

Degree & Certificate Requirements

Sales Short-Term Certificate PROFESSIONAL TECHNICAL 2023-2024 Certificate Requirements

Major Courses

Select 12-14 credits from the following:

Course Number	Course Title	Credits	Qtr. Completed	Comments / Substitution
BUS 103	Principles of Sales	5		
BUS 265	Marketing Principles	5		
BUS 267	Marketing Special Projects	2-4		
Subtotal		12-14		

Communication

Select 3-5 credits from the following:

Course Number	Course Title	Credits	Qtr. Completed	Comments / Substitution
CMST 103	Workplace Communication	3		
CMST 110	Communication Behavior [C]	3		
CMST& 210	Interpersonal Communication [C]	5		
CMST 260	Multicultural Communication [C]	5		
Subtotal		3-5		

Total Credits Required **15-19**