



TRANSFER INSTITUTION(S):

**HUMAN RESOURCES MANAGEMENT
CERTIFICATE OF APPLIED SCIENCE**

ADVISING WORKSHEET 2019-2020

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

Name _____

Student ID _____

Course	Credits	Grade	Semester	Equivalent
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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	298	Internship* <u>or</u>	2-3*			
BGEN	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" (2.0) or higher is mandatory in all courses

Suggested Plan of Study

First Semester	Credits	Second Semester	Credits
ACTG 101	3	ACTG 180	3
BMGT 180	3	BMGT 250	3
CAPP 120	3	BMGT 281	3
General Education	6	BMGT 282	3 (fall only)
Total	15	BMGT 298 or BGEN 294	3
		General Education	3
		Total	17-18

V Program is available online

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

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.

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 consider taking 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 out the classes you take each semester, pay close attention to the Required Courses. There are several courses that are only offered in specific semesters so, plan accordingly.
- BGEN 294 or BMGT 298 is typically taken towards the end of completing this degree.
- Several of the required courses will transfer to the MSUB College of Business Core and as general electives towards completing a bachelor degree.



2019-2020 Human Resources CAS Plan of Study

Name _____

Student ID _____

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

Number of earned credits that apply toward certificate: _____

Number of credits left to earn for certificate: _____

CERTIFICATION: The courses listed are **required** for the student's certificate.

Advisor's Signature: _____ Date: _____

Student's Signature: _____ Date: _____