

HUMAN RESOURCES ASSOCIATE OF SCIENCE PROGRAM OF STUDY

☐ Offered Online

Graduates of the AS in Human Resources will have a foundation of human resources management with an overview of laws, regulations, and course decision that determine the legal framework of Equal Employment Opportunity (EEO). This program is articulated with the Bachelor of Science in Business Administration degree through the MSU Billings College of Business. Students will be prepared to further their education or to secure an entry level position in human resource management. See our website at www.msubillings.edu/careers (<http://www.msubillings.edu/careers/>) for graduate data.

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.

Program Learning Outcomes

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

- Identify and define the major federal, state local employment laws as well as the penalties for non-compliance (tests, projects).
- Design and develop recruitment process and selection procedures (tests, project).
- Identify and define the major risk management, safety and security laws as well as the penalties for non-compliance (tests, projects).
- Design a training program utilizing the ADDIE Model (project).
- Evaluate standards of professional performance in the workplace.

Required Courses

Code	Title	Credits
General Education Requirements (https://catalog.msubillings.edu/cc/general-education-requirements/)		31

The following General Education courses are required. Students should select General Education courses in consultation with their advisors.

Mathematics

M 143	Finite Mathematics	
or M 121	College Algebra	
or M 105	Contemporary Mathematics	

English

WRIT 101	College Writing I	
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Communication & Information Literacy

BMIS 150	Cyber Security & Electronic Co	
or COMX 115	Intro to Interpersonal Comm	
or LSCI 125	Research in the Info Age	

Natural Sciences

Select from list (<https://catalog.msubillings.edu/cc/general-education-requirements/>)

Social Sciences

ECNS 201	Principles of Microeconomics	
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History

Select from list (<https://catalog.msubillings.edu/cc/general-education-requirements/>)

Cultural Diversity

Select from list (<https://catalog.msubillings.edu/cc/general-education-requirements/>)

Fine Arts

Select from list (<https://catalog.msubillings.edu/cc/general-education-requirements/>)

Humanities

Select from list (<https://catalog.msubillings.edu/cc/general-education-requirements/>)

Technical Courses

ACTG 180	Payroll Accounting	3
ACTG 201	Principles of Fin Acct	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
or CAPP 156	MS Excel	
or BGEN 240	Intro Business Data Analysis	
BGEN 294	Seminar/Workshop ¹	2
or BMGT 298	Internship/Cooperative Educ	
or BGEN 498	Internship/Cooperative Educ	
Subtotal		23

Restricted Electives

Select Restricted Electives in consultation with an advisor.

AHMS 144	Medical Terminology	
BGEN 220	Bus Ethics & Soc Respnsibility	
BMGT 235	Management	
BMKT 225	Marketing	
BMKT 325	Principles of Marketing	
COMX 300	Exploring Comm Studies	
COMX 320	Prin of Organizational Comm	
ECNS 202	Principles of Macroeconomics	
HTH 270	Global Health Issues	
STAT 216	Introduction to Statistics	
WRIT 220	Business & Prof Writing	
WRIT 321	Advanced Technical Writing	

Total Minimum Credits

60

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Students are required to complete two credits, but may earn up to three.

Suggested Plan of Study

Code	Title	Credits
First Semester		
ACTG 201	Principles of Fin Acct	3
CAPP 120	Introduction to Computers	3
BMGT 180	Employment Law and Practices	3
Gen Ed Courses		6
Total		15
Second Semester		

ACTG 180	Payroll Accounting	3
BMGT 250	Employment & Comp Strategies	3
Gen Ed Courses		9
Total		15
Third Semester		
BMGT 281	Risk Mgmt, Safety & Security	3
Gen Ed Courses		9
Restricted Elective		3
Total		15
Fourth Semester		
BGEN 294	Seminar/Workshop	3
or BMGT 298	Internship/Cooperative Educ	
or BGEN 498	Internship/Cooperative Educ	
BMGT 282	Organizational Training & Dev	3
Restricted Elective		3
Gen Ed Courses		6
Total		15