

PROGRAM OF STUDY



Career Cluster: Business Management and Administration

Career Cluster Pathway: Human Resources

This Career Pathway Program of Study can serve as a guide along with other career planning materials as learners continue on a career path. Courses listed within this program are only recommended coursework and should be individualized to meet each learner's education and career goals. **Note:** Many items have links to external resources with more information.

REQUIRED CREDITS	GRADE	English/ Language Arts (4.0 credits)	Social Studies (2.5 credits)	Math (2.0 credits)*	Science (2.0 credits)	Fine Arts (1.0 credits)	Health/ Fitness (2.5 credits)**	Electives (6.5 credits)	Related Career & Technical/ Occupational (1.0 credits) Certificate and Tech Prep (notation on HS and TP alignment)	SAMPLE Occupations Relating To This Pathway (*indicates job in high demand) (🟢 indicates a "green" job)
SECONDARY SAMPLE COURSE OFFERINGS	9	English 1 or Honors English 1	Pacific Northwest History (.5)	Algebra I Geometry	Integrated Science or Adv Int Science		Health (.5)		ASD CTE COURSE OPTIONS Digital Communications/ Digitools Intro to Banking and Finance Advanced Banking and Finance Marketing/School Store Business Communications Accounting I Accounting II Economics Economics II Work Based Learning CTE Grad Project LEADERSHIP FBLA Skills USA TECH PREP ARTICULATIONS Digital Communications/Digitools – Grays Harbor College (3cr.) CERTIFICATION MOS Certification VITA Tax Certification Work Readiness Credential	Some Preparation <ul style="list-style-type: none"> Receptionists and Information Clerks* Medium Preparation <ul style="list-style-type: none"> Affirmative Action Coordinator Executive Secretaries and Administrative Assistants* Employer Relations Representative Employment and Placement Manager Equal Opportunity Employment Specialist Interviewers, Except Eligibility and Loan* Human Resources Assistants, Except Payroll and Timekeeping Compensation and Benefits Managers Personnel Recruiter Considerable Preparation <ul style="list-style-type: none"> Administrative Services Managers Conciliator/Mediator/Arbitrator CTE Teacher Human Relations Consultant Human Relations Manager OSHA/ADA Compliance Officer Occupational Analyst Training and Development Specialists Compensation, Benefits, and Job Analysis Specialists Training and Development Managers Extensive Preparation <ul style="list-style-type: none"> Organizational Behaviorist
	10	English 2 or Honors English 2	US History	*Class of 2013 (add't 1.0 credit) <u>or</u> Algebra II <u>or</u>	Biology <u>or</u> AP Biology <u>or</u> Biotechnology <u>or</u> Horticulture <u>or</u> Natural Resources I			Elective courses (6.5)		
	11	English Electives or Business English	World History <u>or</u> Economics <u>or</u> Economics II	Pre-Calculus <u>or</u> Calculus <u>or</u> CTE Equivalent		Credits from Art Courses or CTE Equivalent	Credits from Health and Fitness Courses **Successfully completing two years of physical education and one semester of health is required for high school graduation.	Project Me <u>and</u> Other CAA requirements		
	12	English Electives or Business English	World History <u>or</u> Economics <u>or</u> Economics II <u>and</u> CWP	(Students must pass a math competency test or have four years of math credits.)	Science Electives					

Technical Certification <i>(instruction provided through certified training and/or testing centers)</i>	Apprenticeship Opportunities	2-yr or ATA Degree <i>(Find specific colleges at www.checkoutcollege.com)</i>	4 –yr Degree or Advanced Training
<p><u>Microsoft Office Specialist</u></p> <ul style="list-style-type: none"> • Word • PowerPoint • Outlook • Excel • Access <p><u>Receptionist/Clerk</u></p> <ul style="list-style-type: none"> • South Puget Sound Community College and various other technical and community colleges <p><u>Administrative Assistant and Secretarial Science, General</u> Various technical and community colleges</p>	<p>To learn more about Apprenticeship, visit Labor and Industries website.</p> <p>Follow these steps to learn about the specific apprenticeships available in this pathway:</p> <p>STEP 1: Link to Apprenticeship Registration and Tracking System</p> <p>STEP 2: Search by using key words below or the SOC code listed</p> <ul style="list-style-type: none"> • Industrial Relations Agent (13-1079) • Youth Development Practitioner (13-1071) <p>STEP 3: Click “View” and scroll down to find contact name and program standards for qualifications and how to apply</p>	<p><u>Administrative Assistant and Secretarial Science, General</u></p> <ul style="list-style-type: none"> • Various technical and community colleges <p><u>Executive Assistant/Executive Secretary</u></p> <ul style="list-style-type: none"> • Bellingham Technical College • Clark College • Everest College • Spokane Community College <p><u>Human Resource Mgmt/Personnel Administration</u></p> <ul style="list-style-type: none"> • Bellevue Community College • Bellingham Technical College • Clark College • Edmonds Community College • Lake Washington Technical College • Pierce College • South Puget Sound Community College • Tacoma Community College <p><u>Office Automation/Data Entry/Word Processing</u></p> <ul style="list-style-type: none"> • Grays Harbor College and various other technical and community colleges <p><u>Office Mgmt & Supervision</u></p> <ul style="list-style-type: none"> • Grays Harbor College and various other technical and community colleges <p><u>Office Occupations/Receptionist/Clerical</u></p> <ul style="list-style-type: none"> • Northwest Indian College • Grays Harbor College and various other technical and community colleges 	<p><u>Washington 4-yr Private and Public Schools offer a variety of degrees related to Business Management and Administration:</u></p> <ul style="list-style-type: none"> • Accounting • Business (general) • Business Administration and Management • Communications, General Education – Business and Marketing • Enterprise management and Operation (general) • Finance • Human Resource Management • International Business • Mathematical Statistics and Probability • Public Relations and Organizational Communications <p><u>CTE Secondary Education Teacher</u></p> <ul style="list-style-type: none"> • Education Degree in a CTE program area with 2000 hours of related work experience • Industry Route Certificate requires 6000 hours of work experience in the field and completion of a state approved CTE Preparation Program along with passage of Basic Skills Math and English

*Data acquired from www.workforceexplorer.com, www.sbctc.edu, www.careerclusters.org, and www.edf.org/cagreenjobs,
 Adapted from <http://www.nthurston.k12.wa.us/education/components/scrapbook/default.php?sectiondetailid=34988>