

Public Education Department's College and Career Readiness Bureau:

Career Pathways Project Development Workshop

Presented by
Dr. Michael Stanton

Today's Agenda

- ❖ Task One: Review the existing classes in each Program of Study?
- ❖ Task Two: Are there gaps in the Program of Study?
- ❖ Task Three: Are there courses missing that when added will form a complete POS Course Sequence Chart for your Pathway?
- ❖ Task Four: What should students in the Career Pathway be able to do?
- ❖ Task Five - What are the Industry Certifications that are available for students in the Pathway:

Program of Study

Defining a Course Sequence:

- ❖ The POS models defined in this report in the are displayed in table format, shown from a student's entry into the POS (assumed as a freshman – ninth grader) and exiting as a senior taking the capstone course.
- ❖ The sequence shown in the “Career and Technical Courses” fields are the minimum course experiences necessary to complete the capstone and be responsibly considered a “completer” in that POS.
- ❖ Courses shown in the “Core Requirement 2” fields are complimentary courses holding high value to the POS's learning outcomes and containing Dual Credit or Advanced Placement opportunities where applicable.
- ❖ It is recommended that recorded completion of the POS is based upon successful completion of Career and Technical Courses, in sequence, culminating in the identified capstone course

Districts ought to align to these models of Programs of Study for access to resources and best practices that further support college and career readiness

NASDCTE Career Cluster	NM Job Council's 13 Economic Sectors		Suggested Priority Cluster Area
	Primary Alignment	Secondary	
Agriculture, Food and Natural Resources	Agriculture, Food and Forestry		Agriculture
Architecture and Construction	Emerging Technologies (non-governmental)	Solo – Independent Work	Emerging Technologies
Arts, A/V Technology and Communications	Digital Media		Arts/Digital Media
Business Management and Administration	Back Office Services	Exported Services	Back Office
Education and Training	Education Services		Educational Services
Finance	Back Office Services		Back Office
Government and Public Administration	Government		Government
Health Science	Health and Social Services	Emerging Technologies (non-governmental)	Health and Social Services
Hospitality and Tourism	Visitor Driven Industry		Infrastructure
Human Services	Health and Social Services		Health and Social Services
Information Technology	Integrated IT and Cyber-technology (non-governmental)		Information Technology
Law, Public Safety, Corrections and Security	Government		Government
Manufacturing	Manufacturing	Emerging Technologies (non-governmental)	Manufacturing
Marketing	Back Office Services	Exported Services	Back Office
Science, Technology, Engineering and Mathematics	Emerging Technologies (non-governmental)	Extractives	Emerging Technologies
Transportation, Distribution & Logistics	Visitor Driven Industry	Manufacturing	Manufacturing

Suggested Priority Cluster Area: Back Office
NM Job Council's 13 Economic Sectors Primary Alignment: Back Office Services and
Exported Services
STATES CAREER CLUSTER™: BUSINESS MANAGEMENT AND ADMINISTRATION

Pathways and related Programs of Study in this career cluster address careers in planning, organizing, directing and evaluating business functions essential to efficient and productive business operations.

Program Learning Outcomes from and NASDCTE Common Career Technical Core:	
1.	Utilize mathematical concepts, skills and problem solving to obtain necessary information for decision making in business.
2.	Describe laws, rules and regulations as they apply to effective business operations.
3.	Explore, develop and apply strategies for ensuring a successful business career.
4.	Identify, demonstrate and implement solutions in managing effective business customer relations.
5.	Implement systems, strategies and techniques used to manage information in a business.
6.	Implement, monitor and evaluate business processes to ensure efficiency and quality results.

The Pathways for this Career Cluster™ are:

- ❖ Administrative Support
- ❖ Business Information Management
- ❖ General Management
- ❖ Human Resources Management
- ❖ Operations Management

Administrative Support

Program Learning Outcomes from the NASDCTE Common Career Technical Core:

1. Plan, staff, lead and organize human resources to enhance employee productivity and satisfaction.
2. Access, evaluate and disseminate information for business decision making.
3. Plan, monitor and manage day-to-day business activities.

Administrative Support

POS Course Sequence:				
	9 th Grade	10 th Grade	11 th Grade	12 th Grade
Career and Technical Courses and/or Degree Major Courses as Dual Credit	221 Introductory Business	240 Business Communications	Principles of Management	0297 Business Work Experience (Co-op)
	881 Career Exploration	0232 Business Computer Skills for the Work Place 882 Employability Skills	0254 Business Ethics	224 Business Ownership and Management Entrepreneurship
Core Requirement 2 (Gadsden ISD)	302 General Computer Applications	270 Computer/Business Technology (Artic w/ DACC)	304 Computer Apps II (Artic w/ DACC)	0232 Business Computer Skills for the Work Place
CORE Business Teachers	221 Introductory Business	250 Business Law	302 General Computer Applications	304 Computer Apps II (Artic w/ DACC)

Administrative Support

Program Learning Outcomes Matrix:				
Courses in the POS		Program Learning Outcomes		
STAR S No.	Course Title	1	2	3
882	Employability Skills	x	x	x
881	Career Exploration			X
0232	Business Computer Skills for Work Place	X	X	X
882	Employability Skills	X		
297	Business co-op	X	X	X
0254	Business Ethics	X	X	X
240	Business Communications			

Business Information Management

Program Learning Outcomes from the NASDCTE Common Career Technical Core:

- | | |
|----|--|
| 1. | Describe and follow laws and regulations affecting business operations and transactions. |
| 2. | Plan, monitor, manage and maintain the use of financial resources to ensure a business's financial well-being. |
| 3. | Access, evaluate and disseminate information for business decision making. |
| 4. | Plan, monitor and manage day-to-day business activities to sustain continued business functioning. |
| 5. | Plan, organize and manage an organization / department to achieve business goals. |

Information Support and Services

POS Course Sequence:				
	9 th Grade	10 th Grade	11 th Grade	12 th Grade
Career and Technical Courses and/or Degree Major Courses as Dual Credit	221 Introductory Business 881 Career Exploration	0232 Business Computer Skills for the Work Place 0250 Business Law	276 Website Design 1 (dreamweaver) 271 Data base design and programing Computer based accounting	0297 Business Work Experience (Co-op) Computer based account 2 230 Consumer and Business Math
Core Requirement 2				

Information Support and Services

Program Learning Outcomes Matrix:						
Courses in the POS		Program Learning Outcomes				
STAR S No.	Course Title	1	2	3	4	5
221	Intro to Business	X	X	X	X	X
881	Career Exploration				x	
232	Business Computer Skills for the Work Place		X		X	X
276	Website Design					x
271	Database Design and Programming		X	X		X
0250	Business Law	X				
230	Consumer and Business Math			X		X

General Management

Program Learning Outcomes from the NASDCTE Common Career Technical Core:

- | | |
|----|--|
| 1. | Describe and follow laws and regulations affecting business operations and transactions. |
| 2. | Access, evaluate and disseminate information for business decision making. |
| 3. | Apply economic concepts fundamental to global business operations. |
| 4. | Employ and manage techniques, strategies and systems to enhance business relationships. |
| 5. | Plan, monitor, manage and maintain the use of financial resources to ensure a business's financial well-being. |
| 6. | Plan, monitor and manage day-to-day business activities to sustain continued business functioning. |
| 7. | Plan, organize and manage an organization/department to achieve business goals. |
| 8. | Create strategic plans used to manage business growth, profit and goals. |

General Management

POS Course Sequence:				
	9 th Grade	10 th Grade	11 th Grade	12 th Grade
Career and Technical Courses and/or Degree Major Courses as Dual Credit	221 Introductory Business 881 Career Exploration	240 Business Communications 223 Business Management 0232 Business Computer Skills for the Work Place	207 Accounting 250 Business Law	0297 Business Work Experience (Co-op) 267 Human Resource Management
Core Requirement 2				

Human Resource Management

Program Learning Outcomes from the NASDCTE Common Career Technical Core:

- | | |
|----|--|
| 1. | Describe and follow laws and regulations affecting human resource operations. |
| 2. | Access, evaluate and disseminate information for human resources management decision making. |
| 3. | Motivate and supervise personnel to achieve completion of projects and business goals. |
| 4. | Plan, monitor and manage the use of financial and human resources to ensure a business financial well-being. |
| 5. | Plan, staff, lead and organize human resources to enhance employee productivity and satisfaction. |
| 6. | Plan, monitor and manage day-to-day business activities to foster a healthy and safe work environment. |
| 7. | Plan, organize and implement compensation, benefits, health and safety programs. |

Human Resource Management

POS Course Sequence:				
	9 th Grade	10 th Grade	11 th Grade	12 th Grade
Career and Technical Courses and/or Degree Major Courses as Dual Credit	221 Introductory Business 0232 Business Computer Skills for the Work Place 881 Career Exploration	223 Business Management 240 Business Communications	250 Business Law Business Finance	0297 Business Work Experience (Co-op) 267 Human Resource Management
Core Requirement 2				

Human Resource Management

Program Learning Outcomes Matrix:								
Courses in the POS		Program Learning Outcomes						
STARS No.	Course Title	1	2	3	4	5	6	7
221	Introductory Business							
0232	Business Computer Skills for the Work Place							
881	Career Exploration							
223	Business Management							
240	Business Communications							
0297	Business Work Experience (Co-op)							
267	Human Resource Management							

Operations Management

Program Learning Outcomes from the NASDCTE Common Career Technical Core:

- | | |
|----|--|
| 1. | Describe and follow laws and regulations affecting business operations and transactions. |
| 2. | Develop and maintain positive customer relationships. |
| 3. | Apply inventory tracking systems to facilitate operational controls. |
| 4. | Plan, monitor and manage day-to-day business activities to maintain and improve operational functions. |

Operations Management

POS Course Sequence:				
	9 th Grade	10 th Grade	11 th Grade	12 th Grade
Career and Technical Courses and/or Degree Major Courses as Dual Credit	221 Introductory Business 0232 Business Computer Skills for the Work Place 881 Career Exploration	223 Business Management	206 Data Management 250 Business Law	224 Business Ownership and Management Entrepreneurship 0297 Business Work Experience (Co-op)
Core Requirement 2				

Operations Management

Program Learning Outcomes Matrix:					
Courses in the POS		Program Learning Outcomes			
STARS No.	Course Title	1	2	3	4
221	Introductory Business				
0232	Business Computer Skills for the Work Place				
881	Career Exploration				
223	Business Management				
206	Data Management				
250	Business Law				
224	Business Ownership and Management Entrepreneurship				
0297	Business Work Experience (Co-op)				

Focus Group Webinars



November 2, 2015 at 3:00pm

<https://global.gotomeeting.com/join/973629861>



November 9, 2015 at 3:00pm

<https://global.gotomeeting.com/join/189872237>



October 28, 2015 at 3:00pm

<https://global.gotomeeting.com/join/767191197>



November 3, 2015 at 3:00pm

<https://global.gotomeeting.com/join/900555389>



November 9, 2015 at 3:00pm

<https://global.gotomeeting.com/join/863890853>



November 19, 2015 at 3:00pm

<https://global.gotomeeting.com/join/531113509>



November 4, 2015 at 3:00pm

<https://global.gotomeeting.com/join/818107621>



October 27, 2015 at 3:00pm

<https://global.gotomeeting.com/join/687656549>



Film and Video: November 18, 2015 at 4:30pm

<https://global.gotomeeting.com/join/658728165>

Telecommunications: November 23, 2015 at 3:00pm

<https://global.gotomeeting.com/join/634165701>

Fine and Performing Arts: November 12, 2015 at 3:00pm

<https://global.gotomeeting.com/join/728624181>



October 29, 2015 at 3:00pm

<https://global.gotomeeting.com/join/307988021>



November 17, 2015 at 3:00pm

<https://global.gotomeeting.com/join/629695757>

Education Technology Project

The Carl Perkins Act expects the effective education technology and distance learning approaches and strategies. What does the the research say and what are the national best practices while providing examples of best practices across the state of effective integration of technology.

*Please send me an email with a brief description of Wow!
examples of technology use in your Programs of Study*

Thank you for your participation!

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http://www.stantonconsultingservices.com/Career_Pathways_POS_Project.html