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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
<b>Required Courses</b>				
	BU121	Customer Service/Professional Image	3.00	Summer 2026, Fall 2026, Spring 2027
	BU141	Sales Management	3.00	Summer 2026, Fall 2026, Spring 2027
<b>Electives</b>				
	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	
<b>Semester Total:</b>			<b>15.00</b>	

Semester 2 - Spring				
Complete	Course ID	Course Title	Credit Hours	Notes
<b>Required Courses</b>				
<b>Electives</b>				
	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	
<b>Semester Total:</b>			<b>18.00</b>	

**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	Summer 2026, Fall 2026, Spring 2027
EC100	Macroeconomics ▶	3.00	Summer 2026, Fall 2026, Spring 2027

**BU108 Business Mathematics OR BU142 Principles of Retailing**

Course ID	Course Title	Credit Hours	Notes
BU108	Business Mathematics	3.00	Summer 2026, Fall 2026, Spring 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	Summer 2026, Fall 2026, Spring 2027
SH101	Public Speaking ▶	3.00	Summer 2026, Fall 2026, Spring 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	Summer 2026, Fall 2026, Spring 2027
BU148	Internship II	2.00	Summer 2026, Fall 2026, Spring 2027

**BU204 Small Business Management OR BU205 Business Law**

Course ID	Course Title	Credit Hours	Notes
BU204	Small Business Management	3.00	Summer 2026, Spring 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	Summer 2026, Fall 2026, Spring 2027

**Business Management and Entrepreneurship Accounting Options**

Course ID	Course Title	Credit Hours	Notes
BU100	Small Business Accounting	3.00	Summer 2026, Fall 2026, Spring 2027
BU101	Accounting I ▶	3.00	Summer 2026, Fall 2026, Spring 2027

**Composition Options**

Course ID	Course Title	Credit Hours	Notes
EN101	English Composition IA ▸	3.00	Summer 2026, Fall 2026, Spring 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	Summer 2026, Fall 2026, Spring 2027
PS101	Human Relations	3.00	Summer 2026, Fall 2026, Spring 2027