


HUMAN RESOURCES ASSOCIATE OF SCIENCE

ADVISING WORKSHEET 2025-2026

Jacket Student Central
Phone 406-247-3019
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Name _____

Student ID _____

GENERAL EDUCATION REQUIREMENTS –SEE NEXT PAGE FOR SPECIFIC REQUIREMENTS

General Education Category	Course #	Credits	Grade	Semester	Equivalent
Category I: Global Academic Skills (10 credits)					
A. Mathematics (3 credits)					
B. English (3 credits)	WRIT 101	3			
C. Communication & Information Literacy (3 credits)					
D. Skills for College Success ¹ (1 credit)					
Category II: Natural Sciences ² (6 credits)					
A. Life Sciences (3 credits)					
B. Physical Sciences (3 credits)					
Category III: Social Sciences and History (6 credits)					
A. Social Science (3 credits)	ECNS 201	3			
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)					

¹ In addition to the MUS Transfer Policies (see MUS Core Curriculum (<https://catalog.msubillings.edu/undergraduate/admissions-registration/registrars-office/>), transfer and re-admit students who transfer in 30 or more credits are not required to meet this category.

² Some majors are required to take specific science labs as part of their requirements. Please speak with an advisor for more information.

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.

GENERAL EDUCATION REQUIREMENTS

CATEGORY I: GLOBAL ACADEMIC SKILLS 10 credits

Students are required to take one course from each subcategory

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	Mathematics 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

Subcategory C - Communication & Information Literacy 3 credits

BMIS	150	Cyber Security and Electronic Communication	3
COMX	111	Introduction to Public Speaking	3
COMX	115	Introduction to Interpersonal Communication	3
COMX	210	Communication in Small Groups	3
LSCI	125	Research in the Information Age	3

Subcategory D - Skills for College Success ¹ 1 credit

COLS	108	The College Experience	
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CATEGORY II: NATURAL SCIENCES 6 credits

Students are required to take one course from Life Sciences and one course from Physical Sciences, which include lab exercises. ²

Subcategory A - Life Sciences 3 credits

BIOB	101	Discover Biology ³	3
BIOB	102	Discover Biology Lab ³	1
BIOB	120	Fundamentals of Biology Plants and People ³	3
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 ³	1
SCIN	101	Integrated Science ^{3^A}	4

Subcategory B - Physical Sciences 3 credits

ASTR	110	Introduction to Astronomy	3
ASTR	111	Introduction to Astronomy Lab ³	1
CHMY	121	Introduction to General Chemistry	3
CHMY	122	Introduction to General Chemistry Lab ³	1
CHMY	141	College Chemistry I	3
CHMY	142	College Chemistry Laboratory I ³	1
GEO	101	Introduction to Physical Geology	3
GEO	102	Introduction to Physical Geology Laboratory ³	1
GEO	112	Montana Geology	
GPHY	262	Spatial Sciences Technology & Applications	3
GPHY	263	Spatial Sciences & Technology Lab ³	1
PHSX	103	Our Physical World ³	3
PHSX	104	Our Physical World Lab ³	1
PHSX	205	College Physics I	3
PHSX	206	College Physics I Lab ³	1
SCIN	103	Integrated Science ^{3^A}	4

CATEGORY III: SOCIAL SCIENCES AND HISTORY 6 credits

Students are required to take one course from each subcategory

Subcategory A - Social Sciences 3 credits

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	159	World History to 1500 CE	3
HSTR	160	Modern World History	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	Intro 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
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

Students are required to take one course from each subcategory

Subcategory A - Fine Arts 3 credits

ARTZ	105	Visual Language-Drawing	3
ARTZ	106	Visual Language-2-D Foundations	3
ARTZ	108	Visual Language-3-D 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
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

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	

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² Some majors are required to take specific science labs as part of their requirements. Please speak with an advisor for more information.

³ Course includes lab exercises.

[^] Elementary Education majors can satisfy Natural Sciences by taking SCIN 101 and SCIN 103.

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 BGEN or BGEN	292 294 298	Independent Study Seminar/Workshop Internship/Cooperative Education	2-3			
CAPP or CAPP or BGEN	120 156 240	Introduction to Computers MS Excel Intro to Business Data Analysis	3			

6 Restricted Elective Credits Required-

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

AHMS 144	Medical Terminology
BGEN 220	Business Ethics and Social Responsibility
BMGT 235	Management
BMGT 225	Marketing
BMKT 325	Principles of Marketing
COMX 300	Exploring Communication Studies
COMX 320	Principles of Organizational Communications
ECNS 202	Principles of Macroeconomics
HTH 270	Global Health Issues
STAT 216	Introduction to Statistics
WRIT 220	Business & Professional Writing
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
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General Education	31-32	_____	_____
Required Courses	23-24	_____	_____
Restricted Electives	6	_____	_____
Total	60-62	_____	_____

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 120/156 or		General Education	<u>9</u>
BGEN 240	3	TOTAL	15
General Education	<u>6</u>		
TOTAL	15		
Third Semester	Credits	Fourth Semester	Credits
BMGT 281	3	BGEN 292/BGEN 294	
General Education	9	or BGEN 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 plan to continue into a bachelor's 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 292, BGEN 294, or BGEN 298 is typically taken towards the end of completing this degree.