

Program Requirements



Complete ONE the following introductory certificate:	Administrative Assistant (BYU Idaho)						
	Entrepreneurship (BYU Idaho)						
	Commercial Fundamentals (BYU Idaho)						
	Construction Field Supervision (BYU Idaho)						
	Web & Computer Programming (BYU Idaho)						
	Agribusiness Management (BYU Idaho)						
	Basic Accounting (Ensign College)						
	Technical Support Engineer (Ensign College)						
	Hospitality & Tourism Management (Ensign College)						
	Medical Billing and Coding Fundamentals (Ensign College)						
	Project Management (Ensign College)						
	Social Media Marketing (Ensign College)						
Complete the following advanced certificates:	Business & Leadership Skills Certificate						
	Business Administration Certificate						
Complete additional required courses:	<table border="0"> <tr> <td style="text-align: center;">GS 497</td> <td style="text-align: center;">Professional Projects</td> <td style="text-align: center;">2</td> </tr> <tr> <td></td> <td style="text-align: center;"><i>*Substitute for BUS 298R or BUS 297R Internship Requirements</i></td> <td></td> </tr> </table>	GS 497	Professional Projects	2		<i>*Substitute for BUS 298R or BUS 297R Internship Requirements</i>	
	GS 497	Professional Projects	2				
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	<table border="0"> <tr> <td style="text-align: center;">ECON 100</td> <td style="text-align: center;">Essentials of Economics</td> <td style="text-align: center;">3</td> </tr> <tr> <td></td> <td style="text-align: center;"><i>*Substitute for ECON 150 Microeconomics</i></td> <td></td> </tr> </table>	ECON 100	Essentials of Economics	3		<i>*Substitute for ECON 150 Microeconomics</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
		<i>[Add First Introductory Certificate Course]</i>	3
PathwayConnect Completed			
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)	#
	GS 170	Career Development <i>Substitute for CAR201P Career Success</i>	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 241 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
	BUS 301	Advanced Writing in Professional Contexts- General Education Course	3
14	FCS 160	Family Leadership & Resource Management- General Education Course	3
	REL 200B	The Eternal Family	1
Associate Degree (BYU-Idaho) Completed			

15	SCM 361	Operations Management	3
	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	ECON 100	Essentials of Economics- 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	3
BUS 129	Office Procedures	3
BUS 240	Word Processing I	3
BUS 180	Introduction to Financial Management	3
Entrepreneurship Certificate (BYU-Idaho)		
COURSE CODE	COURSE NAME	CREDITS
BUS 116 or BUSPC 116	Starting a Business	3
BUS 117	Growing a Business	3
BUS 118	Expanding a Business	3

BUS 119	Strengthening a Business	3
Commercial Fundamentals Certificate (BYU-Idaho)		
COURSE CODE	COURSE NAME	CREDITS
BUS 105 or BUSPC 105	Spreadsheet Essentials	3
COMM 150	Interpersonal Theory and Practice	3
MKT 120	Marketing Foundations	3
BUS 180	Introduction to Financial Management	3
Basic Accounting Certificate (Ensign College)		
COURSE CODE	COURSE NAME	CREDITS
BUS 105 or BUSPC 105	Spreadsheet Essentials	3
ACC 101	Financial Accounting I	3
COMM 122	Interpersonal Communications	3
FIN 102	Personal Finance	3
ACC 208	QuickBooks Online	3
Hospitality & Tourism Management Certificate (Ensign College)		
COURSE CODE	COURSE NAME	CREDITS
BUS 113 or BUSPC 113	Introduction to Hospitality & Tourism	3
BUS 133	Teams & Relationships in Hospitality	3
BUS 153	Accommodations & Lodging Operations	3
BUS 233	Food & Beverage Industry	3
BUS 243	Hospitality & Tourism Financial Management	3
Medical Billing & Coding Fundamentals Certificate (Ensign College)		
COURSE CODE	COURSE NAME	CREDITS
MCO 180 or MCOPC 180	Introduction to Medical Billing & Coding	3
MCO 201A	Body Systems 1	2
MCO 201B	Medical Coding 1	2
MCO 202A	Body Systems 2	2
MCO 202B	Medical Coding 2	2
MCO 203A	Body Systems 3	2
MCO 203B	Medical Coding 3	2
Project Management Certificate (Ensign College)		
COURSE CODE	COURSE NAME	CREDITS
PM 140 or PMPC 140	Intro to Project Management	3
CS 160	Agile Project Management	3
SCM 125	Introduction to Supply Chain Management & Operations	3
SCM 223	Quality Management	3
PM 200	Advanced Project Management	3
Social Media Marketing Certificate (Ensign College)		

COURSE CODE	COURSE NAME	CREDITS
DM 105 or DMPC 105	Introduction to Digital Marketing	3
DM 120	Digital Marketing Strategy	3
DM 150	Digital Marketing Analytics	3
SMM 130	Social Media Marketing Content	3
DM 160	Digital Marketing Advertising	3

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

Web & 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
WDD 130	Web Fundamentals	2
WDD 131	Dynamic Web Fundamentals	2
	<i>*Substitute WDD 131 and WDD 231 for CSE 121B and WDD 230</i>	
WDD 231	Web Frontend Development I	2
	<i>*Substitute WDD 131 and WDD 231 for CSE 121B and WDD 230</i>	
CSE 210	Programming with Classes	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

Technical Support Engineer Certificate (Ensign College)

COURSE CODE	COURSE NAME	CREDITS
CS 105	Introduction to Programming	3
IT 102 or ITPC102	PC Hardware Technician	3
IT125	Introduction to Information Technology	3
IT235	Cloud Server Administration	3
IT 255	Networking Fundamentals	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	3
ECON 100	Essentials of Economics	3
FIN 300	Business Finance	3
BUS 321	Organizational Leadership	3
Business Administration Certificate (BYU-Idaho)		
COURSE CODE	COURSE NAME	CREDITS
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
MKT 351	Social Media Marketing	3