

## Developing a Career Plan of Study Worksheet

The following information is available at [www.okcareertech.org/okcareerclusters/about.htm](http://www.okcareertech.org/okcareerclusters/about.htm).

### What Are Career Clusters?

Career Clusters are broad occupational groupings of specific industry based jobs. The sixteen Career Clusters provide an organizing tool or framework for schools, colleges, small learning communities, academies, magnet schools, Tech Prep sites and HSTW sites.

Career Clusters provide a way for schools to organize instruction and student experiences around sixteen broad categories that encompass virtually all occupations from entry through professional levels.

Each Cluster (broad occupational grouping) is divided into anywhere from two to seven pathways. Sample occupations (career majors) are shown for each pathway.

### Background Information:

About 15 years ago, the U.S. Dept. of Education divided the world of work into 16 groupings of occupations called Career Clusters. These groupings were based on common knowledge and skills required for success in a Career Cluster. The U.S. Dept. of Energy provided seed money to begin the development of resources related to each of these Clusters. When the seed money went away, the National Association of State Directors of Career Technical Education consortium took over the funding and oversight of this Career Clusters Initiative and calls it the States' Career Clusters Initiative. The State Directors represent Career Technical Education in all states and territories.

Career Plans of Study should be available for all Career Clusters covered by programs at Northwest Technology Center.

1. Review Oklahoma Career Clusters information (blue handouts) which provides the Career Clusters, Career Pathways, Career Majors and Courses for each cluster area. Information about the Oklahoma Career Cluster Initiative is available at <http://www.okcareertech.org/okcareerclusters/>. Notice the cover page lists all 16 Career Clusters. Pages are identified by Career Cluster by the icon on the top left corner of each page.

Example: Turn to the sixth page from the back which is the first page of the Transportation, Distribution, and Logistics Cluster. Notice the first row of the table lists the Career Pathways. Career Pathways in some cases may be the same as the program name; other cases this is not true. Notice the second row of the table lists the Career Majors which are similar to what used to be called occupational titles. Under the Career Majors the courses required for each Career Major are listed (start at bottom and go up for course requirements).





7. Identify any work-based learning options which relate to the Career Majors offered in your program.

_____	_____
_____	_____
_____	_____
_____	_____

8. Review sample Career Plans provided by ODCTE for each Career Cluster (pink handouts). Notice in the Post-Secondary section how Career Majors are listed for the Technology Center. College degrees are listed for Community Colleges and Four-year universities. Short-Term Training options are also provided. Industry Certifications are not provided in the sample from the state department but should be provided for the plans for Northwest Tech. A sample Career Plan of Study for the Information Technology Cluster is provided (green handout). This Career Plan of Study relates to Career Majors available through the Web Development and Graphic Design program at the Northwest Tech Alva Campus. This is just a “sample” and a starting point. Each program may have unique areas which relate to that program on the Career Plan for that particular Career Cluster.
9. ***Transfer the information*** determined above to a blank Career Plan of Study form for the appropriate Career Cluster (Information Technology form or Transportation, Distribution, & Logistics form). *Be sure to note on the form the name of your program as well as the campus location.* Blank Career Plan of Study forms are available at <http://www.nwtechonline.com/staff/careerplans.htm>. Also be sure to note the degrees available through the Alliance program. ***Do not complete the high school section....only the Post-Secondary and Career Enhancement Options sections!***
10. The Career Plan of Study form also provides information about recommended courses for the high school level. ***At this point, Northwest Tech instructors will not complete the high school section.*** If the instructor has recommendations for that section of the form, please note those recommendations. Schedules for the area high schools may be available for reference.
11. Submit your hard copy or electronic copy of your Career Plan of Study for each Career Cluster covered in your program. Be sure to include your program name and campus name.