

## Program Requirements



<b>Complete ONE of the following introductory certificate:</b>	Administrative Assistant (BYU Idaho)
	Entrepreneurship (BYU Idaho)
	Commercial Fundamentals (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)
	Social Media Marketing (Ensign College)
<b>Complete the following advanced certificates:</b>	Business & Leadership Skills Certificate
	Business Administration Certificate
<b>Complete additional required courses:</b>	BUS 374      Social Innovation      3
	BUS 375      Business Law      3
	GS 170      Career Development      1
<b>COMPLETE ALL GENERAL EDUCATION AND RELIGIOUS EDUCATION REQUIREMENTS</b>	

## Recommended Degree Plan Example

*We recommend taking courses in the order listed below so you can finish your bachelor's degree in three and a half years (21 blocks). You can take 1–4 courses each block based on your availability. You will need to add the courses for your introductory certificate (see end of document).*

### 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).

Entrepreneurship Course Sequencing			
BLOCK ORDER	COURSE CODE	COURSE NAME	CREDITS
	PC 101	Life Skills	3

1	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
	BUSPC 116	Starting a Business	3
<b>PathwayConnect Completed</b>			
4	BUS 117	Growing a Business	3
	REL 275A	Teachings and Doctrine of the Book of Mormon	1
5	BUS 118	Expanding a Business	3
	REL 275B	Teachings & Doctrine of the Book of Mormon	1
6	BUS 119	Strengthening a Business	3
	GS 170	Career Development	1
<b>Entrepreneurship Certificate (BYU Idaho) Completed</b>			
7	MATH 108X	Math for the Real World	3
	REL 225A	Foundations of the Restoration	1
8	BUS 115	Applied Spreadsheets & Analysis	3
	ECON 100	Essentials of Economics	3
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	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	PUBH 132	Personal Health & Wellness	3
	BUS 301	Advanced Writing in Professional Contexts	3
14	FCS 160	Family Leadership & Resource Management	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
17	BUS 410	Principles of Advanced Business Management	3
	HUM 110	Discovery & Discernment Through the Arts	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	3
	REL280A	Answering My Gospel Questions	1
20	BUS 374	Social Innovation	3
	REL 280B	Answering My Gospel Questions	1
21	BUS 375	Business Law	3
	PEACE 101	Conflict and Peace	3

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

### Introductory Certificate Options

Administrative Assistant Certificate (BYU-Idaho)		
COURSE CODE	COURSE NAME	CREDITS
BUS 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	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	Spreadsheet Essentials	3
COMM 150	Interpersonal Theory and Practice	3
MKT 120	Marketing Foundations	3
BUS 180	Introduction to Financial Management	3
Teaching English as a Foreign Language (TEFL) Certificate (BYU-Idaho)		
COURSE CODE	COURSE NAME	CREDITS
TESOL 101	Introduction to TESOL	3
TESOL 102	TESOL Pedagogy I	3
TESOL 103	TESOL Pedagogy II	3
TESOL 104	English Grammar for TESOL	3
TESOL 105	TESOL Practice	1
Basic Accounting Certificate (Ensign College)		
COURSE CODE	COURSE NAME	CREDITS
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
<b>Hospitality &amp; Tourism Management Certificate (Ensign College)</b>		
<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>CREDITS</b>
BUS 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
<b>Medical Billing &amp; Coding Fundamentals Certificate (Ensign College)</b>		
<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>CREDITS</b>
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
<b>Project Management Certificate (Ensign College)</b>		
<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>CREDITS</b>
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
<b>Social Media Marketing Certificate (Ensign College)</b>		
<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>CREDITS</b>
DM 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

## 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	3
ECON 100	Essentials of Economics	3
FIN 300	Business Finance	3
BUS 321	Organizational Leadership	3
<b>Business Administration Certificate (BYU-Idaho)</b>		

<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>CREDITS</b>
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