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Business Management and Entrepreneurship - Sales Associate - CERT B

Semester-by-Semester 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. Not all courses are offered each semester.

(T) are Systemwide Transfer Courses

(★) are recommended for this degree pathway.

Semester 1 - Fall				
Complete	Course ID	Course Title	Credit Hours	Notes
Required Courses				
	BU121	Customer Service/Professional Image	3.00	Fall, Spring, Summer
	BU141	Sales Management	3.00	Fall, Spring, Summer
Electives				
	BU105 Introduction to Business OR EC100 Macroeconomics		3.00	
	BU108 Business Mathematics OR BU142 Principles of Retailing		3.00	
	BU217 Spreadsheet Management OR IS104 Microcomputer Applications		3.00	
Semester Total:			15.00	

Semester 2 - Spring				
Complete	Course ID	Course Title	Credit Hours	Notes
Required Courses				
Electives				
	BU109 Business Communications OR SH101 Public Speaking		3.00	
	BU118 Introduction to Leadership OR BU147 Internship I OR BU148 Internship II		3.00	
	BU204 Small Business Management OR BU205 Business Law		3.00	
	Business Management and Entrepreneurship Accounting Options		3.00	
	Composition Options		3.00	
	PS100 General Psychology OR PS101 Human Relations		3.00	
Semester Total:			18.00	

Total Credits: 33.00

*Semester offerings reflect the current academic year.

BU105 Introduction to Business OR EC100 Macroeconomics

Course ID	Course Title	Credit Hours	Notes
BU105	Introduction to Business ▶	3.00	Fall, Spring, Summer
EC100	Macroeconomics ▶	3.00	Fall, Spring, Summer

BU108 Business Mathematics OR BU142 Principles of Retailing

Course ID	Course Title	Credit Hours	Notes
BU108	Business Mathematics	3.00	Fall, Spring, Summer
BU142	Retailing	3.00	Fall, Spring

BU109 Business Communications OR SH101 Public Speaking

Course ID	Course Title	Credit Hours	Notes
BU109	Business Communications ▶	3.00	Fall, Spring, Summer
SH101	Public Speaking ▶	3.00	Fall, Spring, Summer

BU118 Introduction to Leadership OR BU147 Internship I OR BU148 Internship II

Course ID	Course Title	Credit Hours	Notes
BU118	Introduction to Leadership ▶	3.00	Fall, Spring
BU147	Internship I	2.00	Fall, Spring, Summer
BU148	Internship II	2.00	Fall, Spring, Summer

BU204 Small Business Management OR BU205 Business Law

Course ID	Course Title	Credit Hours	Notes
BU204	Small Business Management	3.00	Spring, Summer Prereq: BU100 Small Business Accounting, or Departmental Consent, or BU101 Accounting I.
BU205	Business Law I ▶	3.00	Fall, Spring

BU217 Spreadsheet Management OR IS104 Microcomputer Applications

Course ID	Course Title	Credit Hours	Notes
BU217	Spreadsheet Management	3.00	Fall, Spring
IS104	Microcomputer Applications ▶	3.00	Fall, Spring, Summer

Business Management and Entrepreneurship Accounting Options

Course ID	Course Title	Credit Hours	Notes
BU100	Small Business Accounting	3.00	Fall, Spring, Summer
BU101	Accounting I ▶	3.00	Fall, Spring, Summer

Composition Options

Course ID	Course Title	Credit Hours	Notes
EN100	English Composition IB ▶	3.00	Fall, Spring, Summer Prereq: EN098 Intro to College Writing with a grade of C or higher, or Accuplacer Next Generation Writing Score of 240 to 254, or HS GPA over 2.25, or ACT English Score of 17 to 19.
EN101	English Composition IA ▶	3.00	Fall, Spring, Summer 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	3.00	Fall, Spring
EN108	Career and Technical Writing	3.00	Fall, Spring

PS100 General Psychology OR PS101 Human Relations			
Course ID	Course Title	Credit Hours	Notes
PS100	General Psychology ▶	3.00	Fall, Spring, Summer
PS101	Human Relations	3.00	Fall, Spring, Summer