



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	<p>Curricular Experiences: Business Professional of America</p> <p>Career Learning Experiences: Career Preparation (Paid/Unpaid) Job Shadowing</p>	<p>Extracurricular Experiences: Academic Decathlon UIL Language Tutor School Newspaper Yearbook</p> <p>Service Learning Experiences: Boys and Girls Clubs of America Boy Scouts of America Community Service Volunteer Girl Scouts of the USA</p>	
		Career-Related Electives	Career Connections Accounting I				
	10th	Core Courses	English II Geometry Chemistry	World History Languages other than English II Business Computer Information Systems I**			
		Career-Related Electives	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 Business Management or Business Ownership Business Computer Information Systems II				
	12th	Core Courses	English IV Precalculus Environmental Systems	Government/Economics Fine Arts			
		Career-Related Electives	Business Image Management and Multimedia** Business Education Career Preparation I				
	Postsecondary	On-the-Job Training	Human Resource Clerk Human Resource Assistant Receptionist	Records Clerk Office Aide			<p>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</p>
		Certificates	Microsoft Office Specialist (MOS) / Internet and Computing Certificate (IC3) / OSHA CareerSafe NOTE: These certification programs are available at JHS for qualified students with a grade average of 80 or better and a good citizen status of less than 3 tardies and/or 3 unexcused absences during either semester. Exam fees are paid by the Career and Technology Department for qualified students.				
Postsecondary	Associate's Degrees	Business Administration and Management Administrative Secretarial Services Human Services	Human Resource Management Business and Data Processing Accounting	<p>Career Options: Personnel Recruiter Training Clerk</p> <p>HR Information Specialist Applicant Records Coordinator</p>			
	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	<p>Career Options: Human Resource Manager Payroll and Benefits Analyst</p> <p>EEO Specialist OSHA/ADA Compliance Officer Compensation Coordinator</p>			
	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	<p>Career Options: Training Specialist Labor Relations Organizational Psychologist</p> <p>Human Resource Information Systems Manager Operations Manager Talent Acquisition Director Human Resource Advisor</p>			

* 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.