



**HUMAN RESOURCES – BUSINESS ARTICULATED EMPHASIS
 ASSOCIATE OF SCIENCE**

ADVISING WORKSHEET 2019-2020

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

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				
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.

Course	Credits	Grade	Semester	Equivalent
Preparatory Courses				

GENERAL EDUCATION REQUIREMENTS

CATEGORY I: GLOBAL ACADEMIC SKILLS 9 credits

Students are required to take one course from each subcategory

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	130	Math for Elementary Teachers I	3
+M	140	College Math for Healthcare	3
+M	143	Finite Mathematics	4
M	161	Survey of Calculus	3
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	121	Introduction to Technical Writing	3
+WRIT	122	Introduction to Business Writing	3
WRIT	201	College Writing II	3
WRIT	220	Business & Professional 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

Students are required to take one course from each subcategory and at least one corresponding lab or Integrated Sciences

Subcategory A – Life Sciences 3-4 credits

BIOB	101	Discover Biology	3
BIOB	102	Discover Biology Lab	1
BIOB	121	Fundamentals of Biology for Allied Health	3
BIOB	122	Fund of Biology: Evolution, Ecology, & Biodiversity	3
BIOB	123	Fund of Biology: The Nature of Nutrition	3
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	111	Introduction to Physical Geography	3
GPHY	112	Introduction to Physical Geography Lab	1
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

Integrated Sciences

SCIN	101, 102, 103, 104	Integrated Sciences	3, 1, 3, 1
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CATEGORY III: SOCIAL SCIENCES AND HISTORY 6 credits

Students are required to take one course from each subcategory

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	Indian Philosophies and Religions	3
PHL	272	Chinese Philosophies and Religions	3
REHA	201	Introduction to Diversity in Counseling	3
RLST	170	The Religious Quest	3
SPNS	150	The Hispanic Tradition	3

CATEGORY V: ARTS & HUMANITIES 6 credits

Students are required to take one course from each subcategory

Subcategory A – Fine Arts 3 credits

ARTZ	101	Art Fundamentals (dual enrollment only)	3
ARTZ	105	Visual Language-Drawing	3
ARTZ	106	Visual Language -2D Foundations	3
ARTZ	108	Visual Language – 3D Foundations	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
PHOT	154	Exploring Digital Photography	3
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
PHL	254	People and Politics	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						
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	281	Risk Management, Safety and Security or	3			
BMGT	282	Organizational Training and Development				
BMGT	298	Internship* or	2-3*			
BGEN	294	Seminar/Workshop				
CAPP	120	Introduction to Computers or	3			
CAPP	131	Basic MS Office				
ECNS	202	Principles of Macroeconomics	3			

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

6 Restricted Elective Credits Required- selected with advisor approval

A grade of "C" (2.0) or higher is mandatory in all Required Courses and Restricted Elective

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

∇ Program is available online

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

Suggested Plan of Study

First Semester	Credits	Second Semester	Credits
ACTG 201	3	ACTG 180	3
BMGT 180	3	BMGT 250	3
CAPP 120 or 131	3	General Education	9
General Education	6	TOTAL	15
TOTAL	15		

Third Semester	Credits	Fourth Semester	Credits
BMGT 281 or 282	3	BMGT 298 or	
ECNS 202	3	BGEN 294	2-3
General Education	6	General Education	10
Restricted Elective	3	Restricted Elective	3
TOTAL	15	TOTAL	15

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 MSUB College of Business, should take CAPP 131 instead 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 for classes, consult with program advisor. There are several courses that are only offered in specific semesters.
- BGEN 294 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.
- Students who would like to pursue the College of Business, should choose ACTG 202, STAT 216 and/or WRIT 220 as Restricted Electives.



2019-2020 Human Resources –Business Emphasis Plan of Study

Student _____

Student ID _____

Semester _____

Semester _____

Course	Credits	Course	Credits
Total		Total	

Semester _____

Semester _____

Course	Credits	Course	Credits
ACTG 201	3	ACTG 180	3
CAPP 120 or CAPP 131	3	BMGT 250	3
BMGT 180	3	Gen Ed: ECNS 201	3
Gen Ed: M143	4	Gen Ed:	3
Gen Ed: WRIT 101	3	Gen Ed:	3
Total		Total	

Semester _____

Semester _____

Course	Credits	Course	Credits
ECNS 202	3	BMGT 298 or BGEN 294	2
BMGT 281 or BMGT 282	2-3	Restricted Elective	3
Gen Ed:	3	Gen Ed:	3
Gen Ed:	3	Gen Ed:	3
Restricted Elective	3	Gen Ed:	3
		Gen Ed:	1
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: _____