www.hutchcc.edu/request-info

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.

( ) 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 2026, Spring 2027, Summer 2027
	BU141	Sales Management	3.00	Fall 2026, Spring 2027, Summer 2027
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 2026, Spring 2027, Summer 2027
EC100	Macroeconomics	3.00	Fall 2026, Spring 2027, Summer 2027

BU108 Business Mathematics OR BU142 Principles of Retailing			
Course ID	**Course Title**	**Credit Hours**	**Notes**
BU108	Business Mathematics	3.00	Fall 2026, Spring 2027, Summer 2027
BU142	Retailing	3.00	Fall 2026

BU109 Business Communications OR SH101 Public Speaking			
Course ID	**Course Title**	**Credit Hours**	**Notes**
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			
Course ID	**Course Title**	**Credit Hours**	**Notes**
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			
Course ID	**Course Title**	**Credit Hours**	**Notes**
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			
Course ID	**Course Title**	**Credit Hours**	**Notes**
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			
Course ID	**Course Title**	**Credit Hours**	**Notes**
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

Course ID	Course Title	Credit Hours	Notes
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			
Course ID	**Course Title**	**Credit Hours**	**Notes**
PS100	General Psychology	3.00	Fall 2026, Spring 2027, Summer 2027
PS101	Human Relations	3.00	Fall 2026, Spring 2027, Summer 2027