

Degree & Certificate Requirements

Sales Short-Term Certificate PROFESSIONAL TECHNICAL 2024-2025 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 [RE]	5		
BUS 265	Marketing Principles [RE]	5		
BUS 267	Marketing Special Projects [RE]	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 [RE]	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		