

# HUMAN RESOURCES

## What is human resources?

Human resource (HR) management is composed of several groups of interlinked activities taking place within the context of the organization. Managers with HR responsibilities must consider external environmental forces—legal, political, economic, social, workforce availability, work/family, organizational restructuring, cultural and technological issues in their job.

## What you will learn

The curriculum covers the following broad HR activities:

- HR Planning and Analysis
- Equal Employment Opportunity
- Staffing
- HR Training and Development
- Health, Safety and Security
- Employee Relations

The curriculum also stresses how HR professionals and the activities they direct contribute to the strategic business success of organizations.

## Type of college degree and 2+2 pathway options

- Certificate of Applied Science (one-year) or
- Associate of Science (two years) designed to transfer into four year college degree option with the College of Business at MSU Billings

## Career information

Graduates of this program will have a foundation of human resource management and an overview of laws, regulations and court decision that determine the legal framework of EEO. Students will be prepared for employment opportunities in human resource management.

## When will classes be offered?

This program can be completed fully online or with a combination of online and on campus courses. Please see an academic advisor for more information.

## Job Outlook and Pay

Median Wage (MT)*	\$49,450 yearly \$23.77 per hour
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Median Wage (US)*	\$60,350 yearly \$29.01 per hour
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\*Bureau of Labor Statistics, Office of Employment Projections; MT Dept. of Labor and Industry, Research and Analysis Bureau (projections through MT 2022 U.S. 2026)  
\*\*For more information visit <http://www.careerinfonet.org/Occupations>.

City College entry-level wages of graduates: **\$32,160** (2014-2017)

# Human Resources

(Associate of Science Degree Program of Study)

## General Applied Emphasis

Required Courses	Credits
<b>General Education Requirements</b> .....	<b>31</b>
The following General Education courses are required: WRIT 101 <b>OR</b> WRIT 220 in Category I subcategory B; COMX 111 <b>OR</b> BMIS 150 in Category I subcategory C; and ECNS 201 <b>OR</b> ECNS 202 in Category III.	
<b>Required Technical Courses</b>	
ACTG 101 Accounting Procedures I .....	3
ACTG 180 Payroll Accounting .....	3
BMGT 180 Employment Law & Practices.....	3
BMGT 250 Employment and Compensation Strategies.....	3
BMGT 281 Risk Management, Safety and Security.....	3
BMGT 282 Organizational Training and Development.....	3
CAPP 120 Introduction to Computers.....	3
BMGT 298 Internship	
<i>or</i> TASK 294 Seminar / Workshop.....	2*
<b>Total required technical courses</b> .....	<b>23</b>
<b>Restricted Electives Selected with Advisor Approval</b> .....	<b>6</b>
<b>Total minimum credits required for degree</b> .....	<b>60</b>

## College of Business Articulation Emphasis

Required Courses	Credits
<b>General Education Requirements</b> .....	<b>31</b>
The following General Education courses are required: M 143 in Category I subcategory A; WRIT 101 <b>OR</b> WRIT 220 in Category I subcategory B; COMX 111 <b>OR</b> BMIS 150 in Category I subcategory C; and ECNS 201 in Category III.	
<b>Required Technical Courses</b>	
ACTG 180 Payroll Accounting .....	3
ACTG 201 Principles of Financial Accounting.....	3
BMGT 180 Employment Law & Practices.....	3
BMGT 250 Employment and Compensation Strategies.....	3
BMGT 281 Risk Management, Safety and Security <b>or</b>	
BMGT 282 Organizational Training and Development .....	3
CAPP 120 Introduction to Computers and Applications <b>or</b>	
CAPP 131 Basic MS Office .....	3
ECNS 202 Principals of Macroeconomics .....	3
TASK 294 Seminar/Workshop <b>or</b>	
BMGT 298 Internship .....	2
<b>Total required technical courses</b> .....	<b>23</b>
<b>Restricted Electives Selected with advisor approval</b> .....	<b>6</b>
<b>Total minimum credits required for degree</b> .....	<b>60</b>
<i>*students are required to complete one credit, but may earn up to nine as electives</i>	

Both programs are offered fully online or in an online/on campus combination format. Please contact Jacket Student Central (247-3007) for more information.

# Suggested Plan of Study

## Human Resources

### General Applied Emphasis

First Semester	Credits
ACTG 101.....	3
CAPP 120.....	3
BMGT 180.....	3
General Education.....	6
<b>Total</b> .....	<b>15</b>
<b>Second Semester</b>	
ACTG 180.....	3
BMGT 250.....	3
General Education.....	9
<b>Total</b> .....	<b>15</b>
<b>Third Semester</b>	
BMGT 281.....	3
General Education.....	12
<b>Total</b> .....	<b>15</b>
<b>Fourth Semester</b>	
BMGT 282.....	3
BMGT 298 <i>or</i> TASK 294.....	2
General Education.....	10
<b>Total</b> .....	<b>15</b>

### College of Business Articulation Emphasis

First Semester	Credits
ACTG 201.....	3
CAPP 120.....	3
BMGT 180.....	3
General Education.....	6
<b>Total</b> .....	<b>15</b>
<b>Second Semester</b>	
ACTG 180.....	3
BMGT 250.....	3
General Education.....	9
<b>Total</b> .....	<b>15</b>
<b>Third Semester</b>	
ECNS 202.....	3
BMGT 281 <i>or</i> 282.....	3
General Education.....	9
<b>Total</b> .....	<b>15</b>
<b>Fourth Semester</b>	
BMGT 298 <i>or</i> TAST 294.....	2
General Education.....	13
<b>Total</b> .....	<b>15</b>