

# HUMAN RESOURCES COLLEGE OF BUSINESS ARTICULATED EMPHASIS 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.

## Upon successful completion of this program a student 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.

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.

**Associate of Science Emphases:** The AS programs of study are arranged to transfer credits to a Bachelor degree program. Those who choose the College of Business articulated emphasis will be able to transfer directly into the College of Business.

Code	Title	Credits
<b>General Education Requirements</b> ( <a href="https://catalog.msubillings.edu/cc/general-education-requirements">https://catalog.msubillings.edu/cc/general-education-requirements</a> ) <sup>1</sup>		31
<b>Technical Courses</b>		
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 or BMGT 282	Risk Mgmt, Safety & Security Organizational Training & Dev	3
CAPP 120 or CAPP 131	Introduction to Computers Basic MS Office	3
ECNS 202	Principles of Macroeconomics	3
BGEN 294 or BMGT 298	Seminar/Workshop <sup>2</sup> Internship/Cooperative Educ	2-3
Subtotal		23-24
<b>Restricted electives selected with advisor approval</b>		6
<b>Total Minimum Credits</b>		60

<sup>1</sup> The following General Education courses are required: M 143 in Category I subcategory A; WRIT 101 OR WRIT 220 in Category I subcategory B; and ECNS 201 in Category III.

<sup>2</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 201	Principles of Fin Acct	3
CAPP 120	Introduction to Computers	3
BMGT 180	Employment Law and Practices	3
Gen Ed Courses		6
<b>Total</b>		15
<b>Second Semester</b>		
ACTG 180	Payroll Accounting	3
BMGT 250	Employment & Comp Strategies	3
Gen Ed Courses		9
<b>Total</b>		15
<b>Third Semester</b>		
ECNS 202	Principles of Macroeconomics	3
BMGT 281 or BMGT 282	Risk Mgmt, Safety & Security Organizational Training & Dev	3
Gen Ed Courses		9
<b>Total</b>		15
<b>Fourth Semester</b>		
BGEN 294 or BMGT 298	Seminar/Workshop Internship/Cooperative Educ	2
Gen Ed Courses		13
<b>Total</b>		15