



**HUMAN RESOURCES MANAGEMENT  
CERTIFICATE OF APPLIED SCIENCE**

TRANSFER INSTITUTION(S):

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**ADVISING WORKSHEET 2024-2025**

*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* <b>or</b>	2-3*			
BGEN	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" (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
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>17-18</b>

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 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 or to MSUB Health Administration should consider taking BGEN 240 instead of CAPP 120.**
- 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.
- Several of the required courses will transfer to the MSUB College of Business Core and as general electives towards a bachelor degree.