



Name _____
 Learner ID _____
 School/College/University _____

Information and Technology

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

This Career Cluster 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 Information and Technology	SAMPLE Occupations Relating to This Career Cluster
Interest Inventory Administered and Plan of Study Initiated for all Learners								
SECONDARY	9	English 9	Algebra I	Physical Science	World History	1 year World Language, and minimum 1 year CTE course(s) Certain local student organization activities are also important including public speaking, record keeping and work-based experiences.	**Computer Operations in Business	<ul style="list-style-type: none"> ► Animator ► Database Administrator ► Data Systems Designer ► E-Business Specialist ► Game Developer ► Information Technology Engineer ► Media Specialist ► Network Administrator ► Network Security Analyst ► PC Support Specialist ► Programmer ► Software Applications Specialist ► Systems Administrator ► Telecommunications Network Technician ► User Support Specialist ► Virtual Reality Specialist ► Web Architect/Designer
	10	English 10	Geometry or Honors Geometry	Biology	U.S. History		**Web Design and Social Media	
	11	English II	Algebra 2 or Honors Algebra 2	Chemistry or Physics	American Government Economics		**Virtual Enterprise Capstone **Business Capstone Experience	
	College Placement Assessments-Academic/Career Advisement Provided							
	12	English 12	Pre-Calculus or Honors Pre-Calculus	Physics or other science course	MicroEconomics MacroEconomics Practical Law			
Articulation/Dual Credit Transcribed-Postsecondary courses may be taken/moved to the secondary level for articulation/dual credit purposes.								
POSTSECONDARY	Year 13	English Composition English Literature	Calculus	Chemistry	American Govt. Psychology	All plans of study need to meet learners' career goals with regard to required degrees, licenses, certifications or journey worker status. Certain local student organization activities may also be important to include.	Continue courses pertinent to the pathway selected.	
	Year 14	Speech/ Oral Communication Technical Writing	Computer Applications	Biological Science Physics	American History Geography			
	Year 15	Continue courses in the area of specialization.						
	Year 16							

**See course descriptions on page 2.



Information Technology

Course Descriptions

#1

Computer Operations in Business exposes students to business applications using Microsoft Office Suite (Word, Excel, PowerPoint, and Access). Students will develop proficiency in word processing, creating spreadsheets, multimedia presentations and databases. Skills will be taught and practiced using business scenarios and training tools to allow students to prepare for future college and career plans. Students are prepared to earn Microsoft Office Specialist certification through the industry standard test. May be taken for a 4th year math credit.

#2

Web Design and Social Media is designed for students with an interest in the web, graphic editing, animation, and social media, this class allows students to learn how to create and manage the elements of a full functioning web site. Graphic design principles, web site development, design strategies and animation techniques will be used. Students will create graphical images, edit photos, develop websites and make animations utilizing Adobe programs such as Photoshop. Students will also examine the impact of social media and how businesses utilize social networks such as Facebook, Twitter, LinkedIn, YouTube, etc. May be taken for a 4th year math credit.

#3

Virtual Enterprise is a yearlong simulated business that is set up and run by students to prepare them for working in a real business environment. The students determine the nature of their business, its products and services, its management and structure, and learn the daily operations of a business. Students will work along business mentors and other student led virtual corporations on a national and global scale. Opportunities will become available throughout the course for students to participate in trade shows, leadership conferences and regional, state and international competitions. Students will earn a virtual paycheck which they will use for their own personal finances. This capstone course is designed to utilize prior knowledge and skills from previously taken classes in the business department. May be taken for a 4th year math

#4

Business Capstone is an opportunity for business students who have taken a number of business classes to use their skills and knowledge in a paid on-the-job training site. Job placements are determined by the needs of the student, the Capstone coordinators, business contacts, and the jobs the students have had in the past. Students are released one or two class periods each day to allow for 48 hours total of combined school and work. Students work a minimum of 10 hours a week, including Saturdays and Sundays. Students report to class bi-weekly and maintain time sheets that the employers sign to verify hours spent at work. Students take a related concurrent business course during the semester of Capstone. Students are required to have the coordinating teacher visit the job site a minimum of two times a semester, and the employers evaluate students according to job duties and skills listed on the individual training plan.

