



Career Plan of Study

Learner Name _____

Date _____

Learner Signature _____

Advisor Signature _____

Parent/Guardian Signature (if required) _____

This plan of study should serve as a guide, along with other career planning materials, as you continue your career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each learner's educational and career goals. All plans should meet high school graduation requirements as well as college entrance requirements.

	9 th Grade	10 th Grade	11 th Grade	12 th Grade
High School	English I	English II	English III	English IV
	Algebra I or Geometry	Geometry or Algebra II	Algebra II, Trig or Statistics	Trigonometry, Pre-Calculus or Statistics
	Physical Science or Biology I	Biology I or Chemistry I	Chemistry, or Physics	Economics
	Geography/State History	World History	American History	Government
	Required Courses/Electives PE, Health, Art, Foreign Language, or Computer Technology	Required Courses/Electives PE, Health, Art, Foreign Language, or Computer Technology	Additional High School Electives Business Law Accounting I and II Computer Applications Computer Programming International Business	Technology Center Electives Business & Computer Technology Help Desk Analysis Business & Administration Services Accounting Services
Career Electives Computer Applications Career Orientation	Career Electives Adv. Computer Applications			
Post-Secondary	Career/Technical College		Community College	
	<input type="checkbox"/> Business & Computer Technology <input type="checkbox"/> Help Desk Analysis <input type="checkbox"/> Business & Administration Services <input type="checkbox"/> Accounting Services		<input type="checkbox"/> Accounting <input type="checkbox"/> Business Communications <input type="checkbox"/> Human Resources Management <input type="checkbox"/> Administrative Assistant	
Career Enhancement Options	College/University			
	<input type="checkbox"/> Accounting <input type="checkbox"/> International Business <input type="checkbox"/> Market Management & Research <input type="checkbox"/> Operations, Management & Supervision			
Career Enhancement Options	Work-based Learning Options		Short-Term Training Options	
	Job-Shadowing: Internship/Mentorship: On-The-Job Training:		<input type="checkbox"/> Certified Help Desk Analyst <input type="checkbox"/> Certified Administrative Manager <input type="checkbox"/> Microsoft Certified Professional <input type="checkbox"/> Business Plan Development <input type="checkbox"/> Entrepreneurship <input type="checkbox"/> Customer Service <input type="checkbox"/> Marketing, Advertising and Public Relations <input type="checkbox"/> Conversational Spanish	