

# PROGRAM OF STUDY: Human Resources Management



This Program of Study may serve as a graduation guide for the next four plus years, along with other career planning and educational materials. Courses listed in this model may include recommended coursework and should be individualized to students' educational and career goals. Each graduation plan needs to meet minimum high school graduation requirements. Dual Enrollment courses can be high school academic and/or career technical education courses.

SECONDARY:					POSTSECONDARY:		
COURSE/ GRADE	NINTH	TENTH	ELEVENTH	TWELFTH	TCC	DIPLOMA OR AAS	BACHELOR OF SCIENCE
ENGLISH	9 <sup>th</sup> grade Lit/ Composition	10 <sup>th</sup> grade Lit/ Composition	American Lit/ Composition	World Lit/ Composition / British Lit	<b>HRM1 TCC Human Resource Management Specialist</b>  <a href="#">Find the campus for the TCC options</a>	Completion of the HRM1 TCC leads to the Business Management diploma and the Business Management degree (MD13).  <a href="#">Find the campus for the Diploma, Degree options</a>	The University System of Georgia offers students' higher education options at 30 institutions throughout the state, providing a wide range of academic programming including certificates and associate, baccalaureate, masters, doctoral and professional degrees.  <a href="https://apps.ds.usg.edu/ords/?p=118:1:0">https://apps.ds.usg.edu/ords/?p=118:1:0</a>
MATHEMATICS	Coordinate Algebra / Algebra I	Analytic Geometry / Geometry	Advanced Algebra / Algebra II	Pre-calculus			
SCIENCE	Physical Science	Biology	Chemistry	Physics			
SOCIAL STUDIES	World History	Psychology	US History	Government (½ unit) Economics (½ unit)			
PATHWAY COMPLETER	<b>Introduction to Business and Technology</b>	<b>Legal Environment of Business</b>	<b>Human Resources Principles</b>	Another course in focus area, Work-Based Learning, or Youth Apprenticeship			
<b>Industry Recognized Credential (Pathway Completer)</b>		<a href="#">Visit the End of Pathway Assessment Page</a> (see note below)					
<b>Required/ Selective Electives</b>	Health & Personal Fitness (can be taken in grades 9-12)	Financial Literacy	Introduction to Digital Technology	Entrepreneurship			
	<b>Modern Language/Latin</b> 2 units required for admissions to Georgia University System Colleges/Universities For a listing of Modern Language/Latin courses offered at your high school, please contact your advisor, counselor, or curriculum handbook.		<b>Other Electives</b> For a listing of other elective courses offered at your high school, please check with your advisor, counselor, or curriculum handbook.				

**NOTE:** Students have many options to **ENTER** and **EXIT** from their academic studies into the workforce. When a student graduates from high school, they are eligible to choose one of many **ENTRANCE POINT** options: **1.** Enroll in either a 2 or 4 year post-secondary program; **2.** Enroll in an apprenticeship program or the military; or **3.** Enter the workforce using technical skills learned in high school. When a student finishes a 2- or 4-year degree program, they may choose to **EXIT** and **1.** Enroll in an apprenticeship program or the military; **2.** Enroll in a professional university degree program; or **3.** Enter the workforce using technical skills learned.

**Human Resources Management Career Pathway Completers - Industry Credentialing for High School Students**  
 Upon completion of sequenced courses in the Human Resources Management Pathway, students are eligible to complete the Industry-Recognized student credential for fulfillment of the End of Pathway Assessment. Secondary students completing the Human Resources Management pathway will be able to sit for the National Industry Credentialed assessment offered on-line from NOCTI. Once mastery is reached, students will receive recognition for completion and use this credential in conjunction with their job or continuing training. For specific assessment information, refer to: <http://bit.ly/BMA-EOPA>

## Sample In Demand Careers in Georgia

Occupation Specialties	Level of Education Needed	Georgia Average Salary	Annual Average Openings in Georgia	2014 – 2024 Employment Outlook
Training and Development Specialists	Bachelor's Degree	\$63,182	306	In Demand, High Skill
Human Resources Managers	Bachelor's Degree	\$115,967	168	In Demand, High Skill, High Wage
Human Resources Specialists	Bachelor's Degree	\$57,045	2,451	In Demand, High Skill
Fundraisers	Bachelor's Degree	\$63,638	553	High Skill, In Demand

[Data link here.](#)

Go to [GAfutures at www.gafutures.org](http://www.gafutures.org) for more information about your education and career planning, including valuable financial information (grants and scholarships including HOPE Program, grants and loans, FAFSA, and CSS forms).

<b>Career Enhancement Opportunities</b>	<b>Career-Related Education Activities</b> <ul style="list-style-type: none"> <li>Career Awareness</li> <li>Career Exploration</li> <li>Instructional Related</li> <li>Connecting                             <ul style="list-style-type: none"> <li>Work-Based Learning</li> <li>Employability Skill Dev.</li> <li>Cooperative Education</li> <li>Internship</li> <li>Youth Apprenticeship</li> <li>Clinicals</li> </ul> </li> </ul>	<b>Postsecondary Options:</b> <ul style="list-style-type: none"> <li>4-Year Universities/Colleges</li> <li>2-Year Colleges</li> <li>Technical Colleges</li> <li>State Registered Apprenticeships</li> <li>Special Purpose Schools</li> <li>On-the-Job Training</li> <li>Military</li> </ul>	<b>Earning Postsecondary Credits While in High School</b> <ul style="list-style-type: none"> <li>Dual Enrollment Program                             <ul style="list-style-type: none"> <li>Earn postsecondary credit while in high school</li> </ul> </li> <li>You can complete                             <ul style="list-style-type: none"> <li>Industry Credential</li> <li>Technical Certificate of Credit (TCC)</li> <li>Associates of Applied Science Degree                                     <ul style="list-style-type: none"> <li>Bachelor's Degree</li> </ul> </li> </ul> </li> <li>Who can help?                             <ul style="list-style-type: none"> <li>Parents</li> <li>School Counselor</li> <li>Advisor</li> </ul> </li> </ul>
	<b>Postsecondary Transition</b> <ul style="list-style-type: none"> <li>University System of Georgia Institutions: Admissions Testing                             <ul style="list-style-type: none"> <li>ACT or SAT</li> <li>For More Information:                                     <ul style="list-style-type: none"> <li>Contact the institution of your choice OR</li> </ul> </li> </ul> </li> <li>Technical College System of Georgia                             <ul style="list-style-type: none"> <li>Placement Exam</li> </ul> </li> <li>United States Military                             <ul style="list-style-type: none"> <li>ASVAB Assessment</li> </ul> </li> <li>Use BRIDGE Law platform to inform decisions on postsecondary opportunities</li> <li>Dual Enrollment                             <ul style="list-style-type: none"> <li>Earning high school course credits while taking college courses</li> </ul> </li> </ul>		
<b>Related Pathway Occupations</b>		<b>Other Related Occupations</b>	
<ul style="list-style-type: none"> <li>Compensation &amp; Benefits Manager Specialists</li> <li>Human Factors Engineers and Ergonomists</li> <li>Compensation, Benefits, and Job Analysis Specialists</li> <li>Labor Relations Specialists</li> <li>Training &amp; Development Specialists</li> </ul>		<ul style="list-style-type: none"> <li>Computer Programmers</li> <li>Receptionists &amp; Information Clerks</li> <li>Public Relations Specialists</li> <li>Procurement Clerks</li> </ul>	
*ONET Online			

## Human Resources Management Pathway Description

Every business organization wants to attract, motivate, and keep qualified employees and match them to jobs for which they are well suited. Human resources workers accomplish this by directing the administrative functions of an organization. Their work involves overseeing employee relations, regulatory compliance, and employee-related services such as payroll, training, and benefits. Managers supervise the department's specialists and support staff and ensure that tasks are completed accurately and on time.

Human resources managers also consult with top executives on the organization's strategic planning. They identify ways to maximize the value of the organization's employees and ensure that they are used as efficiently as possible. Some human resources managers oversee all aspects of an organization's human resources department, to include the compensation and benefits or training and development programs. In many larger organizations, these programs are directed by specialized managers like compensation and benefits managers and training and development managers.

To be competitive, workers need a combination of education and experience to become a Human Resources Manager. Although a bachelor's degree is sufficient for most positions, some jobs require a master's degree. Strong interpersonal skills are critical to these positions.

Employment of Human Resources Managers is expected to grow 13 percent from 2014 to 2024, about as fast as the average for all occupations. As new companies form and organizations expand their operations, they will need more human resource staff members to administer their programs. Candidates with certification or a master's degree—particularly those with a concentration in human resources management or an MBA—should have the best job prospects.