

# Berkeley in brief

**Accreditations and Approvals:** All campuses are accredited by the Middle States Commission on Higher Education. The New York City and Westchester campuses are authorized by the New York State Board of Regents to confer the degrees of Bachelor of Business Administration, Associate in Science, and Associate in Applied Science, and their programs are registered by the New York State Education Department. The New Jersey campuses are licensed as a college and authorized by the New Jersey Commission on Higher Education to confer the degrees of Bachelor of Science, Associate in Science, and Associate in Applied Science. Their business programs are accredited by the Association of Collegiate Business Schools and Programs (ACBSP). The Paralegal Studies program at all campuses is approved by the American Bar Association (ABA).

**Calendar:** Berkeley operates year-round, with four quarters starting in September, January, April, and July. This allows students to accelerate their program and enter the workplace faster. Students enrolled in the day division have the option of earning their bachelor's degree in as little as three years. An associate's degree can be completed in as little as 18 months. Evening/weekend students have the option of completing their bachelor's degree in less than four years or an associate's degree in only two years.

**Career Advisement:** Academic, career, individual advisement, and free tutorial services are available.

**Career Services:** Our full-service Career Services Department includes a staff of 20 specialists. Each year more than 90 percent of Berkeley graduates secure employment in jobs related to their field of study. Lifetime career assistance is available to all Berkeley graduates.

**Computer Technology:** Each Berkeley degree program includes a strong technology component in the software applications most often used in today's business environment. These packages include graphics, spreadsheet, database, word processing, electronic communication, online research, and the Internet. Berkeley's locations offer advanced computer labs with more than 700 classroom computer stations.

**Enrollment:** Berkeley's total enrollment averages 5,000 students and represents 18 states and over 80 countries.

**Faculty:** Berkeley's instructors are chosen both for their professional experience as well as for their academic credentials. Several of Berkeley's administrators are nationally recognized leaders in business education, and are authors, lecturers, and consultants.

**Financial Aid:** Berkeley allocates approximately 12 million dollars annually for student aid, based on need and/or merit. Additional financial assistance programs are also available.

**History:** Since its founding in 1931, Berkeley College has evolved and expanded to be recognized as a premier educator in preparing men and women for business-related careers. Berkeley draws its strength from balancing academic preparation, professional training, and hands-on experience. With multiple locations in New York and New Jersey, the College has been recognized for 75 years for its academic excellence.

**Housing:** A variety of off-campus housing options are available in New York City. Westchester students can stay in apartments near campus in Cottage Place, a new, six-story residence. At Garret Mountain, two on-campus residence halls are available.

**Internships:** An internship requirement provides valuable work experience and often leads to a full-time position. Students work in their field of study, earn academic credits toward their degree, and establish a network of business connections for the future. Some internships also include a salary and help offset college costs.

**Library:** Berkeley College maintains comprehensive libraries on each campus. Each library houses a collection of print and nonprint resources, periodicals, study areas, computers, and audiovisual equipment.

**Program Locations:** Bachelor of Business Administration degree programs are offered at the New York City and White Plains campuses. Bachelor of Science degrees are offered at the New Jersey campuses. Associate's degrees are offered at all campuses. The Interior Design program is offered at the Paramus campus only. Students may complete only 80 percent of their degree programs at the Lower Manhattan Extension Center. The remaining 20 percent must be completed at another location.

**GARRET MOUNTAIN**  
44 Rifle Camp Road  
West Paterson, NJ 07424

**PARAMUS**  
64 East Midland Avenue  
Paramus, NJ 07652

**WOODBRIIDGE**  
430 Rahway Avenue  
Woodbridge, NJ 07095

**NEW YORK CITY**  
Main Campus  
3 East 43rd Street  
New York, NY 10017

**NEW YORK CITY**  
Lower Manhattan  
Extension Center  
130 William Street  
New York, NY 10038

**WHITE PLAINS**  
99 Church Street  
White Plains, NY 10601

**NEW LOCATION  
OPENING 2006:**  
536 Broad Street  
Newark, NJ 078102

## Academic Programs at Berkeley

Berkeley College's degree programs provide exceptional career preparation and valuable marketability to employers.

### Associate's Degree Programs

- Accounting
- Fashion Marketing and Management
- Health Services Management
- Information Systems Management
- Interior Design
- International Business
- Justice Studies–Criminal Justice
- Management
- Marketing
- Network Management
- Paralegal Studies
- Web Design

### Bachelor's Degree Programs

- Accounting
- Business Administration
- Entrepreneurship
- Fashion Marketing and Management
- General Business
- Health Services Management
- Human Resources Management
- Information Systems Management
- International Business
- Justice Studies–Criminal Justice
- Management
- Marketing

### Certificate Programs

*(can be completed in one year or less)*

- Computer Applications
- Software Management

Certificate credits apply toward a higher degree should you wish to continue your education.

*Note: Not all programs are offered at all locations.*

## COME VISIT US

For more information about Berkeley College, or to make an appointment to visit, please call us at 1-800-446-5400.

**Berkeley College**  
Central Admissions Office  
Box 440  
Little Falls, NJ 07424

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



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# *the Interview*



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# Candidate Evaluation

Rate each candidate on the following criteria, with "1" being the low score and "3" being the high score. When completed, total the points to determine the best overall candidate.

	Amber			Mike			Theresa		
Punctual	1	2	3	1	2	3	1	2	3
Appropriately attired	1	2	3	1	2	3	1	2	3
Professional	1	2	3	1	2	3	1	2	3
Courteous	1	2	3	1	2	3	1	2	3
Communication skills	1	2	3	1	2	3	1	2	3
Well prepared	1	2	3	1	2	3	1	2	3
Asks questions	1	2	3	1	2	3	1	2	3
Team player	1	2	3	1	2	3	1	2	3
Experience	1	2	3	1	2	3	1	2	3
References	1	2	3	1	2	3	1	2	3
Thank-you letter	1	2	3	1	2	3	1	2	3
<b>TOTAL</b>	_____			_____			_____		



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## Questions to Ask a Prospective Employer

- Could you describe a typical day for this position?
- What are your company's plans for growth and how do you attempt to reach your objectives?
- What opportunities for advancement exist with this position?

## Remembering Names

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## Frequently Asked Questions

- What can you tell me about yourself?
- What is your biggest strength?
- What is your biggest weakness?
- What do you see yourself doing in five years?
- What is one word others would use to describe you?



## Preparing for the Interview

- ✓ Appropriate dress/attire
- ✓ Extra copies of resume and references
- ✓ Letters of recommendation
- ✓ Research on the company
- ✓ Preparation for questions



# What One Word?



Amber

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Mike

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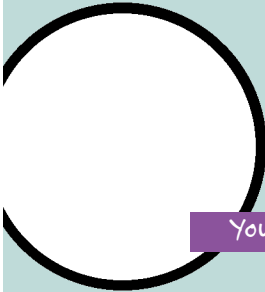


Theresa

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You

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## Top 10 Things NOT to do in an Interview

10. Show up late and blame it on traffic.
9. Say, "My boss had an attitude problem, just like my three previous ones."
8. Give the employer your current work number.
7. Tell your prospective employer you'll need to check with your Mom before you can accept the job.
6. Chew bubblegum and blow big bubbles.
5. Say, "I would have been more successful if I didn't have to work with a bunch of idiots."
4. Ask to use the phone book to look up your references.
3. Ask how much vacation you will get and how soon you can begin taking it.
2. Casually mention you really aren't sure if you want to work here, but your teacher is making you go out and interview to get experience.
1. Ask the interviewer how much money he or she makes.



## What Employers Can't Ask

- Marital status
- Family questions
- Health questions
- Ownership of a car or house
- Why you left your previous job
- Religion
- Age