



City College
Jacket Student Central
Fax: 406-247-3095
Phone 406-247-3019

MONTANA STATE UNIVERSITY BILLINGS

HUMAN RESOURCES – BUSINESS ARTICULATED EMPHASIS ASSOCIATE OF SCIENCE

ADVISING WORKSHEET 2014-2015

Name _____

Student ID # _____

GENERAL EDUCATION REQUIREMENTS –SEE NEXT PAGE FOR SPECIFIC REQUIREMENTS

General Education Category	Course #	Credits	Grade	Semester	Equivalent
Category I: Global Academic Skills (9 credits) A. Mathematics (3 credits) B. English (3 credits) C. Communication & Information Literacy (3 credits)	M 143				
	WRIT 101				
	COMX 111 or BMIS 150				
Category II: Natural Sciences (7 credits) 2 lectures (6 credits) & 1 lab (1 credit) (1 life science & 1 physical science & 1 lab)					
Category III: Social Sciences and History (6 credits) A. Social Science (3 credits) B. History (3 credits)	ECNS 201				
Category IV: Cultural Diversity (3 credits)					
Category V: Arts & Humanities (6 credits) A. Fine Arts (3 credits) B. Humanities (3 credits)					

A minimum grade of “C-” required in all General Education courses.

Note: Certain degrees may require a minimum grade of “C” in General Education courses.

Reviewed:

GENERAL EDUCATION REQUIREMENTS

CATEGORY I: GLOBAL ACADEMIC SKILLS			9 credits
<i>Students are required to take one course from each subcategory</i>			
Subcategory A - Mathematics			3 credits
+M	105	Contemporary Mathematics	3
+M	114	Extended Technical Mathematics	3
+M	121	College Algebra	3
M	122	College Trigonometry	3
M	131	Mathematics for Elementary Teachers II	3
+M	143	Finite Mathematics	4
M	171	Calculus I	4
STAT	141	Introduction to Statistical Concepts	3
STAT	216	Introduction to Statistics	4
Subcategory B - English			3 credits
+WRIT	101	College Writing I	3
WRIT	201	College Writing II	3
WRIT	220	Business & Professional Writing	3
+WRIT	121	Introduction to Technical Writing	3
+WRIT	122	Introduction to Business Writing	3
WRIT	221	Intermediate Technical Writing	3
Subcategory C - Communication & Information Literacy			3 credits
BMIS	150	Computer Literacy	3
+COMX	111	Introduction to Public Speaking	3
COMX	115	Introduction to Interpersonal Communication	3
LSCI	125	Research in the Information Age	3
CATEGORY II: NATURAL SCIENCES			6 cr. lecture & 1 cr. lab
<i>Students are required to take one course from each subcategory and at least one corresponding lab or SCIN 101, 102, 103 & 104</i>			
Subcategory A – Life Sciences			3-4 credits
BIOB	101	Discover Biology	3
BIOB	102	Discover Biology Lab	1
BIOB	160	Principles of Living Systems	3
BIOB	161	Principles of Living Systems Lab	1
Subcategory B – Physical Sciences			3-4 credits
ASTR	110	Introduction to Astronomy	3
ASTR	111	Introduction to Astronomy Lab	1
+CHMY	121	Introduction to General Chemistry	3
+CHMY	122	Introduction to General Chemistry Lab	1
CHMY	141	College Chemistry I	3
CHMY	142	College Chemistry Laboratory I	1
GEO	101	Introduction to Physical Geology	3
GEO	102	Introduction to Physical Geology Laboratory	1
GPHY	112	Introduction to Physical Geography Lab	1
GPHY	111	Introduction to Physical Geography	3
PHSX	103	Our Physical World	3
PHSX	104	Our Physical World Lab	1
PHSX	205	College Physics I	3
PHSX	206	College Physics I Lab	1
PHSX	105	Fundamentals of Phys Sci	3
PHSX	106	Fundamentals of Phys Sci Lab	1
Subcategories A and B – Integrated Sciences			7 credits
SCIN 101, 102, 103 & 104 Integrated Sciences			3, ½, 3, ½
CATEGORY III: SOCIAL SCIENCES AND HISTORY			6 credits
<i>Students are required to take one course from each subcategory</i>			
Subcategory A – Social Sciences			3 credits
ANTY	217	Physical Anthropology & Archeology	3
+BGEN	105	Introduction to Business	3
+COMX	106	Communicating in a Dynamic Workplace	3
ECNS	201	Principles of Microeconomics	3
ECNS	202	Principles of Macroeconomics	3
EDU	105	Education and Democracy	3
GPHY	141	Geography of World Regions	3
HTH	110	Personal Health and Wellness	3
PSCI	210	Introduction to American Government	3
PSCI	220	Introduction to Comparative Government	3
+PSYX	100	Introduction to Psychology	3
PSYX	231	Human Relations	3
+SOCI	101	Introduction to Sociology	3

SOCI	201	Social Problems	3
Subcategory B - History			3 credits
+HSTA	101	American History I	3
+HSTA	102	American History II	3
HSTR	101	Western Civilization I	3
HSTR	102	Western Civilization II	3
HSTR	103	Honors Western Civilization I	3
HSTR	104	Honors Western Civilization II	3
PSCI	230	Introduction to International Relations	3

CATEGORY IV: CULTURAL DIVERSITY			3 credits
A&SC/WGSS	274	Women, Culture, and Society	3
ANTY	220	Culture and Society	3
ARTH	160	Global Visual Culture	3
COMX	212	Introduction to Intercultural Communication	3
GPHY	121	Human Geography	3
HTH	270	Global Health Issues	3
LIT	230	World Literature Survey	3
MUSI	207	World Music	3
+NASX	105	Introduction to Native American Studies	3
NASX	205	Native Americans in Contemporary Society	3
PHL	271	Philosophy & Religion of India	3
PHL	272	Philosophy & Religion of China/Tibet/Japan	3
REHA	201	Introduction to Diversity	3
RLST	170	The Religious Quest	3
SPNS	150	The Hispanic Tradition	3

CATEGORY V: ARTS & HUMANITIES			6 credits
<i>Students are required to take one course from each subcategory</i>			
Subcategory A – Fine Arts			3 credits
ARTZ	101	Art Fundamentals	3
ARTZ	105	Visual Language-Drawing	3
ARTZ	131	Ceramics for Non-majors	3
CRWR	240	Intro Creative Writing Workshop	3
FILM	160	Introduction to World Cinema	3
LIT	270	Film & Literature	3
+MART	260	Computer Presentation and Animation	3
+MUSI	101	Enjoyment of Music	3
MUSI	114	Band: MSUB Symphonic	1
MUSI	131	Jazz Ensemble I: MSUB	1
MUSI	147	Choral Ensemble: University Chorus	1
THTR	101	Introduction to Theatre	3
THTR	120	Introduction to Acting I	3

Subcategory B - Humanities			3 credits
ARTH	150	Introduction to Art History	3
HONR	111	Perspectives and Understanding	3
+LIT	110	Introduction to Literature	3
LIT	240	The Bible as Literature	3
PHL	110	Introduction to Ethics	3
PHL	111	Philosophies of Life	3

Total **31**

+Denotes a course offered at the City College campus. These courses may not be available every semester.

Course	Credits	Grade	Semester	Equivalent
Preparatory Courses				

Required Courses

ACTG	180	Payroll Accounting	3			
ACTG	201	Principles of Financial Accounting	3			
BMGT	180	Employment Law and Practices	3			
BMGT	250	Employment and Compensation Strategies	3			
BMGT or BMGT	281 282	Risk Management, Safety and Security Organizational Training and Development	3			
BMGT or TASK	298 294	Internship* Seminar/Workshop	2-3*			
CAPP or CAPP	120 131	Introduction to Computers Basic MS Office	3			
ECNS	202	Principles of Macroeconomics	3			

* Students are required to complete 2 credits, but may earn up to 3 credits through as electives.

6 Elective Credits Required- chosen in consultation with an advisor

TOTAL Required & Restricted Elective Courses **29**

A grade of "C" or higher is mandatory in all required courses.

Categories	Credits	Earned	Remaining
General Education	32	_____	_____
Required Courses	23	_____	_____
Restricted Electives	6	_____	_____
Total	61	_____	_____

▼ Program is available online

Suggested Plan of Study

First Semester	Credits
ACTG 201	3
CAPP 120 or 131	3
BMGT 180	3
General Education	6
TOTAL	15

Second Semester	Credits
ACTG 180	3
BMGT 250	3
General Education	9
TOTAL	15

Third Semester	Credits
ECNS 202	3
BMGT 281 or 282	3
General Education	6
Restricted Elective	3
TOTAL	15

Fourth Semester	Credits
BMGT 298 or TASK 294	2
General Education	10
Restricted Elective	3
TOTAL	15

Transcript evaluation (if applicable completed) by: _____ on _____
Developing a Plan of Study

To facilitate course planning and scheduling, students should be aware that not all courses are offered every semester. Some courses require pre-requisites and preparatory courses to be successfully completed or co-requisites be taken simultaneously.

Selected Courses and Prerequisites

Key: F= Fall; S=Spring; X=Summer; # = online

Human Resources Business Articulated -Associate of Science Program Requirements:

Course	Gen Ed. Category/credits required	Required Pre-requisite	Recommended Pre-requisite	Required Co-Requisite	Recommended Co-requisite	Term Offered
ACTG 180		ACTG 101				F#, S
ACTG 201				M 095 or student has tested out of M095		F, F#, S, S#, X#
CAPP 120 or 131						CAPP 120 F, F#, S, S#, X, X# CAPP 131 F#, S#
ECNS 202						F, F#, S, S#, X#
BMGT 180						F#
BMGT 250						S#
BMGT 281 or BMGT 282						BMGT 281 S# BMGT 282 F#
BMGT 298 or TASK 294						S#
Gen Ed Category IA Mathematics	M 143	M 095 or appropriate placement score				F, F#, S, S#, X#
*Gen Ed Category IB English	WRIT 101 (WRIT 220 – recommended)	WRIT 095 or appropriate placement score				WRIT 101 F, F#, S, S#, X, X# WRIT 220 F, F#, S, S#, X#
*Gen Ed. Category IC Communication & Information Literacy	COMT 130 or BMIS 150 3 credits					COMT 130 F, F#, S, S#, X MIS 150 F#, S, S#
*Gen Ed. Category II Natural Sciences	7 credits					F, F#, S, S#, X, X#

*Gen Ed. Category III Social Science & History	ENCS 201 & 3 credits					ECNS 201 F, F#, S, S#, X# Additional 3 credits F, F#, S, S#, X, X#
*Gen Ed. Category IV Cultural Diversity	3 credits					F, F#, S, S#, X, X#
*Gen Ed. Category VA Arts	3 credits					F, F#, S, S#, X, X#
*Gen Ed. Category VB Humanities	3 credits					F, F#, S, S#, X, X#

Program Specific Information

Students should know the following information:

- Currently the Human Resources Associate of Science degree and Certificate of Applied Science is fully offered online.
- Students who want to continue into a Bachelor degree within the College of Business should consider taking CAPP 131 in place of CAPP 120.
- If a student is working towards the Associate of Science, it is not recommended that students take all seven credits of science in the same semester.
- When planning out the classes you plan on taking each semester, pay close attention to the required courses. There are several courses that are only offered in specific semesters. Plan accordingly.
- TASK 294 or HR 296 is typically taken towards the end of completing this degree.
- Several of the required courses will transfer to the College of Business Core and College of Business as general electives towards completing a Bachelor degree.
- WRIT 220 Business & Professional Writing is a required course for a bachelor 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.



2014-2015 Human Resources –Business Emphasis Plan of Study

for _____

Date: _____

Semester _____

Semester _____

Course	Credits	Course	Credits
Total		Total	

Semester _____

Semester _____

Course	Credits	Course	Credits
ACTG 201	3	ACTG 180	3
CAPP 120/131	3	BMGT 250	3
BMGT 180	3	Gen Ed: ECNS 201	3
Gen Ed: M143	4	Gen Ed:	3 (History)
Gen Ed: WRIT 101	3	Gen Ed:	3 (Science)
Total	16	Total	15

Semester _____

Semester _____

Course	Credits	Course	Credits
ECNS 202	3	BMGT 298/TASK 294	2
BMGT 281/282	2-3	Restricted Elective	3
Gen Ed:	3 (Cultural Diversity)	Gen Ed:	3 (Humanities)
Gen Ed:	3 (Arts)	Gen Ed:	3 (Communication and Information Literacy)
Restricted Elective	3	Gen Ed:	3 (Science)
		Gen Ed:	1 (Science)
Total	14-15	Total	15

Number of earned credits that apply toward degree: _____

Number of credits left to earn for degree: _____

CERTIFICATION: The courses listed are **required** for the student's degree.

Advisor's Signature: _____ Date: _____

Student's Signature: _____ Date: _____