



MONTANA STATE UNIVERSITY BILLINGS

HUMAN RESOURCES MANAGEMENT  
CERTIFICATE OF APPLIED SCIENCE

ADVISING WORKSHEET 2011-2012

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

Name \_\_\_\_\_

Student ID # \_\_\_\_\_

Course	Credits	Grade	Semester	Equivalent
--------	---------	-------	----------	------------

**Required Preparatory Courses**


**General Education Requirements**

COMT	109	Human Relations	3			
M	121	College Algebra	3			
WRIT	122	Intro to Business Writing	3			

**Required Courses**

ACTG	101	Accounting Procedures I	3			
ACTG	180	Payroll Accounting	3			
CAPP	120	Introduction to Computers	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 or TASK	296 294	Cooperative Education/Internship* Seminar/Workshop	2-3*			

\* Students are required to complete 2 credits, but may earn up to 3.

**TOTAL MINIMUM CREDITS REQUIRED 32**

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

*Suggested Plan of Study*

First Semester	Credits	Second Semester	Credits
ACTG 101	3	ACTG 180	3
CAPP 120	3	HR Course	3
HR Course	3	HR Course	3
General Education	8	HR Course	3
<b>Total</b>	<b>17</b>	HR 296	2
		General Education	4
		<b>Total</b>	<b>18</b>

Transcript evaluation (if applicable completed) by: \_\_\_\_\_ on \_\_\_/\_\_\_/\_\_\_



**MSUBILLINGS**  
**College of Technology**

## 2011-2012 Human Resources CAS Plan of Study

for \_\_\_\_\_

Date: \_\_\_\_\_

Semester (\_\_\_\_\_)

Semester (\_\_\_\_\_)

Course	Credits	Course	Credits

Semester (\_\_\_\_\_)

Semester (\_\_\_\_\_)

Course	Credits	Course	Credits

**NOTES**