



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 Career Learning Experiences: Career Preparation (Paid/Unpaid) Job Shadowing Internship	Extracurricular Experiences: Academic Decathlon UIL Language Tutor School Newspaper Yearbook Service Learning Experiences: Boys and Girls Clubs of America Boy Scouts of America Community Service Volunteer Girl Scouts of the USA
		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-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	Human Resource Assistant Receptionist	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	Internet and Computing Core Certification (IC3) Office Proficiency Assessment and Certification (OPAC)	Career Options: Data Entry Clerk Web Assistant Adobe Expert Editing Assistant		
	NOTE: These experiences may be started and/or completed as part of the high school experience. Note: Students may earn all or part of these certificates as part of the high school experience.					
Postsecondary	Associate's Degrees	15 hours Core Curriculum Cluster Foundation Business Communications (BUSI 2X04) OR Business Correspondence in Communications (POFT 2X12) OR Communications in Management (BMGT 1X05) OR Communication Skills for Managers (BMGT 1X45) Business Computer Applications (BCIS 1X05) OR Micro-Computer Applications (COSC 1X01) OR Computer Applications I (POFI 1X01) OR Integrated Software Applications I (ITSC 1X09) OR Introduction to Computers (ITSC Principles of Accounting - Financial (ACCT 2X01) OR Introduction to Accounting (ACNT 1X03) Principles of Accounting- Managerial (ACCT 2X02) OR Introduction to Accounting II (ACNT 2X04) Business Principles (BUSI 1X01) OR Principles of Business (BUSG 1X01) Business Ethics (BMGT 1X41) Principles of Management (BMGT 1X27) Coop/Practicum POS Specific Courses Business Math (POFT 1X21) OR College Algebra (MATH 1X14) OR Contemporary Math I (MATH 1X32) OR Mathematics for Business and Social Sciences (MATH 1X24) OR Business Calculus (MATH 1X25) Business Law (BUSI 2X01) OR Legal and Social Environment of Law (BUSI 2X02) OR Business Law/Commercial (BUSG 2X17) International Human Resources (HRPO 2X31) OR Intercultural Management (IBUS 2X41) Benefits and Compensation (HRPO 2X06) OR Payroll and Business Tax Accounting (ACNT 1X29) Introduction to Spreadsheets (ITSW 1X04) OR Spreadsheets (POFI 1X49) Human Resource Management (HRPO 2X01) Organizational Behavior (HRPO 2X07) High Performance Work Teams (BMGT 1X07) Employment Practices (HRPO 2X03) Small Business Management (BUSG 2X09) Human Relations (HRPO 1X11) Supervision (BMGT 1X01) Leadership (BMGT 2X09) Management of Change (BMGT 2X11) Records and Information Management (POFT 1X19) Human Resource Training and Development (HRPO 1X02) Problem Solving and Decision-Making (BMGT 2X03)		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: Human Resource Information Systems Training Specialist Labor Relations Organizational Psychologist 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.