MONROE COLLEGE

SCHOOL OF

Business and Accounting

STUDENT ORIENTATION BOOKLET
Dean’s Welcome

The School of Business and Accounting’s mantra is Start Small – Think Big – Move Forward.

Since today’s economic reality is that small firms are the job producers, our students must “start small” by focusing on the growth and power of small businesses that collectively produce most new jobs. Then faculty push students to “think big” and master the established body of knowledge and the ever changing business solutions demanded by employers and entrepreneurs. Next it’s time for students to “move forward” and develop an entrepreneurial mindset that can lead to creating or securing their dream career.

Because of the ever increasing demand for innovative and decisive leadership, the School provides students with an engaging curriculum that incorporates relevant business technology solutions combined with opportunities to apply their knowledge in the real world. The faculty and administration work closely with students on an individual basis to determine their specific area of passion. Every student is strongly encouraged to select a concentration (on the associate level) and a minor (on the bachelor level) to focus.

On behalf of the faculty and staff, I wish you great success. Please remember our doors and resources are always open to help you in any way we can.

Linda Silva Thompson, Dean, School of Business and Accounting
Overview
The demand for innovative and decisive leadership in business and accounting is high. At the Monroe College School of Business and Accounting, we’re investing in tomorrow’s leaders by providing students with a curriculum that will help them drive personal and professional growth.

The Monroe College School of Business and Accounting empowers students for careers as accountants and business managers. Students taking classes within the Department of Accounting and Finance are taught by a faculty of experienced certified accounting and taxation professionals. Our instructors provide clear insight into understanding the principles of Accounting, Taxation, Cost Accounting, and Advanced Accounting Applications. They also enable students to better comprehend accounting technology. Students enrolled in major and minor courses offered by the Department of Business Administration learn from highly knowledgeable senior business executives. Instructors draw upon their own career achievements to facilitate learning in marketing, project management, e-commerce and human resources.

Honor Societies
Sigma Beta Delta is an international honor society for bachelor’s and master’s business students who achieve high academic honors. It promotes, recognizes and rewards scholastic achievement in business education.

Alpha Beta Gamma is an international business honor society for associate students who achieve high academic honors. It provides leadership opportunities, forums for exchange of ideas and stimulation of interest in continuing academic excellence.

In 2015, the school will join the Delta Mu Delta International Honor Society in business for baccalaureate and graduate students with high honors. Delta Mu Delta recognizes and encourages academic excellence of students.

Students with academic accomplishment and leadership potential can also join the college-wide chapter of Sigma Alpha Pi, a National Society of Leadership and Success.

ACBSP Accreditation
The Accreditation Council for Business Schools and Programs (ACBSP) accreditation includes all of Monroe College’s online and campus-based undergraduate business and accounting degree programs, and its Master of Business Administration degree. This accreditation demonstrates that the School of Business and Accounting has met standards of business education established by ACBSP that promote teaching excellence and continuous quality improvement.

Small Business Center & Entrepreneur Center
Students can become engaged with the Small Business Center on the Bronx campus or Center for Entrepreneurial Excellence on the New Rochelle campus.
Program Clubs

Getting involved beyond the classroom is highly recommended as it will enrich your education, build your network—all while cementing lifelong connections and friends. There are a number of clubs in the Business and Accounting program and they all welcome and accept freshmen.

ENACTUS
Nationally and internationally, ENACTUS is a nonprofit organization that gives students the tools to learn and apply the free enterprise system in real working situations to community-minded projects. More than 800 college campuses across the U.S. and 400 campuses internationally operate ENACTUS teams. The Monroe ENACTUS team (formerly known as SIFE, Students in Free Enterprise) has won 9 consecutive regional championships and 1 national championship.

ENACTUS challenges students to bridge classroom knowledge to the working world. Students present multi-media presentations of their outreach programs to the nation's top business leaders at regional and international expositions. Regional champions are given the opportunity to move on to the annual ENACTUS Competition where the top-rated teams in the world participate.

The National Association of Black Accountants (NABA)
NABA Monroe College Student Chapter seeks to unite students who have similar interests and ideals, who are committed to academic and professional excellence, have a sense of professional and civic responsibility, and are concerned about enhancing opportunities for themselves in, but not limited to, the accounting and finance industries.

NABA aims to fulfill the mission of “Lifting as We Climb”, hosting a series of personal and professional development seminars and workshops on campus. The members are also invited to a range of events hosted by the NABA New York Chapter at various companies.

Club for Entrepreneurial Opportunities (CEO)
The goal of CEO is to bring together students of all majors and backgrounds to expand their education outside the classroom in the business world. CEO organizes school career awareness affairs, community events, sponsors guest speakers and hosts field trips such as company tours and conferences, and provides numerous networking events for students to make contacts with the professional world.

Though primarily a business-related club, CEO is open to all Monroe students. Every year CEO sponsors the annual ‘Shark Tank Competition’ where students compete to win based on the submission and presentation of a business plan.

Association for Latino Professionals in Finance and Accounting (ALPFA)
ALPFA’s mission is to inform students of opportunities and trends in the field of Accounting and Finance, to network with professionals and potential employers, and understand business trends that affect the job market. ALPFA helps students to: (1) develop leadership skills (2) access the national ALPFA Scholarship Program (3) acquire professional mentors (4) network within the Big Four Accounting Firms, and leading Fortune 500 companies for the purpose of obtaining internships and full-time positions. In 2011, the ALPFA Club received the Club of the Year Award for its effectiveness in sponsoring programs that support its mission.

Other Clubs
- Sports Management
- Monroe College American Marketing Assoc. (MCAMA)
- Human Resources
Program Career Opportunities

The Monroe Advantage Plan:
The School of Business and Accounting requires students to attend 3 semesters (Fall, Winter, and Spring) each year to stay in sequence with program requirements. The students who follow our recommendations:

- Earn a Bachelor’s degree in three years
- Earn up to 45 credits in one year
- Maintain tuition affordability with scholarships and grants
- Increase their chances for on-time graduation by over 65%
- Experience real world internships in their field of study
- Still have the entire month of August off to relax and enjoy with friends and family, as well as two weeks off in both December and April

ASSOCIATE DEGREES

The School’s Associate degree programs average job placement rate are over 98%. An associate degree in business or accounting enables students to either pursue a related career or continue toward a bachelor’s degree. Also, data suggest that associate degree graduates can earn higher salaries and achieve greater career advancement than high school graduates.

Associate Degree in Accounting
Provides students with knowledge of accounting principles and their application in a wide range of industries and setting. Course work includes Principles of Accounting, Taxation, Cost Accounting, and Advanced Accounting Applications using the computer. Accounting majors are strongly encouraged to select from three concentrations: Forensic Accounting, Finance or Legal Studies as an area of intense exploration. Graduates are prepared for entry-level position in the accounting world or to go on to a Bachelor’s degree.

CAREER OPPORTUNITIES:
- Bookkeeping
- Accounts Payable
- Accounts Receivable
- Payroll
- Revenue Analysis
- Junior Accountant
- Tax Preparer
- Loan Officer
- Real Estate Agent
- Human Resources Assistant
- Administrative Professional
- Customer Service Representative
- Accounts Receivable/Payable Clerk

Associate Degree in Business Administration
The Associate degree program in Business Administration allows students to select a concentration specializing in Accounting, Entertainment and Media Management, Entrepreneurship, Finance, Human Resources, Legal Studies, Marketing, or Sports Management. These fields are rapidly growing and when you graduate, you’ll find a variety of opportunities available to you.

CAREER OPPORTUNITIES:
- Office Manager
- Sales Representative
- Junior Accountant
- Tax Preparer
- Loan Officer
- Real Estate Agent
- Human Resources Assistant
- Administrative Professional
- Customer Service Representative
- Accounts Receivable/Payable Clerk
- Business Analyst
- Advertising Executive
- Marketing Specialist
- Finance Office
Bachelor’s Degree in Accounting

The Bachelor’s degree in Accounting prepares students for careers in corporate or public accounting, business and finance in a wide variety of industries and settings. The curriculum of the Bachelor’s Degree Program in Accounting provides students with a core of accounting courses in preparation for a career in accounting and to pursue a graduate degree or a Certified Public Accountant (CPA) license.

**CAREER OPPORTUNITIES**
- Staff Accountant
- Staff Internal Auditor
- Management Accountant
- Tax Accountant
- Budget Analyst
- Cost Estimator
- Loan Officer
- Financial Analyst
- Government Accountant and Auditor

Bachelor’s Degree in Business Management

The Business Management program prepares students for management positions in business located in the private and public sectors by providing the necessary concepts, theories, and real-world preparation relating to human and organizational aspects of management. The program also provides the analytical, creative, and quantitative expertise required to utilize resources and make good business decisions. Many students continue on for their Master of Business Administration (MBA) degree from the King Graduate School of Business.

**CAREER OPPORTUNITIES**
- Business Analyst
- Account Executive
- HR Manager
- Management Consultant
- Entrepreneur or Franchiser
- Management Trainee

Bachelor’s Degree in General Business

The General Business program provides students with the opportunity to broaden their knowledge of the field of business within the context of their individual professional and personal objectives. This flexible program allows students to design programs under the guidance of an academic advisor that meets their academic and career goals in one or two of the following three areas: Business Management, Accounting, and Information Technology.

**CAREER OPPORTUNITIES**
- Accountant
- Advertising Representative
- Business Manager
- Finance Officer
- Human Resources Manager
- Management Analyst
- Marketing Specialist
- Office Administrator
- Public Relations Specialist
Minor in Legal Studies
The Minor in Legal Studies is designed for students who are interested in a career in the law. It gives students the opportunity to learn from legal professionals and practicing attorneys which help students to develop the oral communication, writing and critical thinking skills necessary to succeed in the law profession and law school.

CAREER OPPORTUNITIES
A graduate with a Legal Studies minor is prepared for Law School, Careers in Politics Administration, Interest Representation such as Lobbying, and Conflict Management. The following are some of the many jobs a student with a Legal Studies minor may have the opportunity to work:
- Paralegal or Legal Assistant
- Corporate Paralegal
- Judicial Law Clerk or Judicial Assistant
- Legal Secretary

Minor in Marketing
The rise of new technologies continues to rapidly change how organizations communicate with potential consumers. Yet the process for establishing brand identities, advertising strategies and planning and executing these ideas remains steeped in well-known principles.

CAREER OPPORTUNITIES
- Social Media and Marketing
- Advertising & Public Relations
- Market Research
- Product and Brand Management
- Metadata Specialist

Minor in Finance
The study of Finance addresses the ways in which individuals and businesses allocate and use economic resources over time, taking into account the risks entailed in their projects. Students will be exposed to a wide range of concepts about how businesses raise capital, make investments and track costs.

CAREER OPPORTUNITIES
- Commercial & Retail Banking
- Corporate Finance
- Financial Planning
- Hedge Funds
- Insurance
- Investment Banking
- Money Management
- Real Estate

Minor in Entrepreneurship
Each year in the United States, there are approximately 700,000 new businesses started by individuals with a dream, passion and desire to build a lifestyle of independence. This entrepreneurial spirit is one of the most significant economic developments in recent business history.

CAREER OPPORTUNITIES
- Commercial Banker
- Economic Development Specialist
- Franchiser/Franchisee
- Small Business Executive
- Executive Coach
- Venture Capitalist
Minor in Human Resources
The essence of Human Resource Management is the process of bringing together different kinds of people to achieve a common purpose. To have people work effectively, requires an understanding of human behavior, economic, technological, and legal. HRM activities include staffing the organization, designing jobs and teams, developing skillful employees, identifying ways for improving employee performance and rewarding employee success.

CAREER OPPORTUNITIES
• Recruitment and Selection
• Training and Development
• Compensation, Benefits and HR Coordinators
• HR Specialist

Minor in Accounting
The Accounting minor allows accounting students to demonstrate to potential employers an increased interest in the field while still obtaining a more general business degree.

CAREER OPPORTUNITIES
The career opportunities in accounting are extremely varied. The accounting industry involves recording, classifying and interpreting accounting and financial data. Public and private accountants work in a wide range of organizations including the major accounting firms, governmental agencies, not-for-profits, and small businesses.
• Bookkeeper
• Management & Financial Accountant
• Certified Public Accountant
• Auditor

Minor in Forensic Accounting
Forensic Accountants combine their accounting knowledge with investigative skills in various litigation support and investigative settings. Forensic Accountants are employed by public accounting firms, forensic accounting divisions, consulting firms specializing in risk consulting and forensic accounting services, lawyers, law enforcement agencies, insurance companies, governmental agencies, and financial institutions. Due to heightened awareness and growing intolerance of fraudulent activity, demand for Forensic Accountants is rapidly increasing.

CAREER OPPORTUNITIES
• CPA and Consulting Firms
• Law Enforcement (State and Federal)
• Regulatory Agencies, Internal Revenue Service and Government Accountability Office
• Financial Service Organizations (e.g. Insurance, Banks and Brokerage)
• Investigating Tax Fraud, Money Laundering, and Illegal International Fund Transfers

Minor in Sports Management
The sports industry is a significant growth industry and career opportunities abound in areas like professional sports, amateur sports, consumer products, athletic and performance apparel/equipment companies, youth sports, government sponsored recreation facilities and athletic administration. Students can learn the fundamentals of how professional clubs oversee their business, the components of event management, finance and budget strategies, marketing and initiating promotional campaigns.

CAREER OPPORTUNITIES
• Athletic Director
• Sports Agent
• Sports Information Director
• Stadium Business Manager

Minor in Entertainment & Media Management
The Entertainment & Media Minor is designed for students interested in receiving an education in the major areas of these industries from record labels, book and magazine publishing, television networks, independent films, cable companies and internet media conglomerates.

CAREER OPPORTUNITIES
• Creative Directors
• Grants Manager
• Talent Agents
• Media Manager
• Cinematographer
Master’s Degree in Business Administration

The MBA program at the King Graduate School aims to stimulate learning and help students develop the competencies that corporate executives utilize in leading and managing in a complex, competitive environment. It also aims to accommodate the unique individual – the program can be custom-built to reflect your specific career goals and students may add concentrations in the following areas:
- Finance
- Entrepreneurship
- Marketing
- Healthcare Management
- Information Technology

Monroe’s MBA program is geared toward working adults, with a unique three-semester academic calendar that allows students to study year-round and graduate in as few as 4 months. To accommodate work and family, the program can be completed in a variety of convenient ways—online, on-ground, or through a blended schedule. Monroe’s online MBA program is designed so that students can earn an MBA while continuing to work full-time. On-ground classes can be taken at any of our three locations in the Bronx, New Rochelle, or Queens. A blended schedule allows students to take classes on-ground and online, offering both the convenience of an online MBA program and the traditional feel of a face-to-face learning environment.

CAREER OPPORTUNITIES
Most degrees are obtained with the purpose of advancing your career prospects and job opportunities. The same is the case with an MBA degree; the only difference being that an MBA degree is considered as the most valuable post graduate degree in the world and has exciting career opportunities. People complete the MBA program in order to further their careers in their current jobs or to get a better job on the basis of their MBA degree.
- Software Developer
- Information Security Analyst
- Financial Manager
- Management Analyst
- Operations Research Analyst
- Marketing Director
- Information Technology Project Manager
- Chief Financial Officer
Program Internship Requirements

The School of Business & Accounting requires that all bachelor students complete at least one internship to provide every student with a series of offsite work experiences. Since students are allowed to earn up to nine credits during their college career, business and accounting students are strongly encouraged to complete more than one internship since each successive work experience offers new responsibilities and challenges and builds on the previous one, as well as on the academic work completed.

A business or accounting related internship gives students the opportunity to integrate academic study with professional work experience in job placements that directly relate to their major and/or career interest. Internships are joint efforts in which businesses, government, social and cultural agencies work with the college. The internship program is designed to enhance academic and personal growth through the practical application of theoretical and technical knowledge gained in the classroom. Students get a head start networking and making professional contacts, exploring their career options while building their resumes for future employment opportunities.

Through the internship program, students learn about the variety of possibilities that are open to them with their particular academic training, personal interests and values. They acquire a clearer understanding of the work environment and a greater appreciation of the considerable skills that they themselves bring to the work environment. Since they have an opportunity to relate theory to application in their Internship placements, students more easily see the relationship between the “world of the classroom” and the “world of work.”
Faculty Profiles

Ahmed Eshra
Aldith Williams
Anthony Abongwa
Carlo Auguste
Harvey Gilmore
Janet Flowers
Keithroy Nanton
Stacey Crawford
Suzanne Basilicato
Taren Mitchell