HUMAN RESOURCES MANAGEMENT
CERTIFICATE OF APPLIED SCIENCE

ADVISING WORKSHEET 2014-2015

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						
COMX	106	Communicating in a Dynamic Workplace	3			
M	121	College Algebra	3			
WRIT	122	Intro to Business Writing	3			
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	298	Internship*	2-3*			
TASK	294	Seminar/Workshop				

* 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	BMGT Course	3
BMGT Course	3	BMGT Course	3
General Education	6	BMGT Course	3
Total	**15**	BMGT 298/Task 294	2-3
		General Education	3
		Total	**17-18**

∇ Program is available online
Transcript evaluation (if applicable completed) by: _____on __/___/_____

Updated 5/13/2014

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 Certificate of Applied Science 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#
COMT 109						F, F#, S, S#, X, X#
BMGT 180			CAPP 120			F#
BMGT 250			CAPP 120			S#
BMGT 281			CAPP 120			S#
BMGT 282			CAPP 120			F#
BMGT 298 OR TASK 294			CAPP 120			S#
M 121		M 095, or appropriate placement score				F, F#, S, S#, X, X#
WRIT 122		WRIT 095, WRIT 104 or appropriate placement score				F, F#, S, S#, X, X#

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.
- WRIT 220 Business & Professional Writing is a required course for a bachelor 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 General Education writing requirements.
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2014-2015 Human Resources CAS
Plan of Study

MSU BILLINGS
College of Technology

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	BMGT 281	3
Gen Ed:	3	BMGT 282	3
Gen Ed:	3	BMGT 298/TASK 294	2-3
		Gen Ed:	3
Total		Total	

NOTES:

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: _____