

Professional Certificate – 24 credits
Human Resources
 (Stackable with Entrepreneurship C.A.S. and Business Technology A.A.S.)

Name	Date of Entry:	Advisor:
Dual Major With:		Academic Plan Advisor:
Transferred From:		
Credit Hours Transferred In:		Must complete 1/3 of degree through Helena College

Course #	Course Title	CR	Pre - Requisites	SEM	Grade	Comments
First Semester (12 credits)						
ACTG 101	Accounting Procedures I	3				
BGEN 105	Intro to Business	3	Recommended WRIT 101 or WRIT 101 taken concurrently			
BGEN 220	Business Ethics & Social Responsibility	3	BGEN 105 or consent of instructor			
COMX 115	Interpersonal Communications	3				
Second Semester (12 credits)						
BGEN 235	Business Law	3	BGEN 105, Fall only			
BMGT 215	Human Resource Management	3	BGEN 105, Fall only			
BMGT 263	Legal Issues in HR	3	BGEN 105, Spring only			
Choose one of the following:						
ACTG 180	Payroll Accounting	3	ACTG 101			
ACTG 205	Computerized Accounting		ACTG 101			
Other Coursework:						