TRANSFER INSTITIUTION(S):	
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HUMAN RESOURCES – BUSINESS ARTICULATED EMPHASIS ASSOCIATE OF SCIENCE

ADVISING WORKSHEET 2021-2022

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

General Education Category Course # Credits Grade Semester **Equivalent** Category I: Global Academic Skills (9 credits) M 143 A. Mathematics (3 credits) **WRIT 101** B. English (3 credits) C. Communication & Information Literacy (3 credits) 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) **ECNS 201** A. Social Science (3 credits) B. History (3 credits) Category IV: Cultural Diversity (3 credits) Category V: Arts & Humanities (6 credits) A. Fine Arts (3 credits)

GENERAL EDUCATION REQUIREMENTS -SEE NEXT PAGE FOR SPECIFIC REQUIREMENTS

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.

Credits	Grade	Semester	Equivalent
	Credits	Credits Grade	Credits Grade Semester

B. Humanities (3 credits)

GENERAL EDUCATION REQUIREMENTS

9 credits

Ctudonto		GLOBAL ACADEMIC SKILLS 9 c	redits
		uired to take one course from each subcates	gory
Subcateg	ory A	- Mathematics 3 c	redits
$+\mathbf{M}$	105	Contemporary Mathematics	3
$+\mathbf{M}$	114	Extended Technical Mathematics	3
$+\mathbf{M}$	121	College Algebra	3
M	122	College Trigonometry	3
M	130	Math for Elementary Teachers I	3
+M	140	College Math for Healthcare	3
$+\mathbf{M}$	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
Subcateg			redits
+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
Subcateg	ory C-	Communication & Information Literacy 3	3 credits
BMIS	150	Cyber Security & Electronic Communica	
+COMX	111	Introduction to Public Speaking	3
+COMX		Introduction to Interpersonal Communica	tion 3
LSCI	125	Research in the Information Age	3
2501	120	Tresenten in the information rige	Ü
CATEGO	DV II.	NATURAL SCIENCES 6 on lootung 0-1	or lab
		NATURAL SCIENCES 6 cr. lecture & 1 c	
		uired to take one course from each subcates	gory and
		esponding lab <u>or</u> Integrated Sciences	
Subcateg	ory A	Life Sciences3-4 c	redits
BIOB	101	Discover Biology	3
BIOB	102	Discover Biology Lab	1
BIOB	121	Fundamentals of Biology for Allied Healt	th 3
BIOB	122	Fund of Biology: Evolution, Ecology, &	
DIOD	122	Biodiversity	3
BIOB	123	Fund of Biology: The Nature of Nutrition	
BIOB	160	Principles of Living Systems	3
	161	Principles of Living Systems Principles of Living Systems Lab	1
BIOB		Finiciples of Living Systems Lab	
Subcate	egory F	B – Physical Sciences 3-4	credits
Subcate ASTR	egory E	3-4 Introduction to Astronomy	credits 3
Subcate ASTR ASTR	e gory E 110 111	3-4 Introduction to Astronomy Introduction to Astronomy Lab	credits 3 1
Subcate ASTR	e gory E 110 111	3-4 Introduction to Astronomy Introduction to Astronomy Lab Introduction to General Chemistry	credits 3
Subcate ASTR ASTR	2 gory E 110 111 121	3-4 Introduction to Astronomy Introduction to Astronomy Lab	credits 3 1
Subcate ASTR ASTR +CHMY	2 gory E 110 111 121	3-4 Introduction to Astronomy Introduction to Astronomy Lab Introduction to General Chemistry	credits 3 1 3
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Subcate ASTR ASTR +CHMY +CHMY CHMY CHMY GEO	110 111 121 122 141 142 101	B - Physical Sciences 3-4 Introduction to Astronomy Introduction to Astronomy Lab Introduction to General Chemistry Introduction to General Chemistry Lab College Chemistry I College Chemistry Laboratory I Introduction to Physical Geology	3 1 3 1 3 1 3 1 3
ASTR ASTR +CHMY +CHMY CHMY CHMY GEO GEO	110 111 121 122 141 142 101 102	B - Physical Sciences 3-4 Introduction to Astronomy Introduction to Astronomy Lab Introduction to General Chemistry Introduction to General Chemistry Lab College Chemistry I College Chemistry Laboratory I Introduction to Physical Geology Introduction to Physical Geology Laborat	3 1 3 1 3 1 3 cory 1
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Subcate ASTR ASTR +CHMY +CHMY CHMY GEO GEO GPHY GPHY PHSX PHSX	110 111 121 122 141 142 101 102 262 263 103 104	B - Physical Sciences Introduction to Astronomy Introduction to Astronomy Lab Introduction to General Chemistry Introduction to General Chemistry Lab College Chemistry I College Chemistry Laboratory I Introduction to Physical Geology Introduction to Physical Geology Laborat Spatial Sciences Technology & Applicati Spatial Sciences and Technology Laborat Our Physical World Our Physical World	credits
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CATEGORY I: GLOBAL ACADEMIC SKILLS

	201	Social Problems	3
SOCI Subcates		- History 3 cred	
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	103	Honors Western Civilization II	3
PSCI	230	Introduction to International Relations	3
rsci	230	introduction to international Relations	3
CATEGO	RY IV:	CULTURAL DIVERSITY 3 cred	lits
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	2
	170		3
RLST		The Religious Quest The Hispanic Tradition	3
SPNS	150		3
WGSS	274	Women, Culture and Society	3
		ARTS & HUMANITIES 6 cred	
	are req	uired to take one course from each subcategory	y
Carbonto.			
,		- Fine Arts 3 cred	lits
ARTZ	101	Art Fundamentals (dual enrollment only)	lits 3
ARTZ ARTZ	101 105	Art Fundamentals (dual enrollment only) Visual Language-Drawing	3 3
ARTZ	101	Art Fundamentals (dual enrollment only) Visual Language-Drawing Visual Language -2D Foundations	3 3 3
ARTZ ARTZ	101 105	Art Fundamentals (dual enrollment only) Visual Language-Drawing Visual Language -2D Foundations Visual Language - 3D Foundations	3 3 3 3
ARTZ ARTZ ARTZ	101 105 106	Art Fundamentals (dual enrollment only) Visual Language-Drawing Visual Language -2D Foundations Visual Language - 3D Foundations Ceramics for Non-majors	3 3 3 3 3
ARTZ ARTZ ARTZ ARTZ	101 105 106 108	Art Fundamentals (dual enrollment only) Visual Language-Drawing Visual Language -2D Foundations Visual Language - 3D Foundations Ceramics for Non-majors Intro Creative Writing Workshop	3 3 3 3 3 3
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ARTZ ARTZ ARTZ ARTZ ARTZ CRWR	101 105 106 108 131 240	Art Fundamentals (dual enrollment only) Visual Language-Drawing Visual Language -2D Foundations Visual Language - 3D Foundations Ceramics for Non-majors Intro Creative Writing Workshop	3 3 3 3 3 3 3 3 3
ARTZ ARTZ ARTZ ARTZ ARTZ CRWR FILM	101 105 106 108 131 240 160	Art Fundamentals (dual enrollment only) Visual Language-Drawing Visual Language -2D Foundations Visual Language - 3D Foundations Ceramics for Non-majors Intro Creative Writing Workshop Introduction to World Cinema	3 3 3 3 3 3 3 3 3
ARTZ ARTZ ARTZ ARTZ ARTZ CRWR FILM LIT	101 105 106 108 131 240 160 270	Art Fundamentals (dual enrollment only) Visual Language-Drawing Visual Language -2D Foundations Visual Language - 3D Foundations Ceramics for Non-majors Intro Creative Writing Workshop Introduction to World Cinema Film & Literature	3 3 3 3 3 3 3 3 3
ARTZ ARTZ ARTZ ARTZ ARTZ CRWR FILM LIT MART	101 105 106 108 131 240 160 270 260	Art Fundamentals (dual enrollment only) Visual Language-Drawing Visual Language -2D Foundations Visual Language - 3D Foundations Ceramics for Non-majors Intro Creative Writing Workshop Introduction to World Cinema Film & Literature Computer Presentation and Animation	3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3
ARTZ ARTZ ARTZ ARTZ ARTZ CRWR FILM LIT MART MUSI MUSI	101 105 106 108 131 240 160 270 260 101	Art Fundamentals (dual enrollment only) Visual Language-Drawing Visual Language -2D Foundations Visual Language - 3D Foundations Ceramics for Non-majors Intro Creative Writing Workshop Introduction to World Cinema Film & Literature Computer Presentation and Animation Enjoyment of Music	3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3
ARTZ ARTZ ARTZ ARTZ ARTZ CRWR FILM LIT MART MUSI	101 105 106 108 131 240 160 270 260 101 114	Art Fundamentals (dual enrollment only) Visual Language-Drawing Visual Language -2D Foundations Visual Language - 3D Foundations Ceramics for Non-majors Intro Creative Writing Workshop Introduction to World Cinema Film & Literature Computer Presentation and Animation Enjoyment of Music Band: MSUB Symphonic Jazz Ensemble I: MSUB	3 3 3 3 3 3 3 3 1
ARTZ ARTZ ARTZ ARTZ ARTZ CRWR FILM LIT MART MUSI MUSI MUSI	101 105 106 108 131 240 160 270 260 101 114 131	Art Fundamentals (dual enrollment only) Visual Language-Drawing Visual Language -2D Foundations Visual Language - 3D Foundations Ceramics for Non-majors Intro Creative Writing Workshop Introduction to World Cinema Film & Literature Computer Presentation and Animation Enjoyment of Music Band: MSUB Symphonic Jazz Ensemble I: MSUB Choral Ensemble: University Chorus	3 3 3 3 3 3 3 3 1 1
ARTZ ARTZ ARTZ ARTZ ARTZ CRWR FILM LIT MART MUSI MUSI MUSI MUSI PHOT	101 105 106 108 131 240 160 270 260 101 114 131 147 154	Art Fundamentals (dual enrollment only) Visual Language-Drawing Visual Language -2D Foundations Visual Language - 3D Foundations Ceramics for Non-majors Intro Creative Writing Workshop Introduction to World Cinema Film & Literature Computer Presentation and Animation Enjoyment of Music Band: MSUB Symphonic Jazz Ensemble I: MSUB Choral Ensemble: University Chorus Exploring Digital Photography	3 3 3 3 3 3 3 3 1 1 1 3
ARTZ ARTZ ARTZ ARTZ ARTZ CRWR FILM LIT MART MUSI MUSI MUSI MUSI PHOT THTR	101 105 106 108 131 240 160 270 260 101 114 131 147 154	Art Fundamentals (dual enrollment only) Visual Language-Drawing Visual Language -2D Foundations Visual Language - 3D Foundations Ceramics for Non-majors Intro Creative Writing Workshop Introduction to World Cinema Film & Literature Computer Presentation and Animation Enjoyment of Music Band: MSUB Symphonic Jazz Ensemble I: MSUB Choral Ensemble: University Chorus Exploring Digital Photography Introduction to Theatre	3 3 3 3 3 3 3 3 1 1 1 3 3 3
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+Denotes a course offered at the City College campus. These courses may not be available every semester

	Course	Credits	Grade	Semester	Equivalent
Courses					
180	Payroll Accounting	3			
201	Principles of Financial Accounting	3			
180	Employment Law and Practices	3			
250	Employment and Compensation Strategies	3			
281	Risk Management, Safety and Security	3			
282	Organizational Training and Development				
298	Internship*	2			
294	Seminar/Workshop	3			
120	Introduction to Computers	3			
240	Intro to Business Data Analysis				
202	Principles of Macroeconomics	3			
	201 180 250 281 282 298 294 120 240	Payroll Accounting Principles of Financial Accounting Employment Law and Practices Employment and Compensation Strategies Risk Management, Safety and Security Organizational Training and Development Internship* Seminar/Workshop Introduction to Computers Intro to Business Data Analysis	Courses 180 Payroll Accounting 3 201 Principles of Financial Accounting 3 180 Employment Law and Practices 3 250 Employment and Compensation Strategies 3 281 Risk Management, Safety and Security 3 282 Organizational Training and Development 2 298 Internship* 2 294 Seminar/Workshop 3 120 Introduction to Computers 3 240 Intro to Business Data Analysis 3	Tourses 180 Payroll Accounting 201 Principles of Financial Accounting 3 180 Employment Law and Practices 3 250 Employment and Compensation Strategies 3 281 Risk Management, Safety and Security 282 Organizational Training and Development 298 Internship* 294 Seminar/Workshop 120 Introduction to Computers 240 Intro to Business Data Analysis	Tourses 180 Payroll Accounting 201 Principles of Financial Accounting 3 180 Employment Law and Practices 3 250 Employment and Compensation Strategies 3 281 Risk Management, Safety and Security 282 Organizational Training and Development 298 Internship* 2 294 Seminar/Workshop 120 Introduction to Computers 240 Intro to Business Data Analysis

6 F	Restricted	Elective	Credits 1	Required	- selected	l with	advisor	approval	L
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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 BGE	N 240 3	General Education	9
General Education	7	TOTAL	15
TOTAL	16		

Third Semester	Credits	Fourth Semester	Credits
BMGT 281 or 282	3	BMGT 298 or BGEN 294	2 or 3
ECNS 202	3	General Education	10
General Education	6	Restricted Elective	3
Restricted Elective	3	TOTAL	15 or 16
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 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

	Stu	dent ID	
Semester		Semester	-
Course	Credits	Course	Credits
	_		
Total		Total	
10141	_1	10101	
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
Total		Total	
Semester		Semester	
Course	Credits	Course	Credits
ECNC 202	3	BMGT 298 or BGEN 294	2
ECNS 202			ll .
BMGT 281 or BMGT 282	2-3	Restricted Elective	3
	3	Restricted Elective Gen Ed:	3 3
BMGT 281 or BMGT 282 Gen Ed: Gen Ed:	3	Gen Ed: Gen Ed:	3 3
BMGT 281 or BMGT 282 Gen Ed:	3	Gen Ed: Gen Ed: Gen Ed:	3
BMGT 281 or BMGT 282 Gen Ed: Gen Ed:	3	Gen Ed: Gen Ed: Gen Ed: Gen Ed:	3 3