

## Program Requirements



<b>Complete ONE the following introductory certificate:</b>	Basic Accounting
	Administrative Assistant
	Entrepreneurship
	Agribusiness Management
	Commercial Fundamentals
	Database
	Construction Field Supervision
	Social Media Marketing
	Hospitality & Tourism Management
	Computer Programming
	Computer Support
<b>Complete the following advanced certificates:</b>	Business & Leadership Skills Certificate
	Business Administration Certificate
<b>Complete additional required courses:</b>	GS 497      Professional Projects      2 <i>*Substitute for BUS 298R or IDS 297R Internship Requirements</i>
	ECON 100      Essentials of Economics      3 <i>*Substitute for ECON 150 Microeconomics</i>

**COMPLETE ALL GENERAL EDUCATION AND RELIGIOUS EDUCATION REQUIREMENTS, INCLUDING 15 UPPER-DIVISION CREDITS (300 OR 400 LEVEL COURSES), AT LEAST 30 CREDITS TAKEN IN RESIDENCY, AND A MINIMUM CUMULATIVE GRADE POINT AVERAGE OF 2.0.**

Light Computing: Laptop required with ability to run Microsoft Office apps like Word and Excel.

### Recommended Degree Plan Example

We recommend taking courses in the order listed in the degree plan below. You can take 1-4 courses each block based on your availability, but we recommend taking 4-6 credits each block to graduate more quickly.

### Advanced Path Additional Requirements

If you skip PathwayConnect, you must make up those credits by completing GE 103: Online University Skills (1 credit) and additional elective courses (6 credits).

BLOCK ORDER	COURSE CODE	COURSE NAME	CREDITS
1	PC 101	Life Skills	3
	REL 250A	Jesus Christ & His Everlasting Gospel	1
2	PC 102	Professional Skills	3
	REL 250B	Jesus Christ & His Everlasting Gospel	1
3	PC 103	University Skills	1
		[Add First Introductory Certificate Course]	3
<b>PathwayConnect Completed</b>			
4		Introductory Certificate Course (see below)	#
	REL 275A	Teachings and Doctrine of the Book of Mormon	1
5		Introductory Certificate Course (see below)	#
		Introductory Certificate Course (see below)	#
6		Introductory Certificate Course (see below)	#
	REL 275B	Teachings & Doctrine of the Book of Mormon	1
<b>Introductory Certificate (BYU-Idaho) Completed</b>			
7	WRIT 101	Writing in Professional Context- General Education Course	3
	REL 225A	Foundations of the Restoration	1
8	MATH 108X	Math for the Real World- General Education Course	3
	REL 225B	Foundations of the Restoration	1
9	ACCTG 180	Survey of Accounting <i>*Substitute for ACCTG 201</i>	3
	REL 200A	The Eternal Family	1
10	BUS 321	Organizational Leadership	3
	MKT 351	Social Media Marketing <i>*Substitute for MKT 341 Marketing Management</i>	3
11	FIN 300	Business Finance <i>*Substitute for BA 211 Business Fundamentals</i>	3
	REL 200B	The Eternal Family	1
<b>Business &amp; Leadership Skills Certificate (BYU-Idaho) Completed</b>			
12	FIN 301	Financial Management	3
	MATH 124	Fundamentals of Statistics <i>*Substitute for MATH 221A Business Statistics</i>	3
13	GS 497	Professional Projects- General Education Course <i>* Substitute for BUS 298R or BUS 297R Internship Requirements</i>	2
	ECON 100	Essentials of Economics- General Education Course	3
14	BUS 301	Advanced Writing in Professional Context- General Education Course	3
	REL 290A	The Divine Gift of Forgiveness	1
<b>Associate Degree (BYU-Idaho) Completed</b>			
	SCM 361	Operations Management	3

15	REL 290B	The Divine Gift of Forgiveness	1
16	BUS 380	International Business	3
	REL 333A	Teachings of the Living Prophets	1
17	BUS 410	Principles of Advanced Business Management <i>*Substitute for ACCTG 202 Managerial Accounting</i>	3
	HUM 110	Discovery & Discernment Through the Arts- General Education Course	3
18	FCS 160	Family Leadership & Resource Management- General Education Course	3
	REL 333B	Teachings of the Living Prophets	1
<b>Business Administration Certificate (BYU-Idaho) Completed</b>			
19	GESCI 110	Sustaining Human Life- General Education Course	3
	REL280A	Answering My Gospel Questions	1
20	PEACE 101	Conflict and Peace- General Education Course	3
	REL 280B	Answering My Gospel Questions	1
21	PUBH 132	Personal Health & Wellness- General Education Course	3

Complete additional elective courses to earn a minimum of 120+ credits

**Bachelor's Degree (BYU-Idaho) Completed**

**Graduation Requirements:**

- Complete all General Education and Religious Education requirements
- Complete 15 upper-division credits (300 or 400 level courses)
- Complete at least 30 credits in residency (taken directly from the awarding institution)
- Earn a minimum cumulative grade point average of 2.0
- Complete additional elective credits to meet the 120-credit graduation requirement

**Introductory Certificate Options**

Administrative Assistant Certificate (BYU-Idaho)		
COURSE CODE	COURSE NAME	CREDITS
BUS 105 or BUSPC 105	Spreadsheet Essentials <i>*Substitute for BUS 115 Applied Spreadsheet &amp; Analysis</i>	3
BUS 129	Office Procedures	3
BUS 240	Word Processing I	3
BUS 180	Introduction to Financial Management	3
GS 170	Career Development	1
Waiver	<i>COMM 130 Visual Communication is no longer offered or required</i>	3
Entrepreneurship Certificate (BYU-Idaho)		
COURSE CODE	COURSE NAME	CREDITS
BUS 115 or BUSPC 115	Applied Spreadsheets & Analysis	3
BUS 110	Intro to Entrepreneurship	3

BUS 180	Introduction to Financial Management	3
MKT 120	Marketing Foundations	3
BUS 210	Small Business Creation	3
GS 170	Career Development	1
Commercial Fundamentals Certificate (BYU-Idaho)		
COURSE CODE	COURSE NAME	CREDITS
BUS 115 or BUSPC 115	Applied Spreadsheets & Analysis	3
COMM 150	Interpersonal Theory and Practice <i>*Substitute for COMM 175 Communications Essentials</i>	3
MKT 120	Marketing Foundations	3
BUS 180	Introduction to Financial Management	3
SMMBC 105	Introduction to Social Media Marketing	3
GS 170	Career Development	
Basic Accounting Certificate (BYU Idaho)		
COURSE CODE	COURSE NAME	CREDITS
BUS 115 or BUSPC 115	Applied Spreadsheets & Analysis	3
ACCTG 180	Survey of Accounting	3
ACCTG 205	Accounting Software	2
COMM 150	Interpersonal Theory and Practice <i>*Substitute for COMM 175 Communications Essentials</i>	3
ECON 150	Economic Principles & Problems-Micro <i>*OR BUS 375 Business Law</i>	3
Hospitality & Tourism Management Certificate (BYU Idaho)		
COURSE CODE	COURSE NAME	CREDITS
HTMBC 110	Introduction to Hospitality & Tourism Management	3
HTMBC 130	Teams & Hospitality	3
HTMBC 150	Accommodations Operations	3
HTMBC 220	Food & Beverage	3
HTMBC 240	Hospitality & Tourism Financial Management	3
GS 170	Career Development	1
Social Media Marketing Certificate (BYU Idaho)		
COURSE CODE	COURSE NAME	CREDITS
SMMBC 105	Introduction to Social Media Marketing	3
SMMBC 120	Social Media Marketing Strategy	3
SMMBC 130	Social Media Marketing Content	3
SMMBC 150	Social Media Marketing Analytics	3
SMMBC 160	Social Media Marketing Advocacy and Advertising	3
GS 170	Career Development	1
Construction Field Supervision Certificate (BYU Idaho)		
COURSE CODE	COURSE NAME	CREDITS
CONST 221 or CONPC 221	Construction Safety	3

VDC 170	Plan Reading	1
VDC 370	Contract Documents	2
CONST 380	Project Management	2
CONST 305	Construction Estimating	3
CONST 315	Field Scheduling	3

**Agribusiness Management Certificate (BYU Idaho)**

<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>CREDITS</b>
AGBUS 105 or AGBPC 105	Entrepreneurship in Agribusiness	3
AGBUS 138	Intro to Agribusiness Leadership and Group Dynamics	3
AGBUS 147	Intro to International Agricultural Marketing	3
AGBUS 180A	Economics and Budgeting Principles	3
AGBUS 180B	Cash Accounting Concepts and Applications	3
AGBUS 197R	Agribusiness Practicum	1

**Computer Support Certificate (BYU Idaho)**

<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>CREDITS</b>
BUS 115 or BUSPC 115	Applied Spreadsheets & Analysis	3
CITBC 102	Hardware Technician	3
CITBC 125	Windows Client	3
CITBC 150	Introduction to Networking	3
COMM 150	Interpersonal Theory & Practice	3
GS 170	Career Development	1

**Computer Programming Certificate (BYU Idaho)**

<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>CREDITS</b>
CSEPC 110 or CSE 110	Programming Building Blocks	2
CSE 111	Programming with Functions	2
CSE 210	Programming with Classes	2
CSE 212	Programming with Data Structures	2
CSE 310	Applied Programming	4
CSE 121B	JavaScript Language	1

**Database Certificate (BYU Idaho)**

<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>CREDITS</b>
CIT 111	Introduction to Databases	3
CIT 225	Database Design & Development	3
CIT 325	Database Programming	3
CIT 326	Database Administration	3
CIT 327	Data Warehousing	3

**Advanced Certificate Options**

<b>Business &amp; Leadership Skills Certificate (BYU-Idaho)</b>		
<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>CREDITS</b>
BUS 115	Applied Spreadsheets and Analysis	3
ACCTG 180	Survey of Accounting <i>*Substitute for ACCTG 201</i>	3
MKT 351	Social Media Marketing <i>*Substituted for MKT 341 Marketing Management</i>	3
FIN 300	Business Finance <i>*Substitute for BA 211 Business Fundamentals</i>	3
BUS 321	Organizational Leadership	3
<b>Business Administration Certificate (BYU-Idaho)</b>		
<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>CREDITS</b>
MATH 124	Fundamentals of Statistics <i>*Substitute for MATH 221A Business Statistics</i>	3
FIN 301	Financial Management	3
SCM 361	Operations Management	3
BUS 380	Introduction to International Business	3
BUS 410	Principles of Advanced Business Management	3