

Course Sequencing		
Year	Quarter	Subject
First Year	Fall	<a href="#">BUS 265</a> (Marketing Principles) AND <a href="#">CMST 103</a> (Workplace Communication) OR <a href="#">110</a> (Communication Behavior) OR <a href="#">&amp;210</a> (Interpersonal Communication) OR <a href="#">260</a> (Multicultural Communication)
	Winter	<a href="#">BUS 103</a> (Principles of Sales) AND <a href="#">BUS 267</a> (Marketing Special Projects)

## BEFORE YOU START

Ready to get started? To begin working towards the Short Term Sales certificate, you simply need to apply and be accepted to CBC. You can apply online at [www.columbiabasin.edu](http://www.columbiabasin.edu).

## ABOUT THE PROGRAM

At CBC, our business students are building the diverse knowledge base that is necessary in today's ever evolving business climate. Employers in every industry need people with business knowledge and expertise, and our Business Administration degree can keep many doors open for students to later choose when they find their passion.

## OUT OF CLASS TO DO'S

- Contact your instructors and/or the CBC Career Services Center to find an internship, observation/shadowing experience, or a job in the field of business administration.
- Visit the Academic Success Center for quiet study space, small group study, supplemental instruction and tutoring assistance.

## PROGRAM HIGHLIGHTS

- Curriculum focused on skills development
- Internship and externship opportunities available
- Affordable, quality education taught by experienced faculty
- Networking opportunities that are perfect for career advancement
- Flexible course offerings for working professionals (fully online or hybrid Programs available)
- Gain hands-on skills to prepare you for high-demand industries in our community

### FAQs

#### **Class Times/Delivery Format**

Courses are offered in person, online and in a hybrid format.

#### **Length of Program**

You can earn the certificate in two quarters.

#### **Which Quarter Can I Begin?**

BUS 265 is offered every fall. BUS 103 and 267 are offered every winter.

## CAREER OPPORTUNITIES

Our Short Term Sales graduates enter a variety of disciplines in an even wider variety of industries. This certificate can help you advance in your career, grow professionally and earn more money!

**Did you know???** You can apply for CBC scholarships two times every year! Click [here](#) for more information!

**PLEASE NOTE:** This document represents a sample plan for degree completion with this program of study. Actual course selection and sequence may vary and should be discussed individually with your Completion Coach. Completion Coaches can also help you plan other experiences to enrich your education such as internships, research, learning communities, and campus involvement and community-based learning.

Office Hours: Monday to Thursday 7 am to 4:30 pm; Friday 7 am to noon

LEARN MORE |



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