



**MONTANA STATE UNIVERSITY-BILLINGS
HUMAN RESOURCES MANAGEMENT
CERTIFICATE OF APPLIED SCIENCE**

ADVISING WORKSHEET GENERAL BULLETIN 2007-2008

*College of Technology
Advising Center
Phone: 406-247-3018/3020
Fax: 406-652-1729*

Name _____

Student ID # _____

Course	Credits	Grade	Semester	Equivalent
Preparatory Courses				

Academic Foundations

Writing Category – 6 credits See an advisor for choices.

Oral Skills Category – 3 credits See an advisor for choices.

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Mathematics Category – 3 credits See an advisor for choices.

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Required Courses

CMP	105	Introduction to Computers and Applications	3			
CTBU	101	Accounting Procedures I	4			
CTBU	103	Payroll Accounting	3			
HR	180	Employment Law and Practices	3			
HR	250	Employment & Compensation Strategies	3			
HR	281	Risk Management, Safety and Security	3			
HR	282	Organizational Training and Development	3			
HR	296	Cooperative Education/Internship*	2-9			

* Students may complete up to 9 credits through this experience

Electives

TOTAL MINIMUM CREDITS REQUIRED 35

A grade of "C" or higher is mandatory in all course requirements.

Suggested Plan of Study

First Semester	Credits	Second Semester	Credits
CTBU 101	4	CTBU 103	3
CMP 105	3	HR Course	3
HR Course	3	HR Course	3
Academic Foundations	8	HR Course	3
Total	17	HR 296	2
		Academic Foundations	4
		Total	18

Evaluation_____ Date_____ Updated_____