



# Program of Study

Learner Name \_\_\_\_\_

Date \_\_\_\_\_

Learner Signature \_\_\_\_\_

Advisor Signature \_\_\_\_\_

Parent/Guardian Signature (if required) \_\_\_\_\_

*This plan of study should serve as a guide, along with other career planning materials, as you continue your career path. All plans must 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>                | English 9   | English 10   | English 11  | English 12             |
|                                   | Algebra I *   | Geometry   | Algebra II  | Math Credit            |
|                                   | Biology   | Chemistry or Physics                                   | Civics/Econ   | Science Credit         |
|                                   | US History/Geography  | World History/Geography                                | <b>Career and Technical Education Options</b><br>Business Administration Management & Operations – 52.0299  |                        |
|                                   | PE/Health***  | Fine Arts/Music/Visual/<br>Performing/and Applied Arts |   |                        |
| World Language **                 | World Language **   |  |   |                        |
| <b>Post-Secondary</b>             | <b>Proprietary Programs</b>   |  | <b>Community College</b>  |                        |
|                                   | <input type="checkbox"/> Business & Computer Technology<br><input type="checkbox"/> Help Desk Analysis<br><input type="checkbox"/> Business & Administration Services<br><input type="checkbox"/> Accounting Services |  | <input type="checkbox"/> Accounting<br><input type="checkbox"/> Business Communications<br><input type="checkbox"/> Human Resources Management<br><input type="checkbox"/> Administrative Assistant                           |                        |
| <b>Career Enhancement Options</b> | Work Based Learning<br>Leadership/Teamwork (Skills USA)<br>Internship/Mentoring<br>Job Shadowing (Business Administration)<br>Entrepreneurial Training<br>Business Communications<br>Business Writing                 |  | Certified Help Desk Analyst<br>Certified Administrative Manager<br>Microsoft Certified Professional<br>Business Plan Development<br>Customer Service<br>Marketing, Advertising and Public Relations<br>Conversational Spanish |                        |
|                                   | For more information <a href="http://www.michigan.gov/octp">www.michigan.gov/octp</a>   |  |   |                        |

\*Could be completed in 8<sup>th</sup> grade

\*\*If not completed at the 3<sup>rd</sup>-8<sup>th</sup> grade level

\*\*\*Could be completed in the 11<sup>th</sup> or 12<sup>th</sup> grade to provide electives.