



# Education & Training/Human Services Program of Study



## Cape CTC 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
<b>9</b>	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"> <li>▶ Administrator</li> <li>▶ Assessment Specialist</li> <li>▶ Career Tech Administrator</li> <li>▶ Child Care Worker</li> <li>▶ Clinical Psychologist</li> <li>▶ Coach</li> <li>▶ College/University Faculty</li> <li>▶ Counselor</li> <li>▶ Curriculum Developer</li> <li>▶ Elementary Teacher</li> <li>▶ High School Teacher</li> <li>▶ Middle School Teacher</li> <li>▶ Principal</li> <li>▶ Speech-Language Pathologist</li> <li>▶ Cosmetologist</li> <li>▶ Personal Trainers</li> <li>▶ Small Business Owners</li> <li>▶ Customer Service Representatives</li> <li>▶ Credit Counselors</li> </ul>
<b>10</b>	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.	
<b>11</b>	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  *Online College Science Course	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 General Sociology & Psychology *College Human Growth & Development *College Child Development *College Human Diversity	<b>Cape CTC Program: Child Development - CDA</b> College Psychology, College Sociology, +College Child Development, College Human Growth & Development, College Online Child Development, Care, and Guidance	
<b>12</b>	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  *Online College Courses	High School S.S. Course – history & government  *College S.S. Electives	See your high school counselor for course offerings  *Personal Finance *Computer Science *College General Sociology & Psychology *College Human Growth & Development *College Child Development *College Human Diversity	<b>Cape CTC Program: Child Development - CDA</b>  College Psychology, College Sociology, +College Child Development, College Human Growth & Development, College Online Child Development, Care, and Guidance ~ <b>A+ Tutoring Program</b> 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	

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

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

**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.**

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