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Business Management and Entrepreneurship - Sales Associate

Degree Pathway

A Certificate is outlined coursework that is designed to prepare a student to head out into the workforce in a short timeframe or for career advancement. This certificate totals 33 credit hours. Consult with an advisor for more information.

( ) are Systemwide Transfer Courses

(★) are recommended for this degree pathway.

Required Courses			
Course ID	**Course Title**	**Credit Hours**	**Notes**
BU121	Customer Service/Professional Image	3.00	Fall 2026, Spring 2027, Summer 2027
BU141	Sales Management	3.00	Fall 2026, Spring 2027, Summer 2027
Electives			
Course ID	**Course Title**	**Credit Hours**	**Notes**
BU105 Introduction to Business OR EC100 Macroeconomics		**3.00**	
BU105	Introduction to Business	3.00	Fall 2026, Spring 2027, Summer 2027
EC100	Macroeconomics	3.00	Fall 2026, Spring 2027, Summer 2027
BU108 Business Mathematics OR BU142 Principles of Retailing		**3.00**	
BU108	Business Mathematics	3.00	Fall 2026, Spring 2027, Summer 2027
BU142	Retailing	3.00	Fall 2026
BU109 Business Communications OR SH101 Public Speaking		**3.00**	
BU109	Business Communications	3.00	Fall 2026, Spring 2027, Summer 2027
SH101	Public Speaking	3.00	Fall 2026, Spring 2027, Summer 2027
BU118 Introduction to Leadership OR BU147 Internship I OR BU148 Internship II		**3.00**	
BU118	Introduction to Leadership	3.00	Fall 2026, Spring 2027
BU147	Internship I	2.00	Fall 2026, Spring 2027, Summer 2027
BU148	Internship II	2.00	Fall 2026, Spring 2027, Summer 2027
BU204 Small Business Management OR BU205 Business Law		**3.00**	
BU204	Small Business Management	3.00	Spring 2027, Summer 2027 Prereq: BU100 Small Business Accounting, or Departmental Consent, or BU101 Accounting I.
BU205	Business Law I	3.00	Fall 2026, Spring 2027
BU217 Spreadsheet Management OR IS104 Microcomputer Applications		**3.00**	
BU217	Spreadsheet Management	3.00	Fall 2026, Spring 2027
IS104	Microcomputer Applications	3.00	Fall 2026, Spring 2027, Summer 2027

Business Management and Entrepreneurship Accounting Options		**3.00**	
BU100	Small Business Accounting	3.00	Fall 2026, Spring 2027, Summer 2027
BU101	Accounting I	3.00	Fall 2026, Spring 2027, Summer 2027
Composition Options		**3.00**	
EN101	English Composition IA	3.00	Fall 2026, Spring 2027, Summer 2027 Prereq: HS GPA over 3.0, or Accu NG Writing Score 255+ & Accu NG Reading Score 255+, and ACT Reading Score of 18 or above, or ACT English Score of 18 or above.
EN107	Business English Grammar & Composition	3.00	Fall 2026, Spring 2027
EN108	Career and Technical Writing	3.00	Fall 2026, Spring 2027
PS100 General Psychology OR PS101 Human Relations		**3.00**	
PS100	General Psychology	3.00	Fall 2026, Spring 2027, Summer 2027
PS101	Human Relations	3.00	Fall 2026, Spring 2027, Summer 2027

Total Credits: 33.00