

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: Human Resources Management | | | | Postsecondary | | |
|---|---|---|---|--|--|--|---|
| Course/Grade | Ninth | Tenth | Eleventh | Twelfth | TCC | Diploma or AAS | Bachelor of Science |
| English | 9 th grade Lit/Composition | 10 th grade Lit/Composition | American Lit/Composition | World Lit/Composition / British Lit | Entrance or Exit Point HRM1 TCC Human Resource Management Specialist - MGMT Elective Select 1: MKTG 1130 MGMT 1110 MGMT 2120 | Completion of the HRM1 TCC leads to the Business Management diploma and the Business Management degree (MD13). | Entrance or Exit Point 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. https://apps.usg.edu/ords/f?p=118:1:0::: |
| Mathematics | Coordinate Algebra / Algebra I | Analytic Geometry / Geometry | Advanced Algebra / Algebra II | Pre-calculus | | | |
| Science | Physical Science | Biology | Chemistry | Physics | | | |
| Social Studies | Psychology | World History | US History | Government (½ unit) Economics (½ unit) | | | |
| Pathway Completer | Introduction to Business and Technology | Legal Environment of Business | Human Resources Principles | Work-Based Learning, Youth Apprenticeship, or Capstone Project | | | |
| Industry Recognized Credential (Pathway Completer) | | Visit the End of Pathway Assessment Page (see note below) | | | | | |
| Required/ Selective Electives | Health & Personal Fitness (can be taken in grades 9-12) | Fine Arts course | Digital Design | Introduction to Digital Technology | | | |
| | Modern Language/Latin 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. | | Other Electives 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 Career 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 High 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 | High Demand, High Skill |
| Human Resources Managers | Bachelor's Degree | \$115,967 | 168 | High Demand, High Skill |
| Human Resources Specialists | Bachelor's Degree | \$60,426 | 519 | High Demand, High Skill |

GDOL Labor Market Explorer

Go to GAFutures at 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).

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| Career Enhancement Opportunities | <p>Career-Related Education Activities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Career Awareness <input type="checkbox"/> Career Exploration <input type="checkbox"/> Instructional Related <input type="checkbox"/> Connecting <input type="checkbox"/> Work-Based Learning <ul style="list-style-type: none"> • Employability Skill Dev. • Cooperative Education • Internship • Youth Apprenticeship • Clinicals | <p>Postsecondary Options:</p> <ul style="list-style-type: none"> • 4-Year Universities/Colleges • 2-Year Colleges • Technical Colleges • State Registered Apprenticeships • Special Purpose Schools • On-the-Job Training • Military | <p>Earning Postsecondary Credits While in High School</p> <p>A vital way to get ahead and realize you can pass college courses is by earning postsecondary credits as a high school student. Georgia offers a dual credit program titled Dual Enrollment. You need to talk with your parents, school counselor, or advisor about the proper courses to take each year in high school and dual credit.</p> <p>Students completing the course work in this Plan, will have earned/completed an Industry Credential, Technical Certificate of Credit (TCC), Associates of Applied Science Degree, and/or Bachelor's Degree.</p> |
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Postsecondary Transition

- Students who will continue their education in a Program of Study at one of the University System of Georgia institutions should prepare to take the ACT or SAT for admissions. Tests for admissions may vary from institution to institution. Contact the selected institution for specific testing information. Additional admissions information can be found at Staying On Course. (https://www.usg.edu/assets/student_affairs/documents/Staying_on_Course.pdf)
- Students who will continue their education in a Program of Study at one of the Technical College System of Georgia institutions should prepare to complete a placement exam.
- Students who will continue their education and training in the US Military should take the ASVAB assessment.
- Students should utilize electronic college and career databases to select the most appropriate postsecondary opportunities to match their selected career field, including registered apprenticeships.
- Georgia's dual-credit programs have been combined into one program entitled Dual Enrollment, in which high school students may earn their high school course credits while taking college courses.

| Related Pathway Occupations | Other Related Occupations |
|---|---|
| <ul style="list-style-type: none"> • Compensation & Benefits Manager • Labor Relations Specialists • Training & Development Specialists • Human Factors Engineers and Ergonomists • Compensation, Benefits, and Job Analysis Specialists | <ul style="list-style-type: none"> • Computer Programmers • Receptionists & Information Clerks • Public Relations Specialists • Procurement Clerks <p style="text-align: right;">*ONET Online</p> |

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 2010 to 2020, 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.