

**Program Requirements**



<b>Complete *three Introductory or Advanced Certificates</b>	Basic Accounting (BYU-Idaho)
	Administrative Assistant
	Entrepreneurship
	Family History Research
	Commercial Fundamentals
	Auto Services Technology
	Computer Aided Design and Drafting (CADD)
	Construction Field Supervision
	Social Media Marketing (BYU-Idaho)
	Web & Computer Programming
	Hospitality & Tourism Management (BYU-Idaho)
	Graphic Design Fundamentals
	Marriage, Family & Human Relations
	Computer Support (BYU-Idaho)
	Community Health Planning & Implementation
Teaching English as a Foreign Language (TEFL)	
Agribusiness Management	
<b>Advanced certificates:</b>	System Administration (BYU-Idaho)
	Database
	Occupational Safety and Health
	Advanced Family History Research
	Business Administration
	Child & Family Advocacy
	Human Resource Management
	Human Services
	Parent & Family Education
	Business & Leadership Skills
	Business Analysis
	Advanced Marriage & Family Functioning
	Epidemiology
	Community Health Methods and Evaluation
	Web Development

<b>Complete additional required courses:</b>	GS 170	Career Development	1
	GS 497	Professional Projects	2

**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 Program Plan Example

The following Program Plan example shows how you can plan your class schedule to meet all graduation requirements. **As a professional studies student, you will need to create your own program plan based on the certificates you have selected.**

You can use the example below to create your own program plan along with your degree progress audit and the academic catalog. The example below includes all General Education and Institute of Religion courses that are required to complete your degree program. We recommend taking about 2 courses or 4-6 credits per block so you can finish your bachelor's degree more quickly.

### Advanced Path Additional Requirements

If you skip PathwayConnect, you must make up those 7 credits by completing GE 103: Online University Skills (1 credit) and additional elective credits (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
		First Introductory Certificate Course # 1 (see below)	#
<b>PathwayConnect Completed</b>			
4		First Introductory Certificate Course # 2 (see below)	#
	REL 275A	Teachings & Doctrine of the Book of Mormon	1
5		First Introductory Certificate Course # 3 (see below)	#
	REL 275B	Teachings & Doctrine of the Book of Mormon	1
6		First Introductory Certificate Course # 4 (see below)	#
	REL 225A	Foundations of the Restoration	1
7		First Introductory Certificate Course # 5 (see below)	#
	GS 170	Career Development	1
	REL 225B	Foundations of the Restoration	1

<b>First Certificate Completed</b>			
8		Second Introductory Certificate Course #1 (see below)	#
	WRIT 101	Writing in Professional Contexts- General Education Course	3
9		Second Introductory Certificate Course #2 (see below)	#
	REL 200A	The Eternal Family	1
10		Second Introductory Certificate Course #3 (see below)	#
	REL 200B	The Eternal Family	1
11		Second Introductory Certificate Course #4 (see below)	#
	MATH 108X	Math for the Real World- General Education Course	3
12		Second Introductory Certificate Course #5 (see below)	#
	FCS 160	Family Leadership and Resource Management- General Education Course	3
<b>Second Certificate Completed</b>			
13	BUS 301	Writing in Professional Contexts- General Education Course	3
	REL 290A	The Divine Gift of Forgiveness	1
14	PUBH 132	Personal Health and Wellness- General Education Course	3
	REL 290B	The Divine Gift of Forgiveness	1
<b>Associate Degree Completed (60+ credits)</b>			
15		Advanced Certificate Course #1 (see below)	#
	REL 333A	Teachings of the Living Prophets	1
16		Advanced Certificate Course #2 (see below)	#
	REL 333B	Teachings of the Living Prophets	1
17		Advanced Certificate Course #3 (see below)	#
	HUM 110	Discovery & Discernment Through the Arts- General Education Course	3
18		Advanced Certificate Course #4 (see below)	#
	GESCI 110	Sustaining Human Life- General Education Course	3
19		Advanced Certificate Course #5 (see below)	#
	PEACE 101	Conflict and Peace- General Education Course	3
<b>Third Certificate Completed</b>			
20	GS 497	Professional Projects- General Education Course	2
	REL 280A	Answering My Gospel Questions	1
		Complete additional elective courses offered at BYU-Idaho to earn a minimum of 120+ credits	
<b>Professional Studies Bachelor's Degree Completed (120+ credits)</b>			

### 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

Basic Accounting Certificate		
COURSE CODE	COURSE NAME	CREDIT S
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
Administrative Assistant Certificate		
COURSE CODE	COURSE NAME	CREDIT S
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
Waiver	<i>COMM 130 Visual Communication is no longer offered or required</i>	3
Entrepreneurship Certificate		
COURSE CODE	COURSE NAME	CREDIT S
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
Family History Research		

COURSE CODE	COURSE NAME	CREDITS
REL261 or RELPC 261	Introduction to Temple and Family History	2
FHGEN 110	Family History Research Student Success	1
FHGEN 120	Internet and Computer Skills	3
FHGEN 130	Paleography	3
FHGEN 241	Introduction to Family History Research, Part One: Record Groups and Methodology <i>Substitute for FHGEN 111 Intro to Family History Research I</i>	3
FHGEN 242	Introduction to Family History Research, Part Two: Analysis of Research Evidence <i>Substitute for FHGEN 112 Intro to Family History Research II</i>	3

**Commercial Fundamentals Certificate**

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 <i>Completion or waiver of SMMBC 105 Introduction to Social Media Marketing, which is no longer offered or available</i>	3

**Auto Services Technology Certificate**

COURSE CODE	COURSE NAME	CREDITS
AUTO 125	Automotive Ownership and Maintenance	1
AUTO 131	Electrical Systems	2
AUTO 132	Engine Performance	2
AUTO 155	Chassis Systems	2
AUTO 201	Drive Trains	2
AUTO 231	Vehicle Electronics	2
AUTO 232	Engine Management Systems	2

**Computer Aided Design and Drafting Certificate**

COURSE CODE	COURSE NAME	CREDITS
MATH 108X	Math for the Real World <i>Substitute for MATH 110X College Algebra</i>	3
BUS 115	Business Applications	3
ME 162	Fundamentals in 2D CADD	3
ME 172	Parametric Mechanical CADD	3
ME 272	Mechanical CADD and GD&T	3

Construction Field Supervision Certificate		
COURSE CODE	COURSE NAME	CREDITS
CONST 221 or CONPC 221	Construction Safety	3
ARCH 270	Construction Documents	3
CONST 380	Project Management	2
CONST 285	Construction Estimating	3
CONST 291	Field Scheduling	3
Social Media Marketing Certificate		
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
Hospitality & Tourism Management Certificate		
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
Marriage, Family, and Human Relations Certificate		
COURSE CODE	COURSE NAME	CREDITS
FAML 160 or FAMPC 160	Family Relations	3
FAML 100	The Family	3
FAML 110	Marriage Skills	1
FAML 120	Parenting Skills	1
FAML 150	Intro to Marriage & Family Studies	1
PSYCH 111	General Psychology	3
CHILD 210	Child Development	3
	<i>Substitute for PSYCH 201 Developmental Psychology Lifespan</i>	
Web & Computer Programming Certificate		
COURSE CODE	COURSE NAME	CREDITS
CSEPC 110 or CSE 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 <i>Substitute WDD 131 and WDD 231 for CSE 121B and WDD 230</i>	2
CSE 210	Programming with Classes	3
Computer Support Certificate		
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
Web Frontend Certificate		
COURSE CODE	COURSE NAME	CREDITS
WDD 130	Web Fundamentals	2
CIT 160	Introduction to Programming	3
COMM 130	Visual Media	3
WDD 230	Web Frontend Development I <i>Previously CIT 230</i>	3
WDD 331	Advanced CSS	2
Agribusiness Management Certificate		
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	2
AGBUS 180B	Cash Accounting Concepts and Applications	2
AGBUS 197R	Agribusiness Practicum	1
Graphic Design Fundamentals Certificate		
COURSE CODE	COURSE NAME	CREDITS
ART 130 or ARTPC 130	Introduction to Graphic Design	3
ART 230	Typography	3
ART 235	Graphic Design	3
ART 337R	Interaction Design	3
COMM 310	Creating Online Media <i>Waiver of COMM 310 Creating Online Media which is no longer available or required</i>	3
Community Health Planning & Implementation Certificate		
COURSE CODE	COURSE NAME	CREDITS
PUBH 240 or PBHPC 240	Introduction to Public Health <i>Previously HS 240 Introduction to Public Health</i>	2
BUS 115	Applied Spreadsheets and Analysis	3

PUBH 390	Program Planning/Implementation <i>Previously HS 390 Program Planning/Implementation</i>	3
PUBH 472	Health Communications <i>Previously HS 472 Health Communications</i>	3
PUBH 460	Drugs of Use & Abuse <i>Previously HS 320 Communicable &amp; Non-Communicable Diseases</i> <i>Substitute for PUBH 320 Communicable &amp; Non-Communicable Diseases</i>	3
Teaching English as a Foreign Language (TEFL) Certificate		
COURSE CODE	COURSE NAME	CREDITS
TESOL 101 or TESPC 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
SPED 360	Diverse & Exceptional Students <i>Waiver of SPED 360 Diverse &amp; Exceptional Students which is no longer offered or required</i>	2

## Advanced Certificate Options

System Administration Certificate		
COURSE CODE	COURSE NAME	CREDITS
CYBER 240	Networking <i>Previously CIT 240 Networking</i>	3
CYBER 340	Network Design I <i>Previously CIT 241 Network Design I</i>	3
CYBER 301	Systems Security I <i>Previously CIT 270 Systems Security I</i>	3
CIT 352	Operating Systems I	3
CIT 353	Operating Systems II	3

Database Certificate		
COURSE CODE	COURSE NAME	CREDITS
ITM 111	Introduction to Databases <i>Previously CIT 111 Introduction to Databases</i>	3
ITM 220	SQL <i>Previously CIT 225 Database Design &amp; Development</i>	3
ITM 325	Database Programming <i>Previously CIT 325 Database Programming</i>	3
ITM 326	Database Administration <i>Previously CIT 326 Database Administration</i>	3
ITM 327	Data Warehousing <i>Previously CIT 425 Data Warehousing</i>	3

Advanced Family History Research Certificate		
COURSE CODE	COURSE NAME	CREDITS
FHGEN 340	Genealogical Writing	3
FHGEN 351	U.S. Geographic Specialization	3
FHGEN 352	Introduction to Genetic Genealogy	3
FHGEN 411	Research Methodology	3
FHGEN 499R	Directed Geographic Specialization Research	3
Business Administration Certificate		
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 <i>Substitute for ACCTG 202 Managerial Accounting</i>	3
Child & Family Advocacy Certificate		
COURSE CODE	COURSE NAME	CREDITS
COMM 150	Interpersonal Theory and Practice Substitute for COMM 102 Public Speaking	3
FAML 430	Family & Community	3
BUS 374	Social Innovation	3
POLSC 110	American Government	3
MKT 351	Social Media Marketing <i>Substitute for SMMBC 160 Social Media Advocacy</i>	3
Human Resource Management Certificate		
COURSE CODE	COURSE NAME	CREDITS
COMM 250	Organizational Principles	3
PSYCH 111	General Psychology	3
BUS 270	Human Resource Management	3
COMM 450	Conflict Management and Negotiation	3
BUS 375	Business Law	3
Human Services Certificate		
COURSE CODE	COURSE NAME	CREDITS
FAML 420	Helping Relationship	3
FAML 360	Family Stress and Coping	3
FAML 430	Family and Community Relationships	3
PUBH 460	Drugs of Use & Abuse	3
SW 463	Child Welfare Services	3
Parent and Family Education Certificate		
COURSE CODE	COURSE NAME	CREDITS

FAML 200	Preparation for Marriage	2
FAML 120	Parenting Skills	1
FAML 445	Teaching Family Life Education	3
CHILD 330	Parent Education	3
FCS 340	Money Management	3
CHILD 310	Early and Middle Child Development	3

**Business & Leadership Skills Certificate**

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 Analysis Certificate**

COURSE CODE	COURSE NAME	CREDITS
CSE 110	Programming Building Blocks <i>Substitute for CS 101 Introduction to Programming</i>	2
CIT 111	Introduction to Databases	3
MATH 124	Fundamentals of Statistics <i>Substitute for MATH 221C Social Science Statistics</i>	3
SMMBC 150	Social Media Marketing Analytics	3
CIT 381	Business Intel & Analysis	3

**Advanced Marriage & Family Functioning Certificate**

COURSE CODE	COURSE NAME	CREDITS
FAML 300	Marriage	3
FAML 400	Family Theories & Dynamics	3
FAML 460	Child and Family Advocacy	3
MATH 124	Fundamentals of Statistics <i>Substitute for MATH 221C Social Science Statistics</i>	3
CHILD 400	Research Methods <i>Substituted for PSYCH 302 Research Methods</i>	3

**Occupational Safety & Health Certificate**

COURSE CODE	COURSE NAME	CREDITS
OSH 310	Environmental Health <i>Previously HS 310 Environmental Health</i>	3
OSH 486	Occupational Safety and Risk Management <i>Previously HS 486 Occupational Safety and Health</i>	3
CONST 221	Construction Safety	3
OSH 384	Industrial Fire Safety <i>Previously HS 384 Industrial Fire Safety</i>	2

OSH 484	Accident Investigation and Prevention <i>Previously HS 484 Accident Investigation and Prevention</i>	2
Community Health Methods & Evaluation Certificate		
COURSE CODE	COURSE NAME	CREDITS
PUBH 401	Community Health Methods <i>Previously HS 401 Community Health Methods</i>	2
PUBH 420	Health Behavior Theories & Models <i>Previously HS 420 Health Behavior Theories &amp; Models</i>	2
PUBH 381	Program Evaluation <i>Previously HS 381 Program Evaluation</i>	2
BUS 321	Organizational Leadership <i>Substitute for HCA 285 Introduction to Healthcare Administration</i>	3
BUS 374	Social Innovation	3
PUBH 391	Research Methods	3
Epidemiology Certificate		
COURSE CODE	COURSE NAME	CREDITS
CSE 110	Programming Building Blocks <i>Substitute for CS 101 Introduction to Programming</i>	3
CIT 111	Introduction to Databases	3
MATH 124	Fundamentals of Statistics <i>Substitute for MATH 221C Social Science Statistics</i>	3
PUBH 310	Environmental Health <i>Previously HS 310 Environmental Health</i>	3
PUBH 370	Epidemiology <i>Previously HS 370 Epidemiology</i>	3
Web Development Certificate		
COURSE CODE	COURSE NAME	CREDITS
ITM 111	Introduction to Databases <i>Substitute for WDD 230 Web Frontend Development I</i>	3
WDD 330	Web Frontend Development II	3
CSE 340	Web Backend Development I	3
CSE341	Web Backend Development II	3
ITM 220	SQL <i>Previously CIT 225 Database Design &amp; Development</i>	3