

## Program Requirements



<b>Complete ONE the following introductory certificate:</b>	Administrative Assistant (BYU Idaho)
	Entrepreneurship (BYU Idaho)
	Commercial Fundamentals (BYU Idaho)
	Construction Field Supervision (BYU Idaho)
	Teaching English as a Foreign Language (TEFL) (BYU Idaho)
	Basic Accounting (Ensign College)
	Hospitality & Tourism Management (Ensign College)
	Medical Billing and Coding Fundamentals (Ensign College)
	Project Management (Ensign College)
<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 BUS 297R Internship Requirements</i>
<b>COMPLETE ALL GENERAL EDUCATION AND RELIGIOUS EDUCATION REQUIREMENTS, INCLUDING 30 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.</b>	

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)	#
		Introductory Certificate Course (see below)	#
5		Introductory Certificate Course (see below)	#
	GS 170	Career Development	1
<b>Introductory Certificate Completed</b>			
6	MATH 108X	Math for the Real World- General Education Course	3
	REL 275A	Teachings and Doctrine of the Book of Mormon	1
7	ECON 100	Essentials of Economics <i>Substitute for MKT310 Marketing Management</i>	3
	REL 275B	Teachings & Doctrine of the Book of Mormon	1
8	BUS 115	Applied Spreadsheets & Analysis	3
	REL 225A	Foundations of the Restoration	1
9	ACCTG 180	Survey of Accounting	3
	REL 225B	Foundations of the Restoration	1
10	BUS 321	Organizational Leadership	3
	WRIT 101	Writing in Professional Contexts- General Education Course	3
11	FIN 300	Business Finance	3
	REL 200A	The Eternal Family	1
<b>Business &amp; Leadership Skills Certificate (BYU-Idaho) Completed</b>			
12	FIN 301	Financial Management	3
	REL 200B	The Eternal Family	1
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 290A	The Divine Gift of Forgiveness	1
<b>Associate Degree (BYU-Idaho) Completed</b>			
15	SCM 361	Operations Management	3
	REL 290B	The Divine Gift of Forgiveness	1
16	BUS 380	International Business	3
	REL 333A	Teachings of the Living Prophets	1
	BUS 410	Principles of Advanced Business Management	3

17	HUM 110	Discovery & Discernment Through the Arts- General Education Course	3
18	MKT 351	Social Media Marketing	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 30 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
<i>BUS 105 or BUSPC 105</i>	Spreadsheet Essentials	3
<i>BUS 129</i>	Office Procedures	3
<i>BUS 240</i>	Word Processing I	3
<i>BUS 180</i>	Introduction to Financial Management	3
Entrepreneurship Certificate (BYU-Idaho)		
COURSE CODE	COURSE NAME	CREDITS
<i>BUS 116 or BUSPC 116</i>	Starting a Business	3
<i>BUS 117</i>	Growing a Business	3
<i>BUS 118</i>	Expanding a Business	3
<i>BUS 119</i>	Strengthening a Business	3
Commercial Fundamentals Certificate (BYU-Idaho)		
COURSE CODE	COURSE NAME	CREDITS
<i>BUS 105 or BUSPC 105</i>	Spreadsheet Essentials	3
<i>COMM 150</i>	Interpersonal Theory and Practice	3
<i>MKT 120</i>	Marketing Foundations	3

<i>BUS 180</i>	Introduction to Financial Management	3
<b>Teaching English as a Foreign Language (TEFL) Certificate (BYU-Idaho)</b>		
<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>CREDITS</b>
<i>TESOL 101 or TESPC 101</i>	Introduction to TESOL	3
<i>TESOL 102</i>	TESOL Pedagogy I	3
<i>TESOL 103</i>	TESOL Pedagogy II	3
<i>TESOL 104</i>	English Grammar for TESOL	3
<i>TESOL 105</i>	TESOL Practice	1
<b>Basic Accounting Certificate (Ensign College)</b>		
<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>CREDITS</b>
<i>BUS 105 or BUSPC 105</i>	Spreadsheet Essentials	3
<i>ACC 101</i>	Financial Accounting I	3
<i>COMM 122</i>	Interpersonal Communications	3
<i>FIN 102</i>	Personal Finance	3
<i>ACC 208</i>	QuickBooks Online	3
<b>Hospitality &amp; Tourism Management Certificate (Ensign College)</b>		
<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>CREDITS</b>
<i>BUS 113 or BUSPC 113</i>	Introduction to Hospitality & Tourism	3
<i>BUS 133</i>	Teams & Relationships in Hospitality	3
<i>BUS 153</i>	Accommodations & Lodging Operations	3
<i>BUS 233</i>	Food & Beverage Industry	3
<i>BUS 243</i>	Hospitality & Tourism Financial Management	3
<b>Medical Billing &amp; Coding Fundamentals Certificate (Ensign College)</b>		
<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>CREDITS</b>
<i>MCO 180 or MCOPC 180</i>	Introduction to Medical Billing & Coding	3
<i>MCO 201A</i>	Body Systems 1	2
<i>MCO 201B</i>	Medical Coding 1	2
<i>MCO 202A</i>	Body Systems 2	2
<i>MCO 202B</i>	Medical Coding 2	2
<i>MCO 203A</i>	Body Systems 3	2
<i>MCO 203B</i>	Medical Coding 3	2
<b>Project Management Certificate (Ensign College)</b>		
<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>CREDITS</b>
<i>PM 140 or PMPC 140</i>	Intro to Project Management	3
<i>CS 160</i>	Agile Project Management	3
<i>SCM 125</i>	Introduction to Supply Chain Management & Operations	3
<i>SCM 223</i>	Quality Management	3
<i>PM 200</i>	Advanced Project Management	3

<b>Social Media Marketing Certificate (Ensign College)</b>		
<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>CREDITS</b>
<i>DM 105 or DMPC 105</i>	Introduction to Digital Marketing	3
<i>DM 120</i>	Digital Marketing Strategy	3
<i>DM 150</i>	Digital Marketing Analytics	3
<i>SMM 130</i>	Social Media Marketing Content	3
<i>DM 160</i>	Digital Marketing Advertising	3
<b>Construction Field Supervision Certificate (BYU Idaho)</b>		
<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>CREDITS</b>
<i>CONST 221 or CONPC 221</i>	Construction Safety	3
<i>VDC 170</i>	Plan Reading	1
<i>VDC 370</i>	Contract Documents	2
<i>CONST 380</i>	Project Management	2
<i>CONST 305</i>	Construction Estimating	3
<i>CONST 315</i>	Field Scheduling	3

### Advanced Certificate Options

<b>Business &amp; Leadership Skills Certificate (BYU-Idaho)</b>		
<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>CREDITS</b>
<i>BUS 115</i>	Applied Spreadsheets and Analysis	3
<i>ACCTG 180</i>	Survey of Accounting	3
<i>ECON 100</i>	Essentials of Economics	3
<i>FIN 300</i>	Business Finance	3
<i>BUS 321</i>	Organizational Leadership	3
<b>Business Administration Certificate (BYU-Idaho)</b>		
<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>CREDITS</b>
<i>FIN 301</i>	Financial Management	3
<i>SCM 361</i>	Operations Management	3
<i>BUS 380</i>	Introduction to International Business	3
<i>BUS 410</i>	Principles of Advanced Business Management	3
<i>MKT 351</i>	Social Media Marketing	3