



# 2024 Catalog

## *Professional Studies Bachelor's Degree (BYU-Idaho)*

### Program Information

#### Degree description

The Bachelor of Science degree in Professional Studies from BYU-Idaho is a flexible certificate-based degree that allows online students the opportunity to tailor their education to meet professional goals. Students complete two introductory and one advanced certificate in an area of specialization. This degree structure enables students to gain new skills in different emphasis areas and to develop a broader range of employable skills. Students also complete advanced general education courses that strengthen their leadership and critical thinking skills.

#### Program outcomes

1. Understand how disciples of Jesus Christ can work to solve problems and be peacemakers in both private and professional settings.
2. Develop employable skills at both introductory certificate and advanced certificate levels.
3. Effectively communicate about complex issues in a work environment.
4. Use data and research to analyze problems.
5. Demonstrate creative and critical thinking in addressing global problems.
6. Work collaboratively with others.

#### Potential employment

Students in this major complete two introductory certificates in different areas as well as more advanced training in one area of concentration. These areas include: Business, Health, Family Services, Web Development, and Family History Research.

#### Required certificates (details on next page)

1st and 2nd Certificates: Complete two of the following introductory certificates:



# 2024 Catalog

## Professional Studies Bachelor's Degree (BYU-Idaho)

| Certificate  | Original Degree             |
|--|-----------------------------|
| Administrative Assistant                           | Applied Business Management |
| Basic Accounting*                                  | Applied Business Management |
| Commercial Fundamentals                            | Applied Business Management |
| Community and Environmental Health                 | Applied Health              |
| Entrepreneurship                                   | Applied Business Management |
| Family History Research                            | Professional Studies        |
| Family Relations                                   | Family and Human Services   |
| Graphic Design Fundamentals (2nd certificate only) | Professional Studies        |
| Hospitality and Tourism Management*                | Applied Business Management |
| Medical Billing and Coding Fundamentals*           | Applied Business Management |
| Project Management*                                | Applied Business Management |
| Social Media Marketing*                            | Applied Business Management |
| Teaching English as a Foreign Language (TEFL)      | Applied Business Management |
| Technical Support Engineer*                        | Information Technology      |
| Web and Computer Programming                       | Software Development        |

\*Ensign College Course. Only 1 certificate from may be used.

3rd Certificate:

Complete one of the following certificates:

| Certificate  | Original Degree             |
|--|-----------------------------|
| Advanced Family History Research <ul style="list-style-type: none"> <li>Students must first complete Family History Research</li> </ul>  | Professional Studies Degree |
| Business and Leadership Skills <ul style="list-style-type: none"> <li>Students must first complete Administrative Assistant; Commercial Fundamentals; Entrepreneurship, or TEFL</li> </ul> | Applied Business Management |
| Family Services <ul style="list-style-type: none"> <li>Students must first complete Family Relations</li> </ul>  | Family and Human Services   |
| Health Program Strategies <ul style="list-style-type: none"> <li>Students must first complete Community &amp; Environmental Health</li> </ul>  | Applied Health              |
| Web Development <ul style="list-style-type: none"> <li>Students must first complete Web &amp; Computer Programming</li> </ul>  | Applied Technology          |



## Required Course List

### PathwayConnect Certificate\*

- PC 101      Life Skills
- PC 102      Professional Skills
- PC 103      University Skills

### Certificates from Professional Studies Degree:

#### Family History Research Certificate:

- FHGEN 110    Family History Research Student Success
- FHGEN 120    Internet and Computer Skills
- FHGEN 130    Paleography
- FHGEN 241    Introduction to Research Methodology
- FHGEN 242    Introduction to Evidence Analysis
- REL 261      Introduction to Temple and Family History

#### Graphic Design Fundamentals Certificate:

- ART 125      Adobe CC Basics
- ART 130      Introduction to Graphic Design
- ART 230      Topography
- ART 235      Graphic Design

#### Advanced Family History Research Certificate:

- FHGEN 340    Genealogical Writing
- FHGEN 351    U.S. Geographic Specialization
- FHGEN 352    Introduction to Genetic Genealogy
- ART 235      Graphic Design
- FHGEN 411    Research Methodology
- FHGEN 499R   Directed Geographic Specialty Research

**All other certificate course lists are available in original degree document.**

#### Additional Required Courses:

Complete one of the following:

- GS 497      Professional Projects
- IDS 398R    Interdisciplinary Internship



# 2024 Catalog

## Professional Studies Bachelor's Degree (BYU-Idaho)

Complete the following courses:

- GS 170            Career Development
- BUS 321        Organizational Leadership
- FCS 340        Money Management
- PUBH 480      Global Health
- FAML 300      Marital Dynamics
- BUS 374        Social Innovation

### General Education Courses

- WRIT 101       Writing in Professional Contexts
- MATH 108X    Math for the Real World
- BUS 301        Advanced Writing in Professional Contexts
- REL 250C      Jesus Christ and His Everlasting Gospel
- REL 275        Teachings and Doctrine of the Book of Mormon
- REL 200        The Eternal Family
- REL 225        Foundations of the Restoration
- REL 333        Teachings of the Living Prophets (or other religion elective course)
- REL 324        The Doctrine and Covenants — Part One (or other religion elective course)
- REL 325        The Doctrine and Covenants — Part Two (or other religion elective course)
- FCS 160        Family Leadership and Resource Management
- GESCI 110     Sustaining Human Life
- HUM 110        Discovery and Discernment Through the Arts
- PUBH 132      Personal Health and Wellness
- PEACE 101     Conflict and Peace

\*Direct admit students complete alternative courses instead of PathwayConnect (GE 103: Online University Skills, COMM 150: Interpersonal Theory and Practice, and FCS 340: Money Management).

## Course Details

### PathwayConnect Certificate

#### 1. PC 101: Life Skills (3 credits)

- Develop essential life skills, such as goal setting and problem solving.
- Develop writing ability in organization, clarity, and audience awareness.
- Learn and apply basic math skills to everyday situations.

#### 2. PC 102: Professional Skills (3 credits)

- Develop necessary skills to advance career.
- Produce clear and professional writing.
- Learn to use data and math to make decisions.

### **3. PC 103: University Skills (1 credit)**

- Create and follow an academic plan to a bachelor's degree.
- Demonstrate an understanding of local and online resources for online student success.

## **Certificates from Professional Studies Degree:**

### **Family History Research Certificate:**

#### **4. FHGEN 110 Family History Research Student Success (1 credit)**

- Identify and explain high research standards in personal family history research.
- Practice and teach high research standards for family history consultants.
- Prepare for success in the family history and genealogical field by exploring career options, incorporating professional standards, and explaining the purpose of credentialing organizations.
- Reflect on your personal, educational, and career goals.

#### **5. FHGEN 120 Internet and Computer Skills (3 credits)**

- Use genealogical software to build a personal database and produce reports in alignment with industry standards.
- Solve a research problem using records found at Ancestry.com and FamilySearch.org.
- Utilize other genealogical sources, databases, and websites to plan research and find records.
- Explore social media platforms to begin building a professional network and discover avenues for continuing education.
- Format names, dates, and places using industry-accepted standards.

#### **6. FHGEN 130 Paleography (3 credits)**

- Identify elements of handwritten documents in preparation for deciphering and transcribing documents.
- Transcribe handwritten documents according to industry standards.
- Produce accurate translations of handwritten records.
- Apply paleographic techniques to a variety of record types, languages, and styles.
- Interpret information from handwritten records from a variety of record types, languages, and styles.

#### **7. FHGEN 241 Introduction to Research Methodology (3 credits)**

- Identify professional genealogical skills and potential career paths.
- Describe the research process.
- Define research problems through pedigree analysis and client-provided information.
- Identify, find, and analyze known information in order to save time and focus a research plan.
- Develop an effective research plan using knowledge of the typical contents of basic US record types.
- Gather, analyze, and use information from genealogical records to solve problems.

## 8. FHGEN 242 Introduction to Evidence Analysis (3 credits)

- Use the genealogical research process to identify and solve genealogical problems.
- Develop an effective research plan using knowledge of the typical contents of advanced U.S. record types.
- Gather and use information from advanced records to solve problems.
- Analyze findings and document research results according to professional standards.
- Record conclusions via proof statements, summaries, or arguments.

## 9. REL 261 Introduction to Temple and Family History (2 credits)

- Describe and teach doctrines related to family history and temple work.
- Gather, organize, add to, and share information about themselves and their extended families.
- Demonstrate how to use their local Family History Center and other resources.
- Demonstrate how to use family history websites for research and service.
- Demonstrate and explain various forms of family history service.
- Explain and demonstrate the family history research process.
- Demonstrate leadership skills to help increase family history participation in wards and other community settings.
- Demonstrate a commitment to life-long family history and temple service.
- Identify and demonstrate knowledge of ancestors and their historical settings.

## Graphic Design Fundamentals Certificate:

### 10. ART 125 Adobe CC Basics (3 credits)

- Use Illustrator, Photoshop, and InDesign at a beginner level.
- Distinguish the uses of each application (i.e. vector vs. raster vs. publishing).
- Understand the benefits of non-destructive photoshop.
- Apply InDesign Styles to their work.
- Use Illustrator, Photoshop, and InDesign in concert.

### 11. ART 130 Introduction to Graphic Design (3 credits)

- Recognize the principles of design during active critique.
- Demonstrate how to use the principles of design to create dynamic compositions.
- Demonstrate how form communicates.
- Demonstrate ability to follow the full design process.
- Demonstrate how visual symbols communicate.
- Demonstrate proficiency in Adobe Illustrator.

**12. ART 230 Topography I (3 credits)**

- Explain the basic history of typography through font features.
- Identify letter anatomy.
- Demonstrate typographic hierarchy.
- Demonstrate effective readability and legibility using type.
- Develop a design process that addresses the role and nature of typography.
- Create aesthetically interesting type that uses good form.
- Use a grid at a beginning level.

**13. ART 235 Graphic Design (3 credits)**

- Demonstrate how to apply the principles of creative thinking creating images that a target audience can understand.
- Use the principles of design to make strong visual images.
- Demonstrate how craftsmanship strengthens visual images.
- Demonstrate how to make images production ready.
- Use the design process to meet a client need.
- Critique peer design work by articulating weaknesses and potential solutions.

**Advanced Family History Research Certificate:****14. FHGEN 340 Genealogical Writing (3 credits)**

- Compile genealogical information in alignment with industry-accepted publications.
- Provide supporting evidence by presenting copies of documents relevant to the genealogical objective.
- Create citations according to one of the industry-accepted style guides.
- Produce genealogical works based on established methodological and reporting practices.
- Report the analysis of genealogical evidence that facilitates comprehension by a reader.

**15. FHGEN 351 U.S. Geographic Specialization (3 credits)**

- Determine how geographical features, cultural features, and historical events affect the research process in specific regions.
- Conduct New England, Upper-South, and Southeast regions research (including a "big city" and African American research).
- Identify the availability of records for each state in the region.
- Determine unique characteristics of records in the region.
- Identify the general process for conducting research in each region.
- Plan and complete research projects to conduct research in the region.
- Produce well-organized genealogical research reports.

**16. FHGEN 352 Introduction to Genetic Genealogy (3 credits)**

- Understand the structure of DNA.
- Recognize the differences in autosomal DNA, mitochondrial DNA, Y chromosome DNA, and X chromosome DNA.
- Explain how DNA is used in genealogical research.
- Use DNA results to solve a genealogical problem.
- Defend ethical choices in genetic genealogical scenarios.

**17. FHGEN 411 Research Methodology (3 credits)**

- Understand advanced strategies for solving genealogical problems.
- Identify key record groups to use for genealogical problems.
- Develop a research plan and conduct effective research using a variety of records.
- Create and use an effective research log.
- Record, organize, and cite family history information and answers to genealogical questions in family group records and reports.
- Assemble and organize copies of documents.

**18. FHGEN499R Directed Geographic Specialty Research (3 credits)**

- Understand the credentialing process and requirements of both the ICAPGen and BCG credentialing organizations.
- Use skills obtained in the Family History Research Program to learn how to complete research in a new geographic region.
- Plan and conduct research for a three or four-generation family that lived in the U.S. and another geographic region of the world.
- Plan for and prepare to meet professional goals.

**Additional Required Courses:****19. GS 170 Career Development (1 Credit)**

- Communicate personal and essential employable skills matched to a target job.
- Create a list of employers, contacts and opportunities to obtain or improve employment.
- Prepare effective professional documents and digital profile that incorporate essential employability skills.
- Identify and practice effective networking and job-search strategies.
- Connect and network with professionals, mentors and potential employers in student's target industry.
- Apply for jobs and/or improved position in current organization.
- Demonstrate effective interviewing and post-interviewing skills.

**20. GS 497 Professional Projects (2 credits)**

- Demonstrate the ability to work independently on a senior-level professional project.
- Create a summary of the professional project to include in a professional portfolio.
- Communicate the outcomes of the project through a written report.
- Develop career-readiness skills.



**21. IDS 398R Interdisciplinary Internship (1 credit)**

- Apply employment-seeking skills such as resume writing, networking, and interviewing to obtain an internship.
- Develop knowledge and technical skills while working in a real-world environment.
- Effectively communicate the outcomes of the internship in writing.
- Apply interdisciplinarity in the workplace.

**22. BUS 321 Organizational Leadership (3 credits)**

- Demonstrate proficient application of individual effectiveness principles and skills.
- Use organizational and team leadership principles to analyze and propose solutions to real-world problems.
- Practice and apply principles and skills of effective interpersonal and team communication.
- Apply each principle and skill in the contexts of work, home, church, and community.

**23. FCS 340 Money Management (3 credits)**

- Create a working monthly budget.
- Devise a financial plan that includes debt management, tax strategies, retirement, and personal financial goals.
- Identify specific strategies for frugal living.
- Analyze important criteria for making large purchases such as autos and homes.
- Explain how money relates to marriage and children.
- Illustrate various risk management options to show when each is appropriate and needed.
- Learn to magnify their financial stewardship.

**24. PUBH 480 Global Health (3 credits)**

- Describe global health priorities and health metrics.
- Identify the determinants of health, causes of disparities, and effective ways to address those.
- Differentiate the burden of disease among countries in the world, contributing factors, and potential solutions.
- Explain elements of successful, evidence-based, and culturally appropriate behavior change strategies, interventions, and policies that promote optimal health.
- Describe the major functions of health systems and organizations.
- Design a solution to a health issue in a specific location according to successful, evidence-based practices.

**25. FAML 300 Marital Dynamics (3 credits)**

- Demonstrate competency with communicating in secular and gospel language the basic skills and principles associated with successful marriages.
- Determine how to establish and maintain a healthy marriage within a challenging environment.
- Demonstrate a capacity to locate and synthesize empirical research concerning marriage.
- Assess marital functioning using theory and gospel principles.
- Implement learned principles in their interpersonal relationships.



## 2024 Catalog

---

### *Professional Studies Bachelor's Degree (BYU-Idaho)*

#### **26. BUS 374 Social Innovation (3 credits)**

- Describe what social innovation is generally and how it applies to students' lives.
- Identify opportunities and challenges faced by entities seeking to create measurable and sustainable social impact.
- Identify opportunities available to entities seeking to make a social impact based on principles of social innovation.
- Apply principles of social innovation to existing entities, and/or hypothetical models, within the context of a specific social issue.
- Articulate the potential connection between students' discipleship of Jesus Christ and their future careers and business decisions.

**All other certificate course details available in original degree document.**