



HUMAN RESOURCES MANAGEMENT CERTIFICATE OF APPLIED SCIENCE

TRANSFER INSTITUTION(S):

ADVISING WORKSHEET 2025-2026

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* or	2-3*			
BGEN	294	Seminar/Workshop (Restricted Elective)				

* 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
BMGT 282	3	BGEN 294 or BMGT 298	2
General Education	3	General Education	6
Total	15	Total	17-18

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 Certificate of Applied Science Human Resources and the Associate of Science Human Resources degree are fully offered online.
- When planning 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.