



MONTANA STATE UNIVERSITY BILLINGS

HUMAN RESOURCES – BUSINESS ARTICULATED EMPHASIS
ASSOCIATE OF SCIENCE

ADVISING WORKSHEET 2011-2012

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

Name _____

Student ID # _____

GENERAL EDUCATION REQUIREMENTS –SEE PAGE 4 FOR SPECIFIC REQUIREMENTS

General Education Category	Course #	Credits	Grade	Semester	Equivalent
Category I: Global Academic Skills (12 credits) A. Mathematics (3 credits) B. English (6 credits) C. Communication & Information Literacy (3 credits)	M 143				
	WRIT 101				
	WRIT 220				
	COMT 130 or MIS 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 (6 credits) Courses must be from separate prefixes	ECNS 201				
Category IV: History and Cultural Diversity (6 credits) A. History (3 credits) B. Cultural Diversity (3 credits)					
Category V: Arts and Humanities (6 credits) A. 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.*

GENERAL EDUCATION REQUIREMENTS

CATEGORY I: GLOBAL ACADEMIC SKILLS 12 credits

Subcategory A - Mathematics 3 credits			
M	105	Contemporary Mathematics	3
M	114	Extended Technical Mathematics	3
M	121	College Algebra	3
M	131	Mathematics for Elementary Teachers II	3
M	143	Finite Mathematics	4
M	151	Precalculus	5
M	171	Calculus I	4
STAT	141	Introduction to Statistical Concepts	3
STAT	216	Introduction to Statistics	4

Subcategory B - English 6 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

Subcategory C- Communication & Information Literacy 3 credits			
COMT	130	Introduction to Public Speaking	3
LS	125	Research in the Information Age	3
MIS	150	Information Access and Organization	3

CATEGORY II: NATURAL SCIENCES 6 cr. lecture & 1 cr. lab
Students are required to take one course from each subcategory and at least one corresponding lab or SCIN 101, 102, 103 & 104

Subcategory A – Life Sciences			
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			
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			
SCIN	101, 102, 103 & 104	Integrated Sciences	3, ½, 3, ½

CATEGORY III: SOCIAL SCIENCES 6 credits

<i>Two courses from separate prefixes</i>			
ANTY	217	Physical Anthropology & Archeology	3
BUS	101	Introduction to Business	3
COMT	109	Human Relations	3
COMT	110	Interpersonal Communication	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
HHP	101	Health Sciences	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

CATEGORY IV: HISTORY & CULTURAL DIVERSITY 6 credits

Subcategory A - 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

Subcategory B - Cultural Diversity 3 credits			
ANTY	220	Cultural and Society	3
ARTH	160	Global Visual Culture	3
COMT	160	Introduction to Intercultural Communication	3
GPHY	121	Human Geography	3
HHP	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	274	Women, Culture, and Society	3
SPNS	150	The Hispanic Tradition	3

CATEGORY V: ARTS & HUMANITIES 6 credits

Subcategory A - Arts 3 credits			
ARTZ	101	Art Fundamentals	3
ARTZ	131	Ceramics for Non-majors	3
ARTZ	105	Visual Language-Drawing	3
COMT	155	Global Cinema	3
DSGN	248	Computer Presentation and Animation	3
ENGL	204	Fundamentals of Creative Writing	3
LIT	270	Film & Literature	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	181	The Ancient and Medieval Worlds	3
HON	182	The Renaissance and Modern Worlds	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

Course	Credits	Grade	Semester	Equivalent
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Preparatory Courses

Required Courses

CAPP or CAPP	120 131	Introduction to Computers Basic MS Office	3			
ACTG	180	Payroll Accounting	3			
ACTG	201	Principles of Financial Accounting	3			
ECNS	202	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 or TASK	296 294	Cooperative Education/Internship* Seminar/Workshop	2-3*			

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

Electives

Categories	Credits	Earned
Academic Foundations	37	_____
Required Courses	23	_____
Total	60	_____

Suggested Plan of Study

First Semester	Credits	Second Semester	Credits
ACTG 201	3	ACTG 180	3
CAPP 120	3	HR 250	3
HR 180	3	General Education	9
General Education	6	TOTAL	15
TOTAL	15		

Third Semester	Credits	Fourth Semester	Credits
ECNS 202	3	HR 296 or	
HR 281 or 282	3	TASK 294	2
General Education	9	General Education	13
TOTAL	15	TOTAL	15

*WRIT 220 Business & Professional Writing 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 Academic Foundations 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 ECNS 201 and 202.

Transcript evaluation (if applicable completed) by: _____ on ___/___/_____



MSUBILLINGS
College of Technology

2011-2012 Human Resources –Business Emphasis Plan of Study

for _____

Date: _____

Semester (_____)

Semester (_____)

Course	Credits	Course	Credits
Total		Total	

Semester (_____)

Semester (_____)

Course	Credits	Course	Credits
Total		Total	

Semester (_____)

Semester (_____)

Course	Credits	Course	Credits
Total		Total	

NOTES: