



Name _____

Learner ID _____

School/College/University _____

SAMPLE PROGRAM OF STUDY

Cluster: Information Technology Pathway: Computer Information Systems and Communications

Career Pathway Plan of Study for ► Learners ► Parents ► Counselors ► Teachers/Faculty

This Career Pathway Plan of Study (based on the Information Technology Career Cluster) can serve as a guide, along with other career planning materials, as learners continue on a career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each learner's educational and career goals. *This Plan of Study, used for learners at an educational institution, should be customized with course titles and appropriate high school graduation requirements as well as college entrance requirements.

EDUCATION LEVELS	GRADE	English/ Language Arts	Math	Science	Social Studies/ Sciences	Other Required Courses Other Electives Recommended Electives Learner Activities	*Career and Technical Courses and/ or Degree Major Courses for Computer Information Systems and Communications Pathway	SAMPLE Occupations Relating to This Pathway	
Interest Inventory Administered and Plan of Study Initiated for all Learners									
SECONDARY	9	English Composition	Algebra I	Earth Science	Social Studies 9		Introduction to Business Computer Applications I and II	<ul style="list-style-type: none"> ► Administrative Assistant ► Communications Equipment Operator ► Computer Operator ► Court Reporter ► Customer Service Assistant ► Data Entry Specialist ► Desktop Publisher ► Dispatcher ► Executive Assistant ► Information Assistant ► Legal Secretary ► Library Assistant and Order Processor ► Medical Front Office Assistant ► Medical Transcriptionist ► Office Manager ► Paralegal ► Receptionist ► Records Processing Assistant ► Shipping and Receiving Clerk ► Stenographer ► Typist ► Word Processor 	
	10	English Literature	Geometry	Biology	Modern Europe		Desktop Publishing Webpage Design		
	11	Literature & Composition	Algebra II Pre-Calculus	Chemistry	U.S. History		Principles of Management Personal Finance		
	College Placement Assessments-Academic/Career Advisement Provided								
	12	English Composition	Statistics Pre-Calculus Calculus	Physics	World Issues Economics Civics		Advanced Computer Applications Accounting		
Articulation/Dual Credit Transcribed-Postsecondary courses may be taken/moved to the secondary level for articulation/dual credit purposes.									
POSTSECONDARY	Year 13	English Composition	Intermediate Algebra	Chemistry	American Government Psychology		Word Processing Applications Word Processing Applications II Spreadsheet Applications		
	Year 14	Speech/Oral Communication Technical Writing		Biological Science Physical Science	Modern Western Traditions Business Law		Desktop Publishing Database Applications Computerized Communication		
	Year 15						Continue Courses in Area of Specialization		
	Year 16						Complete Computer Information Systems and Communications Major (4-Year Degree Program)		