

Program Requirements



Complete ONE the following introductory certificate:	Basic Accounting
	Administrative Assistant
	Entrepreneurship
	Agribusiness Management
	Commercial Fundamentals
	Database
	Construction Field Supervision
	Social Media Marketing
	Hospitality & Tourism Management
	Computer Programming
	Computer Support
Complete the following advanced certificates:	Business & Leadership Skills Certificate
	Business Administration Certificate
Complete additional required courses:	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
PathwayConnect Completed			
4		Introductory Certificate Course	#
	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)	3
	GS 170	Career Development	1
Introductory Certificate (BYU-Idaho) Completed			
7	WRIT 101	Writing in Professional Contexts- General Education Course	3
	REL 275B	Teachings & Doctrine of the Book of Mormon	1
8	MATH 108X	Math for the Real World-General Education Course	3
	REL 225A	Foundations of the Restoration	1
9	ACCTG 180	Survey of Accounting <i>*Substitute for ACCTG 201</i>	3
	REL 225B	Foundations of the Restoration	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 200A	The Eternal Family	1
Business & Leadership Skills Certificate (BYU-Idaho) Completed			
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 Contexts- General Education Course	3
	REL 200B	The Eternal Family	1
Associate Degree (BYU-Idaho) Completed			
	SCM 361	Operations Management	3

15	REL 290A	The Divine Gift of Forgiveness	1
16	BUS 380	International Business	3
	REL 290B	The Divine Gift of Forgiveness	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 333A	Teachings of the Living Prophets	1

Business Administration Certificate (BYU-Idaho) Completed

19	GESCI 110	Sustaining Human Life-General Education Course	3
	REL 333B	Teachings of the Living Prophets	1
20	PEACE 101	Conflict and Peace-General Education Course	3
	REL280A	Answering My Gospel Questions	1
21	PUBH 132	Personal Health & Wellness- General Education Course	3
	REL 280B	Answering My Gospel Questions	1

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 & 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)		
COURSE CODE	COURSE NAME	CREDITS
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)		
COURSE CODE	COURSE NAME	CREDITS
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)		
COURSE CODE	COURSE NAME	CREDITS
CSE 110 or CSEPC 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)		
COURSE CODE	COURSE NAME	CREDITS
CIT 111 OR CITPC 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

Business & Leadership Skills Certificate (BYU-Idaho)		
COURSE CODE	COURSE NAME	CREDITS
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
Business Administration Certificate (BYU-Idaho)		
COURSE CODE	COURSE NAME	CREDITS
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