



City College
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MONTANA STATE UNIVERSITY BILLINGS

HUMAN RESOURCES – GENERAL APPLIED 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)					
	WRIT 101				
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)					
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.

Preparatory 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
+COMX	111	Introduction to Public Speaking	3
COMX	115	Introduction to Interpersonal Communication	3
LSCI	125	Research in the Information Age	3
BMIS	150	Computer Literacy	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 <u>or</u> 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
PSYX	231	Human Relations	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	220	Introduction to Comparative Government	3
PSCI	210	Introduction to American 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
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
A&SC/			
SOCI/WS	274	Women, Culture, and Society	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	131	Ceramics for Non-majors	3
ARTZ	105	Visual Language-Drawing	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
HON	121	Perspectives and Understanding	3
HON	281	The American Intellectual Heritage (1620-1877)	3
HON	282	The American Intellectual Heritage (1877-Present)	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
Required Courses						
CAPP	120	Introduction to Computers	3			
ACTG	101	Accounting Procedures I	3			
ACTG	180	Payroll Accounting	3			
BMGT	180	Employment Law and Practices	3			
BMGT	250	Employment and Compensation Strategies	3			
BMGT	281	Risk Management, Safety and Security	3			
BMGT	282	Organizational Training & Development	3			
BMGT or TASK	298 294	Internship* Seminar/Workshop	2-3*			

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

Electives- 6 Credits Total

	3			
	3			

✓ Program is available online

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

Possible Restricted Electives:

ACTG 102 Accounting Procedures II
 ACTG 103 Accounting Procedures III
 ACTG 125 QuickBooks
 ACTG 201 Principles of Financial Accounting
 ACTG 205 Computerized Accounting
 BFIN 305 Financial Planning
 BGEN 235 Business Law
 CAPP 154 MS Word

CAPP 156 MS Excel
 CAPP 158 MS Access
 CSCI 181 Web Design
 ECNS 201 Principles of Microeconomics
 MART 208 Multimedia Technology
 TASK 145 Records Management
 TASK 230 Office Career Success
 WRIT 180 Editing for Business Writing

Suggested Plan of Study

First Semester	Credits	Second Semester	Credits
ACTG 101	3	ACTG 180	3
CAPP 120	3	BMGT 250	3
BMGT 180	3	General Education	9
General Education	6	TOTAL	15
TOTAL	15		

Third Semester	Credits	Fourth Semester	Credits
BMGT 281	3	BMGT 282	3
General Education	6	BMGT 298 or	
Restricted Elective	6	TASK 294	2
TOTAL	15	General Education	10
		TOTAL	15

Categories	Credits	Earned	Remaining
General Education	31	_____	_____
Required Courses	23	_____	_____
Restricted Electives	6	_____	_____
Total	60	_____	_____

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 General Applied Emphasis-AS Program Requirements:

Course	Gen Ed. Category & Credits	Required Pre-requisite	Recommended Pre-requisite	Required Co-Requisite	Recommended Co-requisite	Term Offered
ACTG 101						F, F#, S, S#
ACTG 180		ACTG 101				S, F#
CAPP 120						F, F#, S, S#, X, X#
BMGT 180						F#
BMGT 250						S#
BMGT 281						S#
BMGT 282						F#
BMGT 298 OR TASK 294						S#
*Category IA Mathematics	3 credits	M 095 or appropriate placement score				F, F#, S, S#, X, X#
*Category IB English	WRIT 101	WRIT 095 or appropriate placement score				F, F#, S, S#, X, X#
*Category IC Communication & Information Literacy	3 credits					F, F#, S, S#, X, X#
*Category II Natural Sciences	7 credits					F, F#, S, S#, X, X#
*Category III Social Science And History	6 credits					F, F#, S, S#, X, X#
*Category IV Cultural Diversity	3 credits					F, F#, S, S#, X, X#
*Category VA Arts	3 credits					F, F#, S, S#, X, X#
*Category VB Humanities	3 credits					F, F#, S, S#, X, X#

Courses indicated with a * are required to fulfill General Education Requirements.

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 BMGT 298 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.



2014-2015 Human Resources General Applied AS Plan of Study

for _____

Date: _____

Semester _____

Semester _____

Course	Credits	Course	Credits
Total		Total	

Semester _____

Semester _____

Course	Credits	Course	Credits
ACTG 101	3	ACTG 180	3
CAPP 120	3	BMGT 250	3
BMGT 180	3	Gen Ed:	3 (Social Science/History)
Gen Ed: WRIT 101	3	Gen Ed:	3 (Science)
Gen Ed: M	3	Gen Ed:	3 (Communication and Information Literacy)
Total		Total	

Semester _____

Semester _____

Course	Credits	Course	Credits
BMGT 281	3	BMGT 282	3
Gen Ed:	3 (Cultural Diversity)	BMGT 298/TASK 294	2-3
Gen Ed:	3 (Humanities)	Gen Ed:	3 (Arts)
Restricted Elec:	3	Gen Ed:	3 (Social Science/History)
Restricted Elec:	3	Gen Ed:	3 (Science)
		Gen Ed:	1 (Science)
Total		Total	

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: _____