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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	Spring 2026, Summer 2026, Fall 2026
	BU141	Sales Management	3.00	Spring 2026, Summer 2026, Fall 2026
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	Spring 2026, Summer 2026, Fall 2026
EC100	Macroeconomics ▾	3.00	Spring 2026, Summer 2026, Fall 2026

BU108 Business Mathematics OR BU142 Principles of Retailing

Course ID	Course Title	Credit Hours	Notes
BU108	Business Mathematics	3.00	Spring 2026, Summer 2026, Fall 2026
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	Spring 2026, Summer 2026, Fall 2026
SH101	Public Speaking ▾	3.00	Spring 2026, Summer 2026, Fall 2026

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	Spring 2026, Fall 2026
BU147	Internship I	2.00	Spring 2026, Summer 2026, Fall 2026
BU148	Internship II	2.00	Spring 2026, Summer 2026, Fall 2026

BU204 Small Business Management OR BU205 Business Law

Course ID	Course Title	Credit Hours	Notes
BU204	Small Business Management	3.00	Spring 2026, Summer 2026 Prereq: BU100 Small Business Accounting, or Departmental Consent, or BU101 Accounting I.
BU205	Business Law I ▾	3.00	Spring 2026, Fall 2026

BU217 Spreadsheet Management OR IS104 Microcomputer Applications

Course ID	Course Title	Credit Hours	Notes
BU217	Spreadsheet Management	3.00	Spring 2026, Fall 2026
IS104	Microcomputer Applications ▾	3.00	Spring 2026, Summer 2026, Fall 2026

Business Management and Entrepreneurship Accounting Options

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

Composition Options

Course ID	Course Title	Credit Hours	Notes
EN101	English Composition IA ▶	3.00	Spring 2026, Summer 2026, Fall 2026 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	Spring 2026, Fall 2026
EN108	Career and Technical Writing	3.00	Spring 2026, Fall 2026

PS100 General Psychology OR PS101 Human Relations

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