARK

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