



HUMAN RESOURCES MANAGEMENT CERTIFICATE OF APPLIED SCIENCE

TRANSFER INSTITUTION(S):

ADVISING WORKSHEET 2017-2018

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*	2-3*			
or TASK	294	Seminar/Workshop				

* Students are required to complete 2 credits, but may earn up to 3.

TOTAL MINIMUM CREDITS REQUIRED 32

A grade of "C" or higher is mandatory in all course requirements.

Suggested Plan of Study

First Semester	Credits
ACTG 101	3
BMGT Course	3
CAPP 120	3
General Education	6
Total	15

Second Semester	Credits
ACTG 180	3
BMGT Course	3
BMGT Course	3
BMGT Course	3
BMGT 298/Task 294	2-3
General Education	3
Total	17-18

▽ Program is available online

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 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 College of Business should consider taking CAPP 131 in place 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 out the classes you plan on taking each semester, pay close attention to the required courses. There are several courses that are only offered in specific semesters. Plan accordingly.
- TASK 294 or BMGT 298 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.
- WRIT 220 Business & Professional Writing is a required course for a bachelor degree in business. Although it is not required for the AS in Human Resources, a student may wish to take the class to fill one of the General Education writing requirements.

Transcript evaluation (if applicable completed) by: _____ on ____/____/____



2017-2018 Human Resources CAS Plan of Study

Name _____

Student ID _____

Semester _____

Semester _____

Course	Credits	Course	Credits
Total		Total	

Semester: Fall

Semester: Spring

Course	Credits	Course	Credits
ACTG 101	3	ACTG 180	3
CAPP 120	3	BMGT 250	3
BMGT 180	3	BMGT 281	3
BMGT 282	3	BMGT 298/TASK 294	2-3
Gen Ed:	3	Gen Ed:	3
		Gen Ed:	3
Total	15	Total	17-18

NOTES:

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 certificate.

Advisor's Signature: _____ Date: _____

Student's Signature: _____ Date: _____