



## HUMAN RESOURCES – BUSINESS ARTICULATED EMPHASIS ASSOCIATE OF SCIENCE

### ADVISING WORKSHEET 2021-2022

*Jacket Student Central*  
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Name \_\_\_\_\_

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

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#### GENERAL EDUCATION REQUIREMENTS – SEE NEXT PAGE FOR SPECIFIC REQUIREMENTS

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General Education Category	Course #	Credits	Grade	Semester	Equivalent
<b>Category I: Global Academic Skills</b> (9 credits) A. Mathematics (3 credits) B. English (3 credits) C. Communication & Information Literacy (3 credits)	M 143				
	WRIT 101				
<b>Category II: Natural Sciences</b> (7 credits) 2 lectures (6 credits) & 1 lab (1 credit) (1 life science & 1 physical science & 1 lab)					
<b>Category III: Social Sciences and History</b> (6 credits) A. Social Science (3 credits) B. History (3 credits)	ECNS 201				
<b>Category IV: Cultural Diversity</b> (3 credits)					
<b>Category V: Arts &amp; Humanities</b> (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
<b>Preparatory Courses</b>				

# GENERAL EDUCATION REQUIREMENTS

CATEGORY I: GLOBAL ACADEMIC SKILLS			9 credits
<i>Students are required to take one course from each subcategory</i>			
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	Cyber Security & Electronic Communication	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
<i>Students are required to take one course from each subcategory and at least one corresponding lab or Integrated Sciences</i>			
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	262	Spatial Sciences Technology & Applications	3
GPHY	263	Spatial Sciences and Technology Laboratory	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
CATEGORY III: SOCIAL SCIENCES AND HISTORY			6 credits
<i>Students are required to take one course from each subcategory</i>			
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
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
+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
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
WGSS	274	Women, Culture and Society	3

CATEGORY V: ARTS & HUMANITIES			6 credits
<i>Students are required to take one course from each subcategory</i>			
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	213	Montana Literature	3
+PHL	110	Introduction to Ethics	3
PHL	111	Philosophies of Life	3
PHL	254	People and Politics	3
<b>Total</b>			<b>31</b>

+Denotes a course offered at the City College campus. These courses may not be available every semester

Course			Credits	Grade	Semester	Equivalent
<b>Required Courses</b>						
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	3			
<b>or</b> BMGT	282	Organizational Training and Development				
BMGT	298	Internship*	2			
<b>or</b> BGEN	294	Seminar/Workshop	3			
CAPP	120	Introduction to Computers	3			
<b>or</b> BGEN	240	Intro to Business Data Analysis				
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	_____	_____
<b>Total</b>	<b>61</b>	_____	_____

**∇ Program is available online**

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

### Suggested Plan of Study

First Semester	Credits
ACTG 201	3
BMGT 180	3
CAPP 120 <u>or</u> BGEN 240	3
General Education	7
<b>TOTAL</b>	<b>16</b>

Second Semester	Credits
ACTG 180	3
BMGT 250	3
General Education	9
<b>TOTAL</b>	<b>15</b>

Third Semester	Credits
BMGT 281 or 282	3
ECNS 202	3
General Education	6
Restricted Elective	3
<b>TOTAL</b>	<b>15</b>

Fourth Semester	Credits
BMGT 298 <u>or</u> BGEN 294	2 or 3
General Education	10
Restricted Elective	3
<b>TOTAL</b>	<b>15 or 16</b>

### 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 BGEN 240 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.



## 2021-2022 Human Resources –Business Emphasis Plan of Study

Student \_\_\_\_\_

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

Semester \_\_\_\_\_

Semester \_\_\_\_\_

Course	Credits	Course	Credits
<b>Total</b>		<b>Total</b>	

Semester \_\_\_\_\_

Semester \_\_\_\_\_

Course	Credits	Course	Credits
ACTG 201	3	ACTG 180	3
CAPP 120 or BGEN 240	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
<b>Total</b>		<b>Total</b>	

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
<b>Total</b>		<b>Total</b>	

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: \_\_\_\_\_