

Professional Certificate – 21 credits Human Resource Specialist <i>(stackable with Entrepreneurship CAS and Business Technology CAS, AAS)</i>		
Name:	Date of Entry:	Advisor:
Dual Major With:	Academic Plan Advisor:	
Transferred From:		
Credit Hours Transferred In:	Must complete 50% of degree through Helena College	

Course #	Course Title	CR	Pre - Requisites	SEM	Grade	Comments
<b>Semester One – 6 credits</b>						
ACTG 101	Actg Proced I	3				
BGEN 105	Intro to Bsns	3	Placement in WRIT096 or higher or C- or higher in WRIT095			
<b>Semester Two -15 credits</b>						
BGEN 235	Business Law	3	BGEN 105			
BMGT 215	Human Res Mgmt	3	BGEN 105, Fall only			
BMGT 263	Legal Issues in HR	3	BGEN 105, Spring only			
Choose one of the following:						
BGEN 220	Bsns Ethics & Soc Resp	3	BGEN 105			
BGEN 236	Business Law II		BGEN 105, Spring only			
Choose one of the following:						
ACTG 180	Payroll Actg	3	ACTG 101			
ACTG 205	Computer Actg		ACTG 101			
Other Coursework:						