

DIVISION OF BUSINESS

This division offers A.S. degree programs designed to prepare students for transfer to 4-year institutions, and A.A.S. and certificate programs designed to prepare students for business careers upon graduation, or to develop technical skills in specialized areas. Faculty have diverse academic and professional backgrounds including practical experience in the business field.



Cooperative education credits are offered to students in a number of program areas to develop real world experience, employability skills and to enhance graduates' on-the-job performance.

Location: Level III, Green Area

Divisional Contact Number: 973-877-3222

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The following programs are accredited by the Accreditation Council for Business Schools and Programs (ACBSP), <http://www.acbsp.org>. (<https://acbsp.org/>)

A.S. in Accounting (ACBSP accredited)

A.S. in Business Administration (ACBSP accredited)

A.S. in Finance (ACBSP accredited)

A.S. in Supply Chain (ACBSP accredited)

Degrees

Accounting

Curriculum Code: 2001

Will Earn Upon Program Completion: Associate in Science (A.S.) Degree

The A.S. in Accounting is accredited by the Accreditation Council for Business Schools and Programs (ACBSP). For more information, please visit <http://www.acbsp.org> (<https://acbsp.org/>).

Why major in Accounting?

This major is best suited for the student wishing to pursue upon completing his/her associate degree, a bachelor's degree in Accounting and also to work toward a CPA. With advanced degrees/certifications and relevant job experience, you can secure rewarding positions such as an Accounting Manager, Internal Auditor, Financial Analyst, Tax Accountant, or Comptroller in accounting firms, industry, governmental agencies, and nonprofit organizations. **The A.S. in Accounting is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).** For more information, please visit <http://www.acbsp.org> (<https://acbsp.org/>).

If I major in Accounting, can I transfer to an upper-division college or university?

The A. S. degree in Accounting prepares you to transfer to upper division colleges and universities to complete your bachelor's degree. You may choose to participate in a dual admissions program, such as with Rutgers-Newark, Kean University, or Seton Hall University.

Are there any requirements I must satisfy before I start taking courses in my major?

Based on placement test scores, you may be required to take developmental courses in English and/or Mathematics before taking core curriculum courses required for this major.

How long will it take for me to complete this degree?

Assuming no developmental coursework is required and the student registers for an average of 17 credits per semester, this degree can be completed within two years. Students can reduce this timeframe by enrolling in summer courses.

Where should I direct specific questions about this program?

Visit the Business Division in the Green Area of the Main Campus or call (973) 877-3222.

Upon completion of this program, graduates will be able to:

- Demonstrate of knowledge of the underlying framework of accounting concepts and principles;
- Apply various accounting skills to prepare financial and or management accounting summaries and reports, both manually and by using computers;
- Review and evaluate accounting reporting procedures for compliance with national and international guidelines/standards;

- Prepare and discuss capstone summaries of accounting practices that incorporate several accounting tasks, and /or areas.



Business Administration

Curriculum Code: 2005

Will Earn Upon Program Completion: Associate in Science (A.S.) Degree

The A.S. in Business Administration is accredited by the Accreditation Council for Business Schools and Programs (ACBSP). For more information, please visit <http://www.acbsp.org> (<https://acbsp.org/>).

A Dual admissions programs with Rutgers-Newark, NJIT, Montclair State University, Kean University, and Seton Hall University.



Why major in Business Administration?

This program provides knowledge of general business principles and management skills applicable in a wide variety of settings. This major is best suited for students who wish to pursue an associate's degree prior to a bachelor's degree in Business Administration. With advanced degrees/certifications and relevant job experience, you can secure a rewarding leadership position as a manager within an industry, governmental agency, or a nonprofit organization. **The A.S. in Business Administration is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).** For more information, please visit <http://www.acbsp.org> (<https://acbsp.org/>).

If I major in Business Administration, can I transfer to an upper-division college or university?

This program prepares you to transfer to an upper-division college or university to complete your bachelor's degree. You may choose to participate in a dual admissions program with Rutgers-Newark, NJIT, Montclair State University, Kean University, or Seton Hall University. These admissions agreements provide guaranteed admission with junior status to qualified students. Consult with ECC's Counselors in Student Development to review specific requirements.

Are there any requirements I must satisfy before I start taking courses in my major?

Based on your placement test scores, you may be required to take developmental courses in English and/or Mathematics before taking the core curriculum courses required for this major.



How long will it take for me to complete this degree?

Assuming no developmental coursework is required and the student registers for an average of 16 credits per semester, this degree can be completed within two years. Students can reduce this time frame by enrolling in summer courses.

Where should I direct specific questions about this program?

Visit the Business Division in the Green Area of the main campus or call (973) 877-3222.

Upon completion of this program, graduates will be able to:

- Demonstrate knowledge of fundamental business concepts and principles;
- Discuss and analyze issues related to global economics;
- Explain and apply management theories and principles; and
- Communicate effectively with accurate business terminology in written and/or oral form, with demonstrated proficiency in use of technology.

Business Administration: Hospitality Management

Curriculum Code: 200H

**Will Earn Upon Program Completion:
Associate in Applied Science (A.A.S.) Degree**

Why major in Business Administration: Hospitality Management?

This program prepares you to pursue careers in travel, lodging, food and beverages, tourism and events management. Students acquire knowledge enabling them to work as Unit Managers, Assistant Managers, or Food and Beverage Managers. They will also be able to advance in other positions such as Front Office Manager or Sales and Marketing Manager.

If I major in Business Administration: Hospitality Management, can I transfer to an upper-division college or university?

This major is job-oriented and not intended for transfer to a baccalaureate program. However, many colleges and universities will apply most or all the courses you have taken toward a bachelor's degree.

Are there any requirements I must satisfy before I start taking courses in my major?

Based on placement test scores, you may be required to take developmental courses in English and/or Mathematics before taking core curriculum courses required for this major.

How long will it take for me to complete this degree?

Assuming no developmental coursework is required and the student registers for an average of 16 credits per semester, this degree can be completed within two years. Students can reduce this timeframe by enrolling in summer courses.

Where should I direct specific questions about this program?

Visit the Business Division in the Green Area of the Main Campus or call (973) 877-3222.

Upon completion of this program, graduates will be able to:

- Demonstrate knowledge of fundamental business concepts and principles;
- Demonstrate knowledge of the skills required for various positions in the hospitality management industry;
- Apply the basic principles of front office, housekeeping, merchandising, and food and beverage management; and
- Communicate effectively with accurate 'business' and 'hospitality industry' terminology in written and/or oral form, with demonstrated proficiency in the use of technology.

Finance

Curriculum Code: 2016

Will Earn Upon Program Completion: Associate in Science (A.S.) Degree

The A.S. in Finance is accredited by the Accreditation Council for Business Schools and Programs (ACBSP). For more information, please visit <http://www.acbsp.org> (<https://acbsp.org/>).

ECC Bloomberg Lab
presents

A ROAD TO WALL STREET

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Why major in Finance?

This program is to intend to prepare individuals in pursuit of careers in the fields of Banking, Insurance, Brokerage, and other financial fields. It is also intended to assist students in identifying and valuing resources for both current and future use. Students will acquire knowledge enabling them to work as Junior Loan Officers, Assistant Credit Managers, Financial Planners, Investment Bankers, Security Brokers and Back Office Managers. They will gain sufficient knowledge of the business world enabling them to function effectively within corporations of any size, including nonprofit organizations and governmental agencies. Students will be prepared to pursue higher levels of study in four-year institutions in the area of finance or related disciplines. **The A.S. in Finance is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).** For more information, please visit <http://www.acbsp.org> (<https://acbsp.org/>).



If I major in Finance, can I transfer to an upper-division college or university?

Certainly! This major is designed for transfer to baccalaureate programs. Many colleges and universities will apply most or all the courses you have taken toward a bachelor's degree.

Are there any requirements I must satisfy before I start taking courses in my major?

Based on your evaluation and placement, you may be required to take developmental courses in English and/or Mathematics before taking core curriculum courses required for this major.

How long will it take for me to complete this degree?

Assuming no developmental coursework is required and the student registers for an average of 16 credits per semester, this degree can be completed within two years. Students can reduce this time frame by enrolling in summer courses.

Where should I direct specific questions about this program?

Visit the Business Division in the Green Area of the Main Campus or call (973) 877-3222.

Upon completion of this program, graduates will be able to:

- Determine the significance of fundamental components of finance and their relevance to financial environments;
- Demonstrate knowledge of financial markets and financial institutions;
- Explain the purpose and basic operation of the Federal Reserve System and Central Bank, as well as application of Monetary Policy as relates to the money supply;
- Evaluate the effect of monetary policy or output and prices using analysis of aggregate demand and supply;
- Explain how to apply various strategies in management of financial investment portfolios in order to optimize profits (and minimize taxes) within acceptable risks;
- Evaluate common debt and equity securities and analyze relative risks and returns associated with each;
- Identify and explain key elements of international financial markets; and

- Communicate effectively with accurate 'business' terminology in written and/or oral form, with demonstrated proficiency in use of technology.

Supply Chain Management

Curriculum Code: 2017

Will Earn Upon Program Completion: Associate in Science (A.S.) Degree

The A.S. in Supply Chain Management is accredited by the Accreditation Council for Business Schools and Programs (ACBSP). For more information, please visit <http://www.acbsp.org> (<https://acbsp.org/>).



Why major in Supply Chain Management?

This program is intended to prepare individuals wishing to pursue careers in Supply Chain Management. Students will acquire knowledge enabling them to work as Logistics Managers, Supply Chain Consultants, Transportation and Warehouse Operators, Sales Agents, Forecasters, Distributors, Lean Production Personnel, Customer Service Representatives, and Planning Managers. They acquire ample market experience to be able to work successfully in large and small businesses, nonprofit organizations, and government agencies. Students will be prepared to pursue higher levels of study in four-year institutions in the area of supply chain management or related fields. **The A.S. in Supply Chain Management is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).** For more information, please visit <http://www.acbsp.org> (<https://acbsp.org/>).

If I major in Supply Chain Management, can I transfer into an upper division college or university?

Certainly! This major is designed for transfer to a baccalaureate program. Many colleges and universities will apply most or all the courses you have taken toward a bachelor's degree.

Are there any requirements I must satisfy before I start taking courses in this major?

Based on your evaluation and placement, you may be required to take developmental courses in English and/or Mathematics before taking core curriculum courses required for this major.

How long will it take for me to complete this degree?

Assuming no developmental coursework is required and the student registers for an average of 16 credits per semester, this degree can be completed within two years. Students can reduce this timeframe by enrolling in summer courses.

Where should I direct specific questions about this program?

Visit the Business Division in the Green Area of the Main Campus or call (973) 877-3222.

Upon completion of this program, graduates will be able to:

- Develop knowledge and understanding in relation to the fundamental concepts and components of Supply Chain Management and its role as it relates to the business environment;
- Develop knowledge, understanding and skills in the areas of Warehousing, Inventory Management, Distribution, and Transportation as well as the importance of integrating each factor as it relates to decision-making;
- Develop knowledge and understanding of Demand Planning, Order Fulfillment and Consumer Satisfaction;
- Show understanding of how to apply various strategies in the field of Supply Chain Management as it relates to Procurement and Risk Management;
- Demonstrate knowledge of manufacturing operations (planning, process, and control) as it relates to general logistics.



Academic Certificates

Business Career Development

Curriculum Code: 3001

Will Earn Upon Program Completion: Academic Certificate (AC)

Why earn a Business Career Development Academic Certificate?

This program develops and refines technical and professional skills in business. The program is appropriate for those wishing to upgrade job-

related skills for career advancement. It also prepares students seeking entry-level jobs in business and industry.

If I earn a Business Career Development Academic Certificate, can I transfer to an upper-division college or university?

The certificate is job-oriented and not designed for transfer to a baccalaureate program. However, many of the courses you take may be applied toward an associates degree and later a bachelor's degree. Check with your faculty advisor for more information.

Are there any requirements I must satisfy before I start taking courses for my certificate?

Based on evaluation and placement, you may have to take developmental courses in English and/or Mathematics before taking courses for your certificate.

How long will it take for me to complete this certificate?

If you do not need developmental coursework, you can complete the certificate in two semesters.

Where should I direct specific questions about this certificate?

Visit the Business Division in the Green Area of the Main Campus or call (973) 877-3222.

Upon completion of this certificate, graduates will be able to:

- Demonstrate knowledge of basic business principles;
- Communicate effectively using business terms and concepts;
- Explain and apply motivational theories in business;
- Communicate effectively in written and oral forms with proficient use of technology.



Business Professional

Curriculum Code: 3013

Will Earn Upon Program Completion: Academic Certificate (AC)

Why earn a Business Professional Academic Certificate?

This program develops and refines technical and professional skills in business. The program is appropriate for those wishing to upgrade job-

related skills for professional development. It also prepares students for entry-level jobs and for professional advancement in business and industry.

If I earn Business Professional Certificate, can I transfer to an upper-division college or university?

The certificate is job-oriented and not designed for transfer to a baccalaureate program. However, many of the courses you take may be applied toward an associates degree and later a bachelor's degree. Check with your faculty advisor for more information.

Are there any requirements I must satisfy before I start taking courses for my certificate?

Based on evaluation and placement, you may have to take developmental courses in English and/or Mathematics before taking courses for your certificate.

How long will it take for me to complete this Certificate?

If you do not need developmental coursework, you can complete the certificate in two semesters.

Where should I direct specific questions about this certificate?

Visit the Business Division in the Green Area of the Main Campus or call (973) 877-3222.

Upon completion of this certificate, graduates will be able to:

- Demonstrate knowledge of basic business principles;
- Communicate effectively using business terms and concepts;
- Demonstrate dependability and initiative in carrying out responsibilities;
- Communicate effectively in written and oral forms with proficient use of technology.

Based on evaluation and placement, you may have to take developmental courses in English and/or Mathematics before taking courses for your certificate.

How long will it take for me to complete this Certificate?

If you do not need developmental coursework, you can complete the certificate in two semesters.

Where should I direct specific questions about this certificate?

Visit the Business Division in the Green Area of the Main Campus or call (973) 877-3222.

Upon completion of this program, graduates will be able to:

- Gain understanding of fundamental concepts of Supply Chain Management;
- Understand areas of warehousing, inventory management, distribution, and transportation;
- Gain understanding of demand planning, order fulfillment and consumer satisfaction;
- Understanding of Procurement, Risk Management and Logistics.

Certificate of Achievement

Supply Chain Management

Curriculum Code: 3014

Will Earn Upon Program Completion: Certificate of Achievement (COA)

Why earn a Supply Chain Management Certificate?

This program introduces individuals to careers in Supply Chain Management. The program is appropriate for those seeking careers in logistics, transportation and warehouse operations, distribution, and planning manage. It is also prepares students seeking entry-level jobs in business and industry.

If I earn a Supply Chain Management Certificate, can I transfer to an upper-division college or university?

The certificate is job-oriented and not designed for transfer to a baccalaureate program. However, many of the courses you take may be applied toward an associates degree and later a bachelor's degree. Check with your faculty advisor for more information.

Are there any requirements I must satisfy before I start taking courses for my certificate?