

# Cluster: Business, Management & Administration

## Pathway: Administrative Services



### Nebraska Sample Personal Learning Plan

School Counseling	Education Levels	Grade	English/ Language Arts	Math	Science	Social Studies	Nebraska Career Education Program of Study	Requirements & Electives	Extended Learning School/Community Activities		
<p><b>Preparing all student for lifelong learning, learning and living.</b></p> <ul style="list-style-type: none"> <li>• Career Development using NCE model</li> <li>• Academic/Career counseling</li> <li>• Assessments of interests, skills, college &amp; career readiness</li> <li>• Goal setting</li> <li>• Personal Learning Plans</li> <li>• Extended learning</li> <li>• Parental involvement</li> <li>• Programs of Study</li> <li>• Postsecondary credit</li> <li>• Seamless transitions to college &amp; careers</li> </ul>	MIDDLE SCHOOL	7	English 7	Math 7	Science 7	Social Studies 7	NCE C4C Curriculum for Careers Keyboarding Applications Computer Applications	World Languages & Cultures Physical Education Health Education Exploration of Entrepreneurship	<p><b>School Activities :</b></p> <ul style="list-style-type: none"> <li>▶ DECA</li> <li>▶ FBLA</li> <li>▶ Manage fundraising activities</li> <li>▶ Mock Trial</li> <li>▶ School yearbook committee</li> <li>▶ Speech team/Debate team</li> <li>▶ Stage manager for school play</li> <li>▶ Student Council</li> </ul> <p><b>Community Activities :</b></p> <ul style="list-style-type: none"> <li>▶ Job shadow professionals</li> <li>▶ Join a committee to plan an event</li> <li>▶ Join Boy &amp; Girl Scouts</li> <li>▶ Join Junior Achievement</li> <li>▶ Organize a fundraising event</li> <li>▶ Participate in Chamber of Commerce</li> <li>▶ Participate in youth leadership programs</li> <li>▶ Volunteer in the community</li> <li>▶ Part-time employment available within this career cluster</li> <li>▶ Internships available within this career cluster</li> </ul>		
		8	English 8	Math 8	Science 8	Social Studies 8					
	SECONDARY	9	English/ Language Arts I	Algebra I	Physical Science	Geography	Information Technology App. I Information Technology Applications II	<b>Plus 2 from the following:</b> Business Communication Information Technology App. III Desktop Publishing Web Design and Development Database Design and Development		World Languages & Cultures Physical Education Health Education Entrepreneurship Accounting Business Law Personal Finance Intro to Business, Marketing, & Management International Business Management & Leadership Marketing Economics Speech	
		10	English/ Language Arts II	Geometry	Biology	World History					
		11	English/ Language Arts III	Algebra II	Chemistry	American History					
		12	English/ Language Arts IV	Intro to Statistics Discrete/Finite Math Pre-Calc	Physics or other science course	American Govt. or Economics					
	POSTSECONDARY	A sample of postsecondary courses that may be offered or required is provided as a guide. Required courses vary by postsecondary institution. As Nebraska develops stronger statewide connections between secondary and postsecondary, the options will be updated.									
		Year 13	English Composition English Literature	Algebra or Calculus	Lab Science	Economics Psychology	Advanced Business Communication Records Management				
		Year 14	Speech/Oral Communications Technical Writing	Computer Applications	Lab Science	Sociology Public Policy Business Law	Project Management				
		Year 15	Continue courses in the area of specialization					Continue Courses in the Area of Specialization			
		Year 16	Continue courses in the area of specialization					Complete Administrative Services Major (4-Year Degree Program)			

This sample Personal Learning Plan is designed for continued use throughout the lifetime of the individual using it.