



**MONTANA STATE UNIVERSITY-BILLINGS  
HUMAN RESOURCES-BUSINESS ARTICULATED EMPHASIS  
ASSOCIATE OF SCIENCE**

**ADVISING WORKSHEET GENERAL BULLETIN 2007-2008**

*College of Technology  
Advising Center  
Phone: 406-247-3018/3020  
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Name \_\_\_\_\_

Student ID # \_\_\_\_\_

**ACADEMIC FOUNDATIONS REQUIREMENTS**

Academic Foundations Category	Course #	Credits	Grade	Semester	Equivalent
<b>Category I: Global Academic Skills</b> A. Mathematics (1 course)  B. English (2 courses)	MATH 121				
	ENGL 150				
<b>Category II: Natural Sciences</b> (2 courses/1 lab) (1 life science/1 physical science/1 lab)					
<b>Category III: Social Sciences</b> (2 courses) Courses must be from separate prefixes	ECON 200 or 201				
<b>Category IV: History and Cultural Diversity</b> A. History (1 course)  B. Cultural Diversity (1 course)					
<b>Category V: Arts and Humanities</b> A. Arts (1 course)  B. Humanities (1 course)					

A minimum grade of "C-" required in all Academic Foundations courses. *Note: Certain degrees may require a minimum grade of "C" in Academic Foundations courses.*

<b>CATEGORY I: GLOBAL ACADEMIC SKILLS</b>			<b>12 credits</b>
<b>Subcategory A - Mathematics</b>			<b>3 credits</b>
MATH	106	College Algebra	3
MATH	107	Precalculus	5
MATH	112	Calculus I	4
MATH	121	Finite Mathematics	4
MATH	122	College Mathematics for Technology	3
MATH	141	Contemporary Mathematics	3
MATH	202	Fundamentals of Mathematics II	3
STAT	141	Introduction to Statistics	3
STAT	241	Statistical Methods	4
<b>Subcategory B - English</b>			<b>6 credits</b>
ENGL	150	<i>College Composition</i>	3
ENGL	201	Business Communication	3
ENGL	226	Research Writing	3
ENGL	140	Business Writing	3
ENGL	145	Technical Communication	3
<b>Subcategory C - Information Literacy</b>			<b>3 credits</b>
COMT	130	Introduction to Public Speaking	3
LS	125	Research in the Information Age	3
MIS	150	Information Access and Organization	3

<b>CATEGORY II: NATURAL SCIENCES</b>			<b>6 cr. lecture &amp; 1 cr. lab</b>
<i>Students are required to take one course from each subcategory and at least one corresponding lab or SCIN 101, 102, 103 &amp; 104</i>			
<b>Subcategory A – Life Sciences</b>			
BIOL	101	Survey of Biology	3
BIOL	115	Survey of Biology Lab	1
BIOL	178	Principles of Biology	3
BIOL	188	Principles of Biology Lab	1
<b>Subcategory B – Physical Sciences</b>			
CHEM	104	Fund of General Chemistry	3
CHEM	105	Fund of General Chem Lab	1
CHEM	115	General Chemistry I	3
CHEM	118	General Chemistry I Lab	1
EASC	100	Lithosphere and Hydrosphere	3
EASC	101	Lithosphere and Hydrosphere Lab	1
GEOG	100	Physical Geography Lab	1
GEOG	101	Physical Geography	3
PHYS	101	Earth, Air, Fire and Water	3
PHYS	102	Earth, Air, Fire and Water Lab	1
PHYS	110	College Physics I	3
PHYS	111	College Physics I Lab	1
PHYS	201	Introduction to Astronomy	3
PHYS	203	Introduction to Astronomy Lab	1
PSSC	101	Physical World Around Us	3
PSSC	102	Physical World Around Us Lab	1
<b>Subcategories A and B – Integrated Sciences</b>			
SCIN	101, 102, 103 & 104	Integrated Sciences	3, ½, 3, ½

<b>CATEGORY III: SOCIAL SCIENCES</b>			<b>6 credits</b>
<i>Two courses from separate prefixes</i>			
BUS	101	Introduction to Business	3
COMT	109	Human Relations	3
COMT	110	Interpersonal Communication	3
ECON	200	Principles of Microeconomics	3
ECON	201	Principles of Macroeconomics	3
EDF	100	Education and Democracy	3
GEOG	102	World Geography	3
HHP	101	Health Sciences	3
POLS	101	Introduction to Government	3
POLS	212	United States Government	3
PSYC	101	General Psychology	3
PSYC	271	Human Relations	3
SOCL	101	Introduction to Sociology	3
SOCL	212	Physical Anthropology & Archeology	3
SOCL	221	Social Problems	3

<b>CATEGORY IV: HISTORY &amp; CULTURAL DIVERSITY</b>			<b>6 credits</b>
<b>Subcategory A - History</b>			<b>3 credits</b>
HIST	104	The West and the World to 1648	3
HIST	105	The West and the World since 1648	3
HIST	106	Honors: History of Western Civ to 1500	3
HIST	107	Honors: History of Western Civ since 1500	3
HIST	204	United States History to 1877	3
HIST	205	United States History Since 1877	3
POLS	221	International Relations	3
<b>Subcategory B - Cultural Diversity</b>			<b>3 credits</b>
ART	131	Global Visual Culture	3
COMT	160	Introduction to Intercultural Communication	3
ENGL	260	World Foundations of Literature	3
GEOG	120	Environment and Culture	3
HHP	270	Global Health Issues	3
NAMS	181	Introduction to Native American Studies	3
NAMS	211	Social Issues of the Native American	3
PHIL	105	The Religious Quest	3
REHA	201	Introduction to Diversity	3
SOCL	211	Cultural Anthropology	3
A&SC/SOCL	250	Women, Culture and Society	3
SPAN	150	The Hispanic Tradition	3

<b>CATEGORY V: ARTS &amp; HUMANITIES</b>			<b>6 credits</b>
<b>Subcategory A - Arts</b>			<b>3 credits</b>
ART	110	Art Studio Essentials for the Non-Art Major	3
ART	142	Introduction to Pottery	3
ART	161	Introduction to Drawing	3
COMT	150	Introduction to Theatre and Performance	3
COMT	155	Global Cinema	3
COMT	250	Introduction to Acting	3
ENGL	204	Fundamentals of Creative Writing	3
ENGL	280	Fiction into Film	3
MUSC	100	Music Appreciation	3
MUSC	150	Musics of the World	3
DSGN	248	Computer Presentation and Animation	3
<b>Subcategory B - Humanities</b>			<b>3 credits</b>
ART	132	Art History Survey	3
ENGL	160	Reading and Responding to Literature	3
ENGL/PHIL	240	The Bible as Literature	3
HON	181	The Ancient and Medieval Worlds	3
HON	182	The Renaissance and Modern Worlds	3
HON	281	Humanistic Thought of the U.S. to 1877	3
HON	282	Humanistic Thought of the U.S. since 1877	3
PHIL	115	Ethics	3
PHIL	117	Philosophies of Life	3

Course	Credits	Grade	Semester	Equivalent
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**Preparatory Courses**


**Required Courses**

CMP or MIS	105 225	Introduction to Computers and Applications Introduction to Productivity Application Software	3			
ACCT	233	Principles of Accounting I	3			
CTBU	103	Payroll Accounting	3			
ECON	200 or 201	Principles of Microeconomics Principles of Macroeconomics	3			
HR	180	Employment Law and Practices	3			
HR	250	Employment and Compensation Strategies	3			
HR or HR	281 282	Risk Management, Safety and Security Organizational Training and Development	3			
HR	296	Cooperative Education/Internship*	2-9*			

\* Students are required to complete 2 credits, but may earn up to 9 credits through as electives.

**Electives**


Categories	Credits	Earned
Academic Foundations	37	_____
Required Courses	23	_____
<b>Total</b>	<b>60</b>	_____

***Suggested Plan of Study***

<b>First Semester</b>	<b>Credits</b>	<b>Second Semester</b>	<b>Credits</b>
ACCT 233	3	CTBU 103	3
CMP 105	3	HR 250	3
HR 180	2	Academic Foundations	7
Academic Foundations	3	<b>TOTAL</b>	<b>13</b>
<b>TOTAL</b>	<b>12</b>		

<b>Third Semester</b>	<b>Credits</b>	<b>Fourth Semester</b>	<b>Credits</b>
ECON 200 or 201	3	HR 296	2
HR 281 or 282	3	Academic Foundations	15
Academic Foundations	12	<b>TOTAL</b>	<b>17</b>
<b>TOTAL</b>	<b>18</b>		

\*Students planning to pursue a bachelor's degree in business are strongly encouraged to take both ECON 200 and 201 in order to meet the required prerequisites for upper division business courses.

\*ENGL 301 Business Communications is a required course for a bachelor's degree in business. Although it is not required for the AS in Human Resources, a student may wish to take the class to fill one of the General Education writing requirements.

60 credits are necessary in order to graduate with an associate degree. A three-credit elective may be required if a student chooses not to take both ECON 200 and 201.

Evaluation\_\_\_\_\_ Date\_\_\_\_\_ Updated\_\_\_\_\_