

HUMAN RESOURCES ASSOCIATE OF SCIENCE

ADVISING WORKSHEET 2023-2024

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

GENERAL EDUCATION REQUIREMENTS – SEE NEXT PAGE FOR SPECIFIC REQUIREMENTS

General Education Category	Course #	Credit	Grade	Semester	Equivalent
Category I: Global Academic Skills (9 credits) A. Mathematics (3 credits)					
B. English (3 credits)	WRIT 101				
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) A. Social Science (3 credits)	ECNS 201				
B. History (3 credits)					
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

CATEGO	RY I: (GLOBAL ACADEMIC SKILLS 9 cred	lits
Students of	are req	uired to take one course from each subcategor	y
		- Mathematics 3 cred	
+M	105	Contemporary Mathematics	3
+M	114	Extended Technical Mathematics	3
+M	121	College Algebra	3
M	122	College Trigonometry	3
M +M	130 140	Math for Elementary Teachers I 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
Subcateg	ory B	- English 3 cred	lits
+WRIT	101	College Writing I	3
+WRIT	121	Introduction to Technical Writing	3
+WRIT	122	Introduction to Business Writing	3
_		Communication & Information Literacy 3 cm	
BMIS +COMX	150	Computer Literacy Introduction to Public Speaking	3
+COMX		Introduction to Public Speaking Introduction to Interpersonal Communication	
COMX		Communication in Small Groups	3
HONR	205	Honors Inquiry and Research	3
LSCI	125	Research in the Information Age	3
		NATURAL SCIENCES 6 cr. lecture & 1 cr. uired to take one course from each subcategor	
		urea to take one course from each subcategor esponding lab or Integrated Sciences	y unu
		- Life Sciences 3-4 cred	lits
BIOB	101	Discover Biology	3
BIOB	102	Discover Biology Lab	1
BIOB	121	Fundamentals of Biology for Allied Health	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
BIOB Subcate	161 egory E	Principles of Living Systems Lab 3-4 cre 3-4 cre	1 edits
Subcate ASTR	161 egory E 110	Principles of Living Systems Lab 3- Physical Sciences Introduction to Astronomy	edits 3
Subcate ASTR ASTR	161 egory F 110 111	Principles of Living Systems Lab 3 - Physical Sciences Introduction to Astronomy Introduction to Astronomy Lab	edits 3 1
Subcate ASTR ASTR +CHMY	161 egory E 110 111 121	Principles of Living Systems Lab 3 - Physical Sciences Introduction to Astronomy Introduction to Astronomy Lab Introduction to General Chemistry	1 edits 3 1 3
Subcate ASTR ASTR +CHMY +CHMY	161 egory F 110 111 121 122	Principles of Living Systems Lab 3 - Physical Sciences Introduction to Astronomy Introduction to Astronomy Lab Introduction to General Chemistry Introduction to General Chemistry Lab	1 edits 3 1 3 1
Subcate ASTR ASTR +CHMY	161 egory E 110 111 121	Principles of Living Systems Lab 3 - Physical Sciences Introduction to Astronomy Introduction to Astronomy Lab Introduction to General Chemistry Introduction to General Chemistry Lab College Chemistry I	1 edits 3 1 3
Subcate ASTR ASTR +CHMY +CHMY CHMY	161 110 111 121 122 141	Principles of Living Systems Lab 3 - Physical Sciences 3-4 cre Introduction to Astronomy Introduction to Astronomy Lab Introduction to General Chemistry Introduction to General Chemistry Lab College Chemistry I College Chemistry Laboratory I	1 edits 3 1 3 1 3
BIOB Subcate ASTR ASTR +CHMY +CHMY CHMY CHMY	161 110 111 121 122 141 142	Principles of Living Systems Lab 3 - Physical Sciences Introduction to Astronomy Introduction to Astronomy Lab Introduction to General Chemistry Introduction to General Chemistry Lab College Chemistry I	1 edits 3 1 3 1 3 1 3
Subcate ASTR ASTR +CHMY +CHMY CHMY CHMY GEO	161 egory F 110 111 121 122 141 142 101 102 262	Principles of Living Systems Lab 3 - Physical Sciences 3-4 cro 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 Laboratory Spatial Sciences Technology & Applications	1 edits 3 1 3 1 3 1 3 7 1 5 3
Subcate ASTR ASTR +CHMY +CHMY CHMY GEO GEO GPHY GPHY	161 110 111 121 122 141 142 101 102 262 263	Principles of Living Systems Lab 3 - Physical Sciences 3-4 cre 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 Laboratory Spatial Sciences Technology & Applications Spatial Sciences and Technology Laboratory	1 edits 3 1 3 1 3 1 3 1 3 1 3 3 1 3 3 7 1 5 3 3 7 1
BIOB Subcate ASTR ASTR +CHMY +CHMY CHMY CHMY GEO GEO GPHY GPHY PHSX	161 110 111 121 122 141 142 101 102 262 263 103	Principles of Living Systems Lab 3 - Physical Sciences 3 - 4 cro 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 Laboratory Spatial Sciences Technology & Applications Spatial Sciences and Technology Laboratory Our Physical World	1 edits 3 1 3 1 3 1 3 1 3 1 3 7 1 3 3 7 1 3 3 7 1 3
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BIOB Subcate ASTR ASTR +CHMY +CHMY CHMY GEO GEO GPHY GPHY PHSX PHSX PHSX	161 egory F 110 111 121 122 141 142 101 102 262 263 103 104 205	Principles of Living Systems Lab 3 - Physical Sciences 3 - 4 cro 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 Laboratory Spatial Sciences Technology & Applications Spatial Sciences and Technology Laboratory Our Physical World Our Physical World College Physics I	1 edits 3 1 3 1 3 1 3 3 1 3 1 3 1 3 1 3 1 3 1
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gory B	- History 3	credits
101	American History I	3
102	American History II	3
159	World History to 1500 CE	3
160	Modern World History	3
230	Introduction to International Relations	3
		3 credits
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170	The Religious Quest	3
150	The Hispanic Tradition	3
274	Women, Culture and Society	3
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110		3
111	Philosophies of Life	3
254	People and Politics	3 31
	101 102 159 160 230 230 28 Y IV: 220 160 212 121 270 230 207 105 205 201 170 150 274 38 Y V: are req gory A 101 105 106 108 131 240 160 270 101 114 131 147 154 101 gory B 110 213 110 213 110 213	101 American History I 102 American History II 159 World History to 1500 CE 160 Modern World History 230 Introduction to International Relations RY IV: CULTURAL DIVERSITY 220 Culture and Society 160 Global Visual Culture 212 Introduction to Intercultural Communic 121 Human Geography 270 Global Health Issues 230 World Literature Survey 207 World Music 105 Introduction to Native American Studie 205 Native Americans in Contemporary Soc 201 Introduction to Diversity in Counseling 170 The Religious Quest 150 The Hispanic Tradition 274 Women, Culture and Society REY V: ARTS & HUMANITIES 6 are required to take one course from each subcate 20 Gory A – Fine Arts 3 101 Art Fundamentals (dual enrollment only 105 Visual Language – 3D Foundations 108 Visual Language – 3D Foundations 108 Visual Language – 3D Foundations 109 Visual Language – 3D Foundations 100 Introduction to World Cinema 101 Enjoyment of Music 102 Enjoyment of Music 103 Hard Ensemble: University Chorus 104 Exploring Digital Photography 105 Introduction to Theatre 106 Introduction to Theatre 107 Entomatics 108 Humanities 109 Introduction to Art History 110 Perspectives and Understanding 110 Introduction to Literature 110 Introduction to Literature 111 Introduction to Ethics

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

		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	3			
BMGT	282	Organizational Training and Development	3			
BGEN or	294	Seminar/Workshop				
BMGT or	298	Internship/Cooperative Education	2-3			
BGEN	498	Internship/Cooperative Education				
CAPP	120	Introduction to Computers				
or CAPP	156	MS Excel	3			
or BGEN	240	Intro to Business Data Analysis				

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

6 Restricted Elective Credits Required-

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Restricted Electives (Select Restricted Electives in consultation with an advisor)

Medical Terminology AHMS 144 **BGEN 220** Business Ethics and Social Responsibility **BMGT 235** Management Marketing **BMGT 225 BMKT 325** Principles of Marketing **Exploring Communication Studies COMX 300**

COMX 320 Principles of Organizational Communications

ECNS 202 Principles of Macroeconomics

Global Health Issues HTH 270 **STAT 216** Introduction to Statics **Business & Professional Writing WRIT 220 WRIT 321** Advanced Technical Writing

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

Categories	Credits	Earned	Remaining
General Education	31-32		
Required Courses	23-24		
Restricted Electives	6		
Total	60-62		
Transcript evaluation (if applicable of	on		

Suggested Plan of Study

First Semester	Credits	Second Semester	Credits
ACTG 201	3	ACTG 180	3
BMGT 180	3	BMGT 250	3
CAPP 120/156 or		General Education	9
BGEN 240	3	TOTAL	15
General Education	<u>6-7</u>		
TOTAL	15-16		

Third Semester	Credits	Fourth Semester	Credits
BMGT 281	3	BGEN 292/294/498 or	
General Education	9	BMGT 298	2-3
Restricted Elective	<u>3</u>	BMGT 282	3
TOTAL	15	Restricted Elective	3
		General Education	<u>7</u>
		TOTAL	15-16

Program Specific Information

Students should know the following information:

- Currently the Human Resources Associate of Science degree can be completed fully online
- This AS Human Resources degree can lead to a BS degree through the MSUB College of Business or Health Administration. Restricted Elective courses can be selected with these goals in mind.
- Students who want to continue into a Bachelor degree within the MSUB College of Business, should take BGEN 240.
- 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.