

Program of Study Template Instructions

Step 1: Open “16 Cluster Program of Study Templates – revised 8.2.11”

To “**Insert School Name**” for all 16 clusters

Step 2: Click on “**Insert School Name**” to highlight

Step 3: Click “**Copy**”

Step 4: Click “**Replace**”

The screenshot shows a Microsoft Word document titled "Program of Study templates - 16 clusters revised 7.29.11 [Compatibility Mode] - Microsoft Word". The document content includes a logo for "Agriculture, Food & Natural Resources" and a title "Agriculture, Food & Natural Resources Career Cluster Program of Study Template". Below the title are fields for "Insert School Name" and "Insert School Website Address".

The main content is a table titled "SUGGESTED COURSE OF HIGH SCHOOL STUDY" with the following structure:

Minimum Graduation Requirements		SUGGESTED COURSE OF HIGH SCHOOL STUDY It is suggested that students consider dual credit, articulation, or advanced placement opportunities for postsecondary credit.						
	Grade	English	Math	Science	Social Studies	Required Courses, Elective Options	Insert Career Center Name	Additional Learning Opportunities
Secondary	9					PE / Health Fine Arts Personal Finance		School-Based: <input type="checkbox"/> Career Research <input type="checkbox"/> Cooperative Education <input type="checkbox"/> Internship <input type="checkbox"/> Job Shadowing <input type="checkbox"/> Service Learning Project <input type="checkbox"/> Other:
	10							Community Based: <input type="checkbox"/> Mentorship <input type="checkbox"/> Volunteer <input type="checkbox"/> Part-time Employment <input type="checkbox"/> Other:
	11							Assessments/Certifications: <input type="checkbox"/> Technical Skills Attainment (TSA) <input type="checkbox"/> Other:
	12							Placement Assessments: <input type="checkbox"/> Compass Test <input type="checkbox"/> PLAN <input type="checkbox"/> ACT <input type="checkbox"/> PSAT <input type="checkbox"/> SAT <input type="checkbox"/> ASVAB <input type="checkbox"/> WorkKeys <input type="checkbox"/> Other:

Annotations in the image:

- Step 2:** Points to the "Insert School Name" field.
- Step 3:** Points to the "Copy" button in the Microsoft Word ribbon.
- Step 4:** Points to the "Replace" button in the Microsoft Word ribbon.

Page: 1 of 32 | Words: 9,999 | Revised 7/26/2011

Step 5: Click in the fill-in box to the right of “Find What”

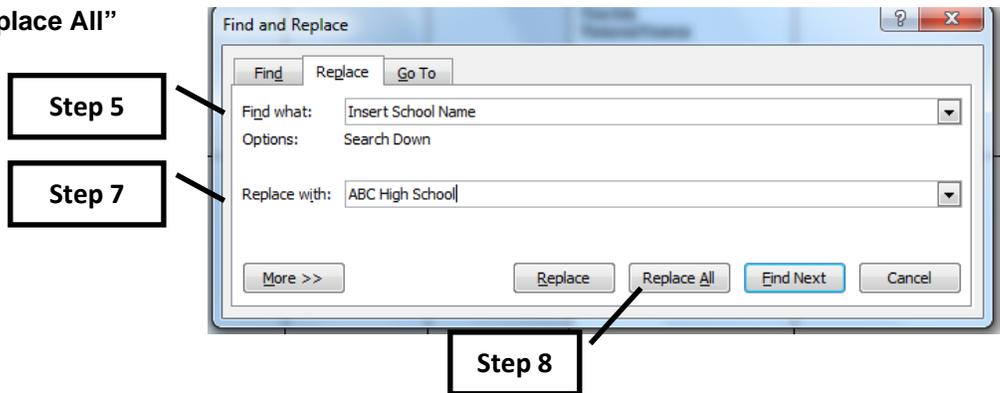
Step 6: Hold down the “Ctrl” key and type the letter “V”

Step 6

“Insert School Name” should now be pasted in the “Find What” box

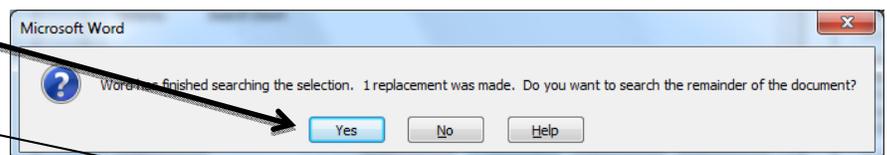
Step 7: Click in the fill-in box to the right of “Replace with” and type in the name of your school.

Step 8: Click “Replace All”

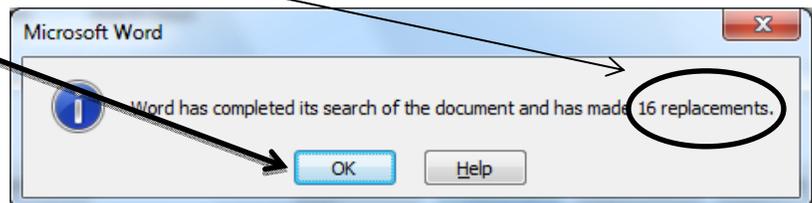


Step 9: Click “Yes”

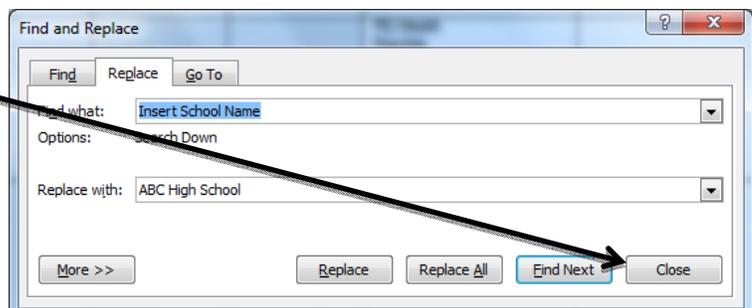
The dialog box should indicate that 16 replacements have been made.



Step 10: Click “Ok” to continue.



Step 11: Close the dialog box.



Step 12: Repeat **Steps 2 – 11** to “Insert School Web Address” and “Insert Career Center Name” using the appropriate title to amend and replace with school information.

Additional Learning Opportunity Boxes

To add an "X" to a box in the Additional Learning Opportunities:

Step 1: Point to the box and Double-click

postsecondary credit.

Additional Learning Opportunities

School-Based:

- Career Research
- Cooperative Education
- Internship
- Job Shadowing
- Service Learning Project
- Other:

Community Based:

- Mentorship
- Volunteer
- Part-time Employment
- Other:

Assessments/Certifications:

- Technical Skills Attainment (TSA)
- Other:

Placement Assessments:

- Compass Test
- PLAN
- ACT
- PSAT
- SAT
- ASVAB
- WorkKeys
- Other:

Student Organizations:

- DECA
- FBLA
- FFA
- FCCLA
- SkillsUSA
- Other:

Revised 8/2/2011

100%

Step 2: Select "Checked"

Step 3: Click "OK"

The box should now have an "X" in it.

You will need to repeat this for each box you wish checked.

To remove an "X", follow the same steps, but choose "Not Checked".

Check Box Form Field Options

Check box size

- Auto
- Exactly: 10 pt

Default value

- Not checked
- Checked

Run macro on

Entry: [] Exit: []

Field settings

Bookmark: Check1

- Check box enabled
- Calculate on exit

Add Help Text... OK Cancel

Additional Items to be Completed

- Enter **Graduation Requirement** classes for the first cluster
 - Use the Copy and Paste feature to complete the remaining cluster templates
- Enter **Required Courses, Elective Options** for each cluster template
- Identify and mark **Articulated and Dual Credit Classes**
- Select/modify “**Additional Learning Opportunities**” specific to school
- Review/modify “**Postsecondary Offerings**” specific to school
- Review/modify “**Sample Careers By Educational Level**” specific to school
- Be sure to **Save** modified template file
- Develop a Personal Plan of Study template
 - Select from one of the state model templates, or
 - Review the Personal Plan of Study component checklist for requirements

Recommendations

- Communicate with administration and staff regarding Programs of Study, Personal Plans of Study and Career & Guidance programs and ask them to review the templates and provide feedback
- Post Program of Study templates to your school website
- Update your Course Catalog to a Career & Educational Planning Guide
 - Include Program of Study templates in the Guide
- Identify how Missouri Connections can be used in the Career Planning Process and develop a plan
- Move from “scheduling” students to developing a Personal Plan of Study with each student