

### Small Business Management

#### Certificate of Achievement

The Small Business Management certificate, offered through the department of Business Administration, is a 12-credit program. The certificate offers aspiring professionals already employed in small business, and those interested in future small business management positions, academic and practical experiences. Those enrolled are afforded the opportunity to take Small Business Planning and Finance, Elements of Accounting and Small Business Operations for nine credits, and either Advertising or Customer Relations as an elective course for three credits. This certificate provides a solid comprehensive foundation for identifying business opportunities and starting and owning a small business, a synthesis of skills that will enhance current business performance and a valuable foundation for current and future employers and continued academic studies.

The Small Business Management certificate takes a practical hands-on approach to small business by affording those enrolled an up-to-date foundation by exploring current planning, finance, accounting, management, marketing, advertising and operations concepts.

### Career Opportunities

The requirement for well-trained small business executives, managers and owners has experienced phenomenal growth in recent decades. CCM strives to prepare these professionals for success in the 21st century by providing them with the necessary technical, human relations and conceptual skills.

### Faculty

The Small Business Management certificate is supported by faculty members who possess both academic credentials and/or successful records as small business managers and owners. Faculty strive to bring both an entrepreneurial and global perspective to small business management.

### Contacts

- **Business Department**  
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### Curriculum

Elements of Accounting	3
Small Business Operations	3
Small Business Planning and Finance	3
<b>Elective Courses *</b>	
<b>Students must select 3 credits from the following</b>	
Customer Relations	3
Advertising	3
<b>Total Certificate Credits</b>	<b>12</b>

\* Consult your academic advisor when selecting these courses.