

# Career Plan of Study



## Pathway: Administrative & Information Support

Student Name \_\_\_\_\_

Date \_\_\_\_\_

Advisor Name \_\_\_\_\_

*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 student's educational and career goals. All plans should meet high school graduation requirements as well as college entrance requirements.*

	9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
<b>High School</b>	<b>LA</b>	9 <sup>th</sup> grade English	10 <sup>th</sup> grade English	11 <sup>th</sup> grade English
	<b>Math</b>	IM 1, Geometry H	IM 2 or Algebra 2 H	IM 4 or Pre Calc H
	<b>Sci.</b>	Physical Science	Biology	Chem. 1A or Environ. Chem.
	<b>SS</b>	US History Comp	Mod US History	World Hist Overview or AP History*
	<b>CAREER RELATED ELECTIVES</b>	Computer Apps.	<b>CAREER RELATED ELECTIVES</b> Intro To Business*, Business Computer Apps*	<b>CAREER RELATED ELECTIVES</b> Accounting IA*-II, Business Law
<b>OTHER COURSES HELPFUL IN PREPARING FOR THESE CAREERS</b> Any P.E., Any Foreign Language II or above, Creative Writing, Forensics/Debate, Part Topics in Biology				
<b>Post-Secondary</b>	<b>ACE (BOCES)</b>	Take classes at Casper College while still in high school for dual credit. * <b>Dual credit classes offered at KW.</b>		
	<b>Community College</b>	<input type="checkbox"/> For Programs of Study and Majors in Wyoming schools, refer to the Wyoming Career Cluster Guides <input type="checkbox"/> For more information visit <a href="http://cis.intocareers.org">cis.intocareers.org</a>		
	<b>College/University</b>			
	<b>Technology Center</b>			
<b>Career Enhancement Options</b>	<b>Community-Based Learning Options</b>	<b>School-Based Activities</b> (Clubs, Student Vocational Org's, Sports, etc.)	<b>Occupations in this Pathway</b> See the Wyoming Career Cluster Guide for more jobs	
	<input type="checkbox"/> Job-Shadowing <input type="checkbox"/> Internship/Mentorship <input type="checkbox"/> On-The-Job Training	<input type="checkbox"/> FBLA	<input type="checkbox"/> Administrative Assistants <input type="checkbox"/> Information Assistants <input type="checkbox"/> Data Entry Specialists <input type="checkbox"/> Court Reporters <input type="checkbox"/> Stenographers <input type="checkbox"/> Records Processing Occupation Including Library Assistants & Order Processors <input type="checkbox"/> Medical Transcriptionists <input type="checkbox"/> Legal Secretaries <input type="checkbox"/> Paralegals	

# Career Plan of Study



## Pathway: Business Analysis

Student Name \_\_\_\_\_

Date \_\_\_\_\_

Advisor Name \_\_\_\_\_

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		9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
<b>High School</b>	<b>LA</b>	9 <sup>th</sup> grade English	10 <sup>th</sup> grade English	11 <sup>th</sup> grade English	12 <sup>th</sup> grade English
	<b>Math</b>	IM 1, Geometry H	IM 2 or Algebra 2 H	IM 4 or Pre Calc H	IM 5
	<b>Sci.</b>	Physical Science	Biology	Chem. 1A or Environ. Chem.	
	<b>SS</b>	US History Comp	Mod US History	World Hist Overview or AP History*	Psychology, Sociology
	<b>CAREER RELATED ELECTIVES</b>	Computer Apps, Marketing Comp	<b>CAREER RELATED ELECTIVES</b> Intro. To Business*, Business Comp. Apps*, Business Publishing	<b>CAREER RELATED ELECTIVES</b> Accounting IA*-II, Business Law, AP Statistics*, Consumer Econ/Personal Finance, Sports & Entertainment Marketing*, Entrepreneurship*	
<b>OTHER COURSES HELPFUL IN PREPARING FOR THESE CAREERS</b> Any P.E., Any Foreign Language II or above, Creative Writing, Forensics/Debate					
<b>Post-Secondary</b>	<b>ACE (BOCES)</b>	Take classes at Casper College while still in high school for dual credit. * <b>Dual credit offered at KW.</b>			
	<b>Community College</b>	<input type="checkbox"/> For Programs of Study and Majors in Wyoming schools, refer to the Wyoming Career Cluster Guides			
	<b>College/University</b>	<input type="checkbox"/> For more information visit <a href="http://cis.intocareers.org">cis.intocareers.org</a>			
	<b>Technology Center</b>				
<b>Career Enhancement Options</b>	<b>Community-Based Learning Options</b>	<b>School-Based Activities</b> (Clubs, Student Vocational Org's, Sports, etc.)		<b>Occupations in this Pathway</b> See the Wyoming Career Cluster Guide for more jobs	
	<input type="checkbox"/> Job-Shadowing <input type="checkbox"/> Internship/Mentorship <input type="checkbox"/> On-The-Job Training	<input type="checkbox"/> FBLA <input type="checkbox"/> DECA <input type="checkbox"/> National Honor Society		<input type="checkbox"/> Systems Analysts <input type="checkbox"/> E-Commerce Analysts <input type="checkbox"/> Marketing Analysts <input type="checkbox"/> Operations Research Analysts <input type="checkbox"/> Business Consultants <input type="checkbox"/> Business Analysts <input type="checkbox"/> Budget Analysts <input type="checkbox"/> Product Manager <input type="checkbox"/> Price Analysts	

# Career Plan of Study



## Pathway: Business Financial Management & Accounting

Student Name \_\_\_\_\_

Date \_\_\_\_\_

Advisor Name \_\_\_\_\_

*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 student's educational and career goals. All plans should meet high school graduation requirements as well as college entrance requirements.*

	9 <sup>th</sup> Grade		10 <sup>th</sup> Grade		11 <sup>th</sup> Grade		12 <sup>th</sup> Grade	
<b>High School</b>	<b>LA</b>	9 <sup>th</sup> grade English	10 <sup>th</sup> grade English		11 <sup>th</sup> grade English		12 <sup>th</sup> grade English	
	<b>Math</b>	IM 1, Geometry H	IM 2 or Algebra 2 H		IM 4 or Pre Calc H		IM 5	
	<b>Sci.</b>	Physical Science	Biology		Chem. 1A or Environ. Chem.			
	<b>SS</b>	US History Comp	Mod US History		World Hist Overview or AP History*		Psychology, Sociology	
	<b>CAREER RELATED ELECTIVES</b> Computer Apps.		<b>CAREER RELATED ELECTIVES</b> Intro. To Business*, Business Computer Apps*		<b>CAREER RELATED ELECTIVES</b> Accounting IA*-II, Business Law, Consumer Econ/Personal Finance, Entrepreneurship*			
<b>OTHER COURSES HELPFUL IN PREPARING FOR THESE CAREERS</b> Any P.E., Any Foreign Language II or above, AP Statistics*								
<b>Post-Secondary</b>	<b>ACE (BOCES)</b>		Take classes at Casper College while still in high school for dual credit. * <b>Dual credit classes offered at KW.</b>					
	<b>Community College</b>		<input type="checkbox"/> For Programs of Study and Majors in Wyoming schools, refer to the Wyoming Career Cluster Guides <input type="checkbox"/> For more information visit <a href="http://cis.intocareers.org">cis.intocareers.org</a>					
	<b>College/University</b>							
	<b>Technology Center</b>							
<b>Career Enhancement Options</b>	<b>Community-Based Learning Options</b>		<b>School-Based Activities</b> (Clubs, Student Vocational Org's, Sports, etc.)			<b>Occupations in this Pathway</b> See the Wyoming Career Cluster Guide for more jobs		
	<input type="checkbox"/> Job-Shadowing <input type="checkbox"/> Internship/Mentorship <input type="checkbox"/> On-The-Job Training		<input type="checkbox"/> FBLA <input type="checkbox"/> Student Council <input type="checkbox"/> Class Officer			<input type="checkbox"/> Accountants <input type="checkbox"/> Accounting Clerks <input type="checkbox"/> Auditors <input type="checkbox"/> Bookkeepers <input type="checkbox"/> Budget Managers <input type="checkbox"/> Billing Supervisors <input type="checkbox"/> Controllers <input type="checkbox"/> Treasurers <input type="checkbox"/> Chief Financial Officers <input type="checkbox"/> Certified Public Accountants		

# Career Plan of Study



## Pathway: Human Resources

Student Name \_\_\_\_\_

Date \_\_\_\_\_

Advisor Name \_\_\_\_\_

*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 student's educational and career goals. All plans should meet high school graduation requirements as well as college entrance requirements.*

	9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
<b>High School</b>	<b>LA</b>	9 <sup>th</sup> grade English	10 <sup>th</sup> grade English	11 <sup>th</sup> grade English
	<b>Math</b>	IM 1, Geometry H	IM 2 or Algebra 2 H	IM 4 or Pre Calc H
	<b>Sci.</b>	Physical Science	Biology	Chem. 1A or Environ. Chem.
	<b>SS</b>	US History Comp	Mod US History	World Hist Overview or AP History*
	<b>CAREER RELATED ELECTIVES</b>	Computer Apps, Health & Life Management	Intro. To Business*, Business Computer Apps*	Business Law, Consumer Econ/Personal Finance, Entrepreneurship*
<b>OTHER COURSES HELPFUL IN PREPARING FOR THESE CAREERS</b> Any P.E., Spanish II or above, Creative Writing, Forensics/Debate, AP Statistics*				
<b>Post-Secondary</b>	<b>ACE (BOCES)</b>	Take classes at Casper College while still in high school for dual credit. * <b>Dual credit classes offered at KW.</b>		
	<b>Community College</b>	<input type="checkbox"/> For Programs of Study and Majors in Wyoming schools, refer to the Wyoming Career Cluster Guides <input type="checkbox"/> For more information visit <a href="http://cis.intocareers.org">cis.intocareers.org</a>		
	<b>College/University</b>			
	<b>Technology Center</b>			
<b>Career Enhancement Options</b>	<b>Community-Based Learning Options</b>	<b>School-Based Activities</b> (Clubs, Student Vocational Org's, Sports, etc.)	<b>Occupations in this Pathway</b> See the Wyoming Career Cluster Guide for more jobs	
	<input type="checkbox"/> Job-Shadowing <input type="checkbox"/> Internship/Mentorship <input type="checkbox"/> On-The-Job Training	<input type="checkbox"/> FBLA <input type="checkbox"/> DECA <input type="checkbox"/> Student Council <input type="checkbox"/> National Honor Society <input type="checkbox"/> Student Senate <input type="checkbox"/> Key Club <input type="checkbox"/> Forensics	<input type="checkbox"/> Human Resources Managers <input type="checkbox"/> Compensation & Benefits Managers <input type="checkbox"/> Employment & Placement Managers <input type="checkbox"/> Training & Development Managers <input type="checkbox"/> Corporate Trainer Training & Development Specialists <input type="checkbox"/> Labor & Personnel Relations Specialists <input type="checkbox"/> Equal Employment Opportunity Specialists <input type="checkbox"/> Organizational Behaviorists <input type="checkbox"/> Assignment Clerks	

# Career Plan of Study



## Pathway: Management

Student Name \_\_\_\_\_

Date \_\_\_\_\_

Advisor Name \_\_\_\_\_

*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 student's educational and career goals. All plans should meet high school graduation requirements as well as college entrance requirements.*

High School	9 <sup>th</sup> Grade		10 <sup>th</sup> Grade		11 <sup>th</sup> Grade		12 <sup>th</sup> Grade		
	<b>LA</b>	9 <sup>th</sup> grade English	10 <sup>th</sup> grade English	11 <sup>th</sup> grade English	12 <sup>th</sup> grade English				
	<b>Math</b>	IM 1, Geometry H	IM 2 or Algebra 2 H	IM 4 or Pre Calc H	IM 5				
	<b>Sci.</b>	Physical Science	Biology	Chem. 1A or Environ. Chem.					
	<b>SS</b>	US History Comp	Mod US History	World Hist Overview or AP History*	Psychology, Sociology				
<b>CAREER RELATED ELECTIVES</b> Comp. Apps., Marketing Comp		<b>CAREER RELATED ELECTIVES</b> Intro. To Business*, Business Comp. Apps*, Business Publishing		<b>CAREER RELATED ELECTIVES</b> Accounting IA*-II, Business Law, Photography, Consumer Econ/Personal Finance, Sports & Entertainment Marketing*, Entrepreneurship*					
<b>OTHER COURSES HELPFUL IN PREPARING FOR THESE CAREERS</b> Any P.E., Any Foreign Language II or above, Intro to Art, Art Studio I, Graphic Tech I-II, Creative Writing, Forensics/Debate, Journalism I, AP Statistics*									
Post-Secondary	<b>ACE (BOCES)</b>		Take classes at Casper College while still in high school for dual credit. * <b>Dual credit classes offered at KW.</b>						
	<b>Community College</b>		<input type="checkbox"/> For Programs of Study and Majors in Wyoming schools, refer to the Wyoming Career Cluster Guides						
	<b>College/University</b>		<input type="checkbox"/> For more information visit <a href="http://cis.intocareers.org">cis.intocareers.org</a>						
	<b>Technology Center</b>								
Career Enhancement Options	<b>Community-Based Learning Options</b>		<b>School-Based Activities</b> (Clubs, Student Vocational Org's, Sports, etc.)			<b>Occupations in this Pathway</b> See the Wyoming Career Cluster Guide for more jobs			
	<input type="checkbox"/> Job-Shadowing <input type="checkbox"/> Internship/Mentorship <input type="checkbox"/> On-The-Job Training <input type="checkbox"/> Boy Scouts <input type="checkbox"/> Girl Scouts		<input type="checkbox"/> FBLA <input type="checkbox"/> DECA <input type="checkbox"/> Cake & Coffee Club <input type="checkbox"/> Sports <input type="checkbox"/> Student Council <input type="checkbox"/> National Honor Society <input type="checkbox"/> Student Senate			<input type="checkbox"/> Entrepreneurs <input type="checkbox"/> Accounting Managers <input type="checkbox"/> General Managers <input type="checkbox"/> Business & Development Managers <input type="checkbox"/> Management Analysts <input type="checkbox"/> Sports & Entertainment Managers <input type="checkbox"/> Payroll Managers <input type="checkbox"/> Public Relations Specialists <input type="checkbox"/> Government Management			

# Career Plan of Study



## Pathway: Marketing & Communications

Student Name \_\_\_\_\_

Date \_\_\_\_\_

Advisor Name \_\_\_\_\_

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High School	9 <sup>th</sup> Grade		10 <sup>th</sup> Grade		11 <sup>th</sup> Grade		12 <sup>th</sup> Grade	
	<b>LA</b>	9 <sup>th</sup> grade English	10 <sup>th</sup> grade English	11 <sup>th</sup> grade English	12 <sup>th</sup> grade English			
	<b>Math</b>	IM 1, Geometry H	IM 2 or Algebra 2 H	IM 4 or Pre Calc H	IM 5			
	<b>Sci.</b>	Physical Science	Biology	Chem. 1A or Environ. Chem.				
	<b>SS</b>	US History Comp	Mod US History	World Hist Overview or AP History*	Psychology, Sociology			
	<b>CAREER RELATED ELECTIVES</b> Comp. Apps. I, Marketing Comp		<b>CAREER RELATED ELECTIVES</b> Intro. To Business*, Comp. Apps. II*, Business Publishing		<b>CAREER RELATED ELECTIVES</b> Accounting IA*-II, Business Law, Photography, Consumer Econ/Personal Finance, Sports & Entertainment Marketing*, Entrepreneurship*			
	<b>OTHER COURSES HELPFUL IN PREPARING FOR THESE CAREERS</b> Any P.E., Any Foreign Language II or above, Intro to Art, Art Studio I, Graphic Tech I-II, Creative Writing, Forensics/Debate, Journalism I, AP Statistics*							
Post-Secondary	<b>ACE (BOCES)</b>		Take classes at Casper College while still in high school for dual credit. * <b>Dual credit classes offered at KW.</b>					
	<b>Community College</b>		<input type="checkbox"/> For Programs of Study and Majors in Wyoming schools, refer to the Wyoming Career Cluster Guides <input type="checkbox"/> For more information visit <a href="http://cis.intocareers.org">cis.intocareers.org</a>					
	<b>College/University</b>							
	<b>Technology Center</b>							
Career Enhancement Options	<b>Community-Based Learning Options</b>		<b>School-Based Activities</b> (Clubs, Student Vocational Org's, Sports, etc.)			<b>Occupations in this Pathway</b> See the Wyoming Career Cluster Guide for more jobs		
	<input type="checkbox"/> Job-Shadowing <input type="checkbox"/> Internship/Mentorship <input type="checkbox"/> On-The-Job Training		<input type="checkbox"/> FBLA <input type="checkbox"/> DECA <input type="checkbox"/> Cake & Coffee Club <input type="checkbox"/> Sports <input type="checkbox"/> Gourmet Club <input type="checkbox"/> Yearbook <input type="checkbox"/> Kelly Kall			<input type="checkbox"/> Marketing Managers <input type="checkbox"/> Sales Engineers <input type="checkbox"/> Sales Representatives <input type="checkbox"/> Brokers & Agents <input type="checkbox"/> Salespersons <input type="checkbox"/> Research & Development Managers <input type="checkbox"/> International Marketing Managers & Supervisors <input type="checkbox"/> Small Business Owners & Entrepreneurs <input type="checkbox"/> Market Researchers <input type="checkbox"/> Distribution Workers		