



Human Resources

Career Goal (O*NET Code): Human Resource Manager (11-2040), Human Resource Assistant (43-4161), Interviewer (13-1071), Benefits Specialist (13-1072), Labor Relations Specialist (13-1079), Training Specialist (13-1073), Organizational Psychologist (19-3032).

Cluster Overview: Business, Management, and Administration careers encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business, Management, and Administration career opportunities are available in every sector of the economy.

SUGGESTED COURSEWORK

EXTENDED LEARNING EXPERIENCES

High School	9th	Core Courses	English I Algebra I Biology	World Geography Languages other than English I Health/PE or Equivalent	Curricular Experiences: Business Professional of America DECA Future Business Leaders of America	Extracurricular Experiences: Academic Decathlon UIL Language Tutor School Newspaper Yearbook
		Career-Related Electives	Introduction to Business or Business and Technical Careers or Recordkeeping			
	10th	Core Courses	English II Geometry Chemistry	World History Languages other than English II Business Computer Information Systems I**		
		Career-Related Electives	Administrative Procedures or Database Fundamentals or Banking and Financial Systems			
	11th	Core Courses	English III Algebra II Physics	United States History Communications Applications PE or Equivalent	Career Learning Experiences: Career Preparation (Paid/Unpaid) Job Shadowing Internship	Service Learning Experiences: Boys and Girls Clubs of America Boy Scouts of America Community Service Volunteer Girl Scouts of the USA
		Career-Related Electives	Business Law AND Constitutional Law, Law and Justice or Business Support Systems or Business Computer Information Systems II			
	12th	Core Courses	English IV Precalculus Environmental Systems	Government/Economics Fine Arts		
		Career-Related Electives	Related Career Preparation program * or Business Communications or Administrative Procedures I or Psychology or Business Image Management and Multimedia** or Independent Study or Statistics or Sociology			
Postsecondary	On-the-Job Training	Human Resource Clerk Receptionist	Human Resource Assistant Records Clerk Office Aide	Professional Associations: American Compensation Association American Payroll Association Employee Assistance Professional Association Employee Relocation Council Human Resource Certification Institute National Association of Personnel Services Phi Beta Lambda		
	Certificates	Adobe Certified Expert (ACE) Microsoft Office Specialist (MOS) OSHA CareerSafe Note: Students may earn all or part of these certificates as part of the high school experience.	Internet and Computing Core Certification (IC3) Office Proficiency Assessment and Certification (OPAC)	Career Options: Data Entry Clerk Web Assistant Adobe Expert Editing Assistant		
	Associate's Degrees	Business Administration and Management Administrative Secretarial Services Human Services	Human Resource Management Business and Data Processing Accounting	Career Options: Personnel Recruiter Training Clerk HR Information Specialist Applicant Records Coordinator		
Bachelor's Degrees	Human Resource Management Personnel Management Business Psychology Human Services	Organizational Behavior Management Information Systems Human Relations and Business Technology Leadership and Supervision	Career Options: Human Resource Manager Payroll and Benefits Analyst EEO Specialist OSHA/ADA Compliance Officer Compensation Coordinator			
Graduate Degrees	Human Resources and Training Human Resources Development Leadership Training and Development Business Administration	Business - Human Resource Management Human Resource Development Labor and Industrial Relations Applied Technology and Performance Improvement	Career Options: Training Specialist Labor Relations Organizational Psychologist Human Resource Information Systems Manager Operations Manager Talent Acquisition Director Human Resource Advisor			

* May substitute for the required credit for Physical Education
** Satisfies the required credit for Technology Applications
*** May substitute for the required credit for Health Education

Students should take Advanced Placement (AP), International Baccalaureate (IB), dual credit, Advanced Technical Credit (ATC), or locally articulated courses, if possible.

This plan of study serves as a guide, along with other career planning materials, for pursuing a career path and is based on the most recent information as of 2007. All plans should meet high school graduation requirements as well as college entrance requirements. Students may select other elective courses for personal enrichment purposes.