



GALENA HIGH SCHOOL
Career Plan of Study

BUSINESS EDUCATION

Learner Name _____ Date _____
 Parent/Guardian Signature (if required) _____ Counselor Signature _____

This plan of study should serve as a guide, along with other career planning materials, as you continue your career path. Courses listed within this plan are only recommended and should be individualized to meet each learner's educational and career goals, high school graduation requirements, and college entrance requirements.

CTE course sequences fulfill the requirement for a CTE endorsement on the high school diploma. For more information go to www.washoe.k12.nv.us/cte

HIGH-SKILL, HIGH-WAGE CAREERS IN BUSINESS EDUCATION

Accountant	\$70,136	Accountant	\$67,940	Human Resources Manager	\$80,100
Marketing/Promotion Manager	\$87,221	Entrepreneur	unlimited	Typist/Word Processor	\$31,980
Business Teacher	\$60,353	General/Operations Manager	\$124,940	Secretary/Administrative Assistant	\$51,110
Chief Executive Officer	\$148,180	Chief Executive Officer	\$141,740	Office Manager	\$54,030

High School	9 th Grade	CR	10 th Grade	CR	11 th Grade	CR	12 th Grade	CR	
	1. English 1-2	1	1. English 3-4	1	1. English 5-6	1	1. English 7-8	1	
2. Health or Hum Gr Dev/Computers	1	2. Social Studies (World Hist/Geog)	1	2. Social Studies (US History)	1	2. Social Studies (Government)	1		
3. Math	1	3. Math	1	3. Math	1	3. Math	1		
4. Science	1	4. Science	1	4. Science	1				
5. Physical Education	1	5. Physical Education	1						
Introductory CTE Electives*			Introductory CTE Electives*			Job Specific CTE Electives*			
6. Computer Lit/Application	.5	6. Computer Lit/Application General Business Web Design	1 .5 1	5./6. General Business Marketing Desktop Publishing Computer Accounting 1-2 Adv. Computer Apps Adv. Web Design	1 1 1 1 1	4./5./6. General Business Marketing Desktop Publishing Adv. Computer Apps Computer Accounting 1-2 Adv. Web Design	1 1 1 1 1		
*These courses fulfill the CTE/Arts/Humanities graduation requirement Go to www.washoe.k12.nv.us/cte for up-dated course offering information									
Tech-Prep	TECH-PREP BUSINESS EDUCATION ARTICULATION AGREEMENTS								
	Students completing WCSD courses may earn the following TMCC credits:			Advanced Computer Apps (9155, 9156) -- Intro to Windows—CIT 102—1 cr -- Databases—CIT 107—1 cr -- PowerPoint—CIT 108—1 cr -- Spreadsheets—CIT 106—1 cr -- Word Processing—CIT 105—1 cr Marketing (9233, 9234) -- Sanitation/HACCP—CUL 100—2 cr Computer Accounting 1-2 (9151, 9152) -- Accounting—ACC 135—3 cr					
Career Enhancement	HIGH SCHOOL WORK-BASED LEARNING OPTIONS		STUDENT ORGANIZATION			INDUSTRY CERTIFICATIONS			
	Learn and Earn Program: Job Shadowing Mentoring Internships Field Trips Guest Speakers		Future Business Leaders of America (FBLA) For more information, go to www.washoe.k12.nv.us/cte			IC3/Internet Core Computer Certification MOS (Microsoft Office Specialist) Certification (Word/Excel/PowerPoint) Adobe Certified Expert or Adobe Certified Associate (Photoshop/Flash/InDesign/Dreamweaver/Illustrator)			

For more information, please contact the WCSD Career & Technical Education Office
 850-8005 or go to www.washoe.k12.nv.us/cte

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All classes and programs are open to students regardless of sex, race, color, national origin or handicap. Every effort will be made to assist students with special needs so that they may succeed in Career and Technical Education.
 SCHELLIN CONSULTING, INC. August 21, 2009

POST HIGH SCHOOL OPTIONS

NEVADA SYSTEM OF HIGHER EDUCATION COMMUNITY COLLEGES

TMCC
 Associate of Applied Science
 Administrative Assistant
 Business
 Certificate of Achievement
 Administrative Assistant
 Bookkeeping
 Business
 Legal Office Professional
 For more information on these TMCC programs go to:
www.tmcc.edu

UNR
 Accounting
 Finance
 Management
 Marketing
 International Business
 For more information on these UNR programs go to:
www.unr.edu

OTHER COLLEGES AND UNIVERSITIES

Morrison University
 Associate Degree
 Accounting
 Management
 Bachelor Degree
 Accounting
 Management
 For more information on these Morrison University programs go to:
www.morrisonuniversity.com

Career Choices
 Programs of Instruction
 Accounting/Financial Studies
 Business and Communications
 Microsoft Office Solutions
 Legal Office
 Medical Office
 For more information on these Career Choices programs go to:
www.career-choices.com

Career College of Northern Nevada
 Diploma Programs
 Legal Office Administrative Assistant
 Medical Billing and Coding Specialist
 Associate Program
 Paralegal Studies
 For more information on these Career College of Northern Nevada programs go to:
www.ccnv.edu

MILITARY

SHORT-TERM TRAINING OPTIONS
 On-the-job training