

Business Management & Administration Cluster

Human Resources Management Pathway – Human Resources Management focuses on the staffing activities that involve planning, recruitment, selection, orientation, training, performance appraisal, compensation, and safety of employees.

Human Resources Assistant – This major prepares students to work in the human resources field. Students gain high-level technology and managerial skills needed for success in competitive business careers. Students study the major components involved in managing personnel including employee and labor relations, benefits and compensation management and information systems specific to human resource functions. Students are introduced to topics in employment law, the hiring process, performance evaluations, termination procedures and compensation. Students gain skills required for the Certiport IC3 and Microsoft Office Specialist certifications.