



# Human Resource Specialist

Researching Post Secondary  
Education

# Research three post secondary institutions

- List the courses, by year, in an excel spreadsheet.
- What courses require pre-requisites?
- How many courses are electives?
- What electives would assist in obtaining employment?
- Compare the requirements needed by each institution.

# Acceptance in Post Secondary Institution

- What requirements are needed for an application to be accepted?
  - High school transcripts, GPA, ranking
  - SAT scores
  - Essays
  - Student history of extra curricular activities, volunteer activities

# High School Preparation

- What high school courses are required by the institution for acceptance in a program?
- Are there opportunities to take Dual Enrollment general education courses in high school?
- Compare the courses you have taken in high school to those required in post secondary. How likely are you to be successful in these courses based on your high school experience?

# Cost to Complete

- Compare the three institutions on the total cost to obtain a degree/certificate.
- Can you transfer credits from a community college to a four year institution?
- Do they offer online courses that you can complete during summer break?

# Completion Rates and Job Placement

- How well do the institutions do in assisting graduates obtain employment?
- What is the completion rate?
- What is the drop out rate?
- Does the institution offer internships?

# Is This What I Want?

- List aspects of the career that is most appealing.
- List aspects of the career that is most challenging.
- Describe a typical day as an entry level employee in this career.