

# HUMAN RESOURCE MANAGEMENT CERTIFICATE OF APPLIED SCIENCE

## ☐ Offered Online

This option is available for individuals who are in the workforce or seeking quick training in basic human resources. All graduating students will be prepared for employment opportunities in human resource management. See our website at [www.msubillings.edu/careers](http://www.msubillings.edu/careers) (<http://www.msubillings.edu/careers/>) for graduate data.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Identify and define the major federal, state, and local employment laws, regulations, and penalties for non-compliance.
- Design and develop recruitment and selection procedures.
- Identify and define major risk management, safety, and security laws, regulations, and penalties for non-compliance.
- Design a custom training program.
- Demonstrate effective business teamwork skills and communication skills.

## Required Courses

Code	Title	Credits
<b>General Education</b>		
WRIT 122	Intro to Business Writing	3
COMX 106	Comm in a Dynamic Workplace	3
M 121	College Algebra	3
Subtotal		9
Students should consult with an academic advisor before registering for General Education courses in order to maximize the number of elective credits allowed in the degree. A list of General Education courses is available in the General Bulletin and City College at MSU Billings catalog.		
<b>Required Courses</b>		
ACTG 101	Accounting Procedures I	3
ACTG 180	Payroll Accounting	3
BMGT 180	Employment Law and Practices	3
BMGT 250	Employment & Comp Strategies	3
BMGT 281	Risk Mgmt, Safety & Security	3
BMGT 282	Organizational Training & Dev	3
CAPP 120	Introduction to Computers	3
BGEN 294	Seminar/Workshop <sup>1</sup>	2-3
or BMGT 298	Internship/Cooperative Educ	
Subtotal		23-24
<b>Total Minimum Credits</b>		<b>32</b>

<sup>1</sup> Students are required to complete two credits, but may earn up to three.

## Suggested Plan of Study

Code	Title	Credits
<b>First Semester</b>		
ACTG 101	Accounting Procedures I	3
CAPP 120	Introduction to Computers	3
BMGT 180	Employment Law and Practices	3
BMGT 282	Organizational Training & Dev	3
Gen Ed Courses		3
Total		15
<b>Second Semester</b>		
ACTG 180	Payroll Accounting	3
BMGT 250	Employment & Comp Strategies	3
BMGT 281	Risk Mgmt, Safety & Security	3
BGEN 294	Seminar/Workshop	2
or BMGT 298	Internship/Cooperative Educ	
Gen Ed Courses		6
Total		17