



Education & Training/Human Services Program of Study

Arcadia Valley High School Career Cluster Program of Study



This Program of Study Template can 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. **Ask your high school counselor to help you fill in the required courses you need to graduate.**

Grade	English 8 semesters	Math 6 semesters	Science 6 semesters	Social Studies 6 semesters	Other Required Courses, Recommended Electives	Career & Technical Courses and/or Degree Major Courses	SAMPLE Occupations Relating to this Pathway
9	Comm Arts I	High School Math	High School Science Course	High School S.S. Course	Personal Finance Computer Science Career & Family Leadership, Family Living & Relationships	Check with your high school counselor for course offerings.	<ul style="list-style-type: none"> ▶ Administrator ▶ Assessment Specialist ▶ Career Tech Administrator ▶ Child Care Worker ▶ Clinical Psychologist ▶ Coach ▶ College/University Faculty ▶ Counselor ▶ Curriculum Developer ▶ Elementary Teacher ▶ High School Teacher ▶ Middle School Teacher ▶ Principal ▶ Speech-Language Pathologist ▶ Cosmetologist ▶ Personal Trainers ▶ Small Business Owners ▶ Customer Service Representatives ▶ Credit Counselors
10	Comm Arts II	High School Math	High School Science Course	High School S.S. Course	Personal Finance Computer Science Child Development, Career & Family Leadership, Family Living & Relationships, Parenting	Check with your high school counselor for course offerings.	
11	Comm Arts III Comm Arts elective *English Comp I *Public Speaking	Pre-College Algebra or high school math course *College Algebra *Trig.	High School Science Course *MFH General Biology *Oceanography or Astronomy	High School S.S. Course – history and government *Am. College History I & II *Political Systems	See your high school counselor for course offerings *Personal Finance *Computer Science *College Human Growth & Development *College Child Development *College Human Diversity (Available for Dual Enrollment)	~ A+ Tutoring Program can be added to school schedule for students that meet the program requirements. This offers the opportunity/experience mentoring/tutoring other students during Jr. & Sr. year ED Dual Enrollment Options: *Foundations of Math – Elementary Ed * Earth Science or Intro to Chem – Elementary Ed *Music Appreciation or Art History I, II or III *Children's Lit – Elementary Ed *Young Adult Lit – Secondary Ed *Field Exp *Tech for Teachers *Educational Psych *Portfolio Assessment	
12	Senior Comm Arts & Comm Arts elective *English Comp II *Intro to Literature	Pre- College Algebra or high school math course *College Algebra, *Trig.	High School Science Course *MFH Intro. To Chemistry *Oceanography or Astronomy	High School S.S. Course – history & government *College S.S. Electives	See your high school counselor for course offerings *Personal Finance *Computer Science *College Human Growth & Development *College Child Development *College Human Diversity (Available for Dual Enrollment)	~ A+ Tutoring Program can be added to school schedule for students that meet the program requirements. This offers the opportunity/experience mentoring/tutoring other students during Jr. & Sr. year ED Dual Enrollment Options: *Foundations of Math – Elem * Earth Science or Intro to Chem – Elem *Music Appreciation or Art History *Children's Lit – Elementary *Young Adult Lit – Secondary *Field Exp., Tech for Teachers, Educational Psyche, Portfolio Assess.	

***Dual Credit College courses can often be substituted for high school credit. Check with your Counselor.**

***Dual Enrollment Courses can be taken on a MAC campus or online.**

Assessments/Certifications: College Placement Assessments, Compass, ACT, SAT

Clubs/Extracurricular Activities: **Ask your Counselor what is available at your school.**

CTSO(s): HOSA FBLA Skills USA

Work-Based Learning: After School Employment Internship/Mentorship Job Shadowing Service Learning Supervised Business Experience

Sample Career Specialties / Occupations	Elementary and Secondary Superintendents, Principals, Administrators	Psychologists- Clinical, Developmental, Social Social Workers Parent Educators	Preschool, Kindergarten Teachers, Aides Elementary Teachers, Aides	
	Supervisors and Instructional Coordinators	Counselors Program Advisors	Secondary/CTE Teachers, Aides Special Education Teachers, Aides	
Path-ways	Education Researchers, Test Measurement Specialists/ Assessment Specialists	Financial Aid Advisors Career Counselors/ Advisors	College/University Lecturers, Professors Human Resource Trainers	
	College Presidents, Deans, Department Chairs, Program Coordinators	Career and Employment Placement Counselors Speech-Language Pathologists and Audiologists	Physical Trainers Professional Coaches	
	Post-Secondary Administrators	Instructional Resources Coordinator Technology Support Administrator	Preschool & Child Care Program Directors Child Care Assistants/Workers	
	Curriculum Developers	Database Administrators/AV Specialists Distance Education Coordinator	Child Life Specialist Nanny	
	Instructional Media Designers	Human Resources Manager Organization Development Specialist	Early Childhood Teachers and Assistants Instructional Systems Specialist	
	Education and Training Technician	Training Manager/Coordinator Instructional Coordinators	Corporate Trainers and Educators Adult Literacy Teachers	
	Labor Relations Managers/Specialists	Museum Coordinators/Technicians Media Coordinators/Specialists Instructional Media Designer	Librarians/Assistants/ Technicians	
	Administration and Administrative Support	Professional Support Services	Teaching/Training	
	Cluster K&S	Cluster Knowledge and Skills		
		<ul style="list-style-type: none"> •Academic Foundations •Communications •Problem Solving and Critical Thinking •Information Technology Applications • Systems • Safety, Health and Environmental •Leadership and Teamwork •Ethics and Legal Responsibilities •Employability and Career Development •Technical Skills 		

Business Management and Administration careers encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business Management and Administration career opportunities are available in every sector of the economy.