



# Human Resources

**Cluster Overview:** Encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations.

**Career Goal (O\*NET Code):** Human Resource Manager (11-3040), Employment, Recruitment, and Placement Specialist (13-1071), Benefits Specialist (13-1072), Labor Relations Specialist (13-1079), Training and Development Specialist (13-1073), Organizational Psychologist (19-3032).

**Student Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**School:** \_\_\_\_\_

## SUGGESTED COURSEWORK

## EXTENDED LEARNING EXPERIENCES

Middle School	8th	<b>HS Courses:</b>			<b>Curricular Experiences:</b> <a href="#">Business Professional of America</a> <a href="#">DECA</a> <a href="#">Future Business Leaders of America</a>	<b>Extracurricular Experiences:</b> Academic Decathlon Language Immersion Programs School Newspaper Student Government UIL Academic Competitions Yearbook		
	High School	9th	<b>Core Courses:</b>	English I Algebra I Biology			World Geography Physical Education Languages other than English I	<b>Career Learning Experiences:</b> Career Preparation Job Shadowing Internship
<b>Career-Related Electives:</b>			Principles of Business, Marketing and Finance or Introductory Business Documents					
10th		<b>Core Courses:</b>	English II Geometry Chemistry	World History Languages other than English II				
		<b>Career-Related Electives:</b>	Accounting I or Business Information Management I					
11th		<b>Core Courses:</b>	English III Algebra II Physics	United States History				
		<b>Career-Related Electives:</b>	Accounting II or Business Management or Business Law or Business Information Management II					
12th	<b>Core Courses:</b>	English IV Precalculus Environmental Systems	Government/Economics Fine Arts					
	<b>Career-Related Electives:</b>	Career Preparation or Human Resource Management or Sociology or Psychology						
On-the-Job Training		Human Resource Clerk Receptionist	Human Resource Assistant Receptionist	Records Clerk Office Aide	<b>COLLEGE CREDIT OPPORTUNITIES -- High School</b> Students should take Advanced Placement (AP), International Baccalaureate (IB), dual credit, Advanced Technical Credit (ATC), or locally articulated courses (Tech Prep), if possible. List those courses that count for college credit on your campus.			
		NOTE: These experiences may be started and/or completed as part of the high school experience.						
Certificates		Adobe Certified Expert Microsoft Office Specialist	Internet and Computing Core Office Proficiency Assessment	OSHA CareerSafe	<b>Career Options:</b> Data Entry Clerk Web Assistant Adobe Expert Editing Assistant			
		NOTE: Students may earn all or part of these certificates as part of the high school experience.						
Postsecondary	Associate Degrees	<a href="#">Accounting</a> <a href="#">Administrative Secretarial Services</a>	<a href="#">Business Administration and Management</a> <a href="#">Business and Data Processing</a>	<a href="#">Human Services</a> <a href="#">Human Resource Management</a>	<b>Career Options:</b> Personnel Recruiter Training Clerk HR Information Specialist Applicant Records Coordinator			
	Bachelor Degrees	Business Psychology Human Resource Management Human Relations and Business	Human Services Management Information Systems Organizational Behavior	Personnel Management Technology Leadership and Supervision			<b>Career Options:</b> EEO Specialist OSHA/ADA Compliance Officer Compensation Coordinator	
	Graduate Degrees	Applied Technology and Performance Improvement Human Resource Development	Business - Human Resource Management Human Resources and Training	Labor and Industrial Relations Leadership Training and Development			<b>Career Options:</b> Training Specialist Organizational Psychologist Human Resource Information Systems Manager Operations Manager	

Students may select other elective courses for personal enrichment purposes.

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 2009. All plans meet high school graduation requirements as well as college entrance requirements.