CAREER AND COLLEGE DEVELOPMENT

LESSON 10-7 ▲ INTRODUCTION TO PROGRAM OF STUDY

**LEARNING GOALS/OUTCOMES**

* Students will describe possible careers within a Career Cluster of interest.
* Students will create a draft Program of Study.

**MATERIALS NEEDED**

* **Student Handouts:**
* Program of Study Template (Detailed Program of Study forms for each Career Cluster can be found at <http://www.k12.wa.us/CareerTechEd/ProgramsofStudy.aspx>)
* Career Clusters Worksheet
* **Family Handout:**
* Career Clusters and Sample Jobs
* ***Where Are You Going? Guidebook***published by the Washington State Workforce Training and Education Coordinating Board (can download the PDF at [wtb.wa.gov/CareerGuide.asp](http://wtb.wa.gov/CareerGuide.asp))

**CLASSROOM ACTIVITIES**

1. **Introduce/Review Career Clusters.** Tell students that one way to find a career they will love is to find a Career Cluster that sounds interesting to them. Explain that Career Clusters are groups of jobs that are based on similar interests, skills, and abilities. There are 16 different Career Clusters, and each of these clusters contains many different but related types of careers**.** Let students know this focus on career clusters in 10th grade is a building block to a Program of Study activity so it’s okay if it is review because it leads to something new!
2. **Complete the *Career Clusters Worksheet*.** Give each student a copy of the *Career Clusters Worksheet* (either from the attached worksheet or from pages 12-15 in the guide booklet). The worksheet will give them a list of activities, attributes, and school subjects to check and will then help them tally points to determine the Career Clusters that are most interesting to them.
3. **Help students identify possible careers.** After students have finished the quiz, help them copy their scores for each area onto the last page. Then have them circle their top three career clusters. They can then use the guidebook to research these career clusters and to identify careers that sound interesting**.**
4. **Explore Programs of Study.**Districts receiving Carl D. Perkins funds must have at least one approved Program of Study. The Program of Study is a comprehensive education plan that can be used as a supplement to the High School & Beyond Plan. Programs of Study are organized around the national career clusters framework, and list the courses the student will take during high school and may include a list of courses the student intends to pursue during postsecondary education as they relate to the field of interest.

A Program of Study is a collaborative effort between secondary and postsecondary education to seamlessly coordinate classroom instruction, student guidance, career and technical student organizations, career development, and community participation for a particular career cluster and pathway to prepare students not only for postsecondary but also for the workforce

Whether your school receives Perkins funds or not, it’s a good idea to have your students design a Program of Study. If you wish, have your students use *the Program of Study Template* to design a personal plan for their high school and postsecondary experience. The individual plan of study should reflect the student’s career interests. This plan, along with the student’s classroom instruction, should be linked with leadership clubs and community activities. This will provide practical experience and enhance the student’s personal communication, leadership, and teamwork skills. Students may need guidance in preparing a Program of Study. Model Career Cluster Frameworks can be found at: [www.k12.wa.us/careerteched/clusters/default.aspx](http://www.k12.wa.us/careerteched/clusters/default.aspx)

**STUDENT PRODUCTS**

* **Completed *Career Clusters Worksheet***
* **Completed *Program of Study Template***

**ADDITIONAL RESOURCES AND OTHER INFORMATION**

* **Washington State Workforce Training and Education Coordinating Board**

[www.wtb.wa.gov](http://www.wtb.wa.gov)   
Information about employment and training opportunities.

* **Additional Program of Study Information for Career-Technical Education** <http://www.k12.wa.us/CareerTechEd/ProgramsofStudy.aspx>

Up to 78 detailed Program of Study forms for each Career Cluster

* **The Washington State Workforce Training and Education Coordinating Board’s**   
  ***Where Are You Going? Guide*** can be foundat: [www.careerbridge.wa.gov](http://www.careerbridge.wa.gov)

CAREER AND COLLEGE DEVELOPMENT

LESSON 10-7 STUDENT HANDOUT

CAREER CLUSTERS WORKSHEET

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Directions:** Check the items in each box that best describe you. Check as many as you choose. Add up the number in each box and then copy them to the boxes on the last page of this worksheet. See which three Career Clusters have the highest numbers. Then find the corresponding Career Clusters on pages 8-11 of the ***Where Are You Going? Guide***published by the Washington State Workforce Training and Education Coordinating Board. Once you identify the Career Clusters that are most interesting to you, find careers in that Cluster to explore.

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| 1. **What I like to do:**  * Learn how things grow and stay alive. * Make the best use of the earth’s natural resources. * Hunt and/or fish. * Protect the environment. * Be outdoors in all kinds of weather. * Plan, budget, and keep records. * Operate machines and keep them in good repair. | **My personal qualities:**   * Self-reliant * Nature lover * Physically active * Planner * Creative problem solver | **School subjects I like:**   * Math * Life Sciences * Earth Sciences * Chemistry * Agriculture | **Total number checked in Box 1:**  **\_\_\_\_\_\_\_\_** |
| 1. **What I like to do:**  * Read and follow blueprints and/or instructions. * Picture in my mind what a finished product looks like. * Work with my hands. * Perform work that requires precise results. * Solve technical problems. * Visit and learn from beautiful, historic, or interesting buildings. * Follow logical, step-by-step procedures. | **My personal qualities:**   * Curious * Good at following directions * Pay attention to detail * Good at visualizing possibilities * Patient and persistent | **School subjects I like:**   * Math * Drafting * Physical Sciences * Construction Trades * Electrical Trades/ Heat, Air Conditioning and Refrigeration/ Technology Education | **Total number checked in Box 2:**  \_\_\_\_\_\_\_\_ |
| 1. **What I like to do:**  * Use my imagination to communicate new information to others. * Perform in front of others. * Read and write. * Play a musical instrument. * Perform creative, artistic activities. * Use video and recording technology. * Design brochures and posters. | **My personal qualities:**   * Creative and imaginative * Good communicator, good vocabulary * Curious about new technology * Relate well to feelings and thoughts of others * Determined/ tenacious | **School subjects I like:**   * Music * Speech and Drama * Journalism/ Literature * Audiovisual * Technologies | **Total number checked in Box 3:**  \_\_\_\_\_\_\_\_ |

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| 1. **What I like to do:**  * Perform routine, organized activities but can be flexible. * Work with numbers and detailed information. * Be the leader in a group. * Make business contact with people. * Work with computer programs. * Create reports and communicate ideas. * Plan my work and follow instructions without close supervision. | **My personal qualities:**   * Organized * Practical and logical * Patient * Tactful * Responsible | **School subjects I like:**   * Computer Applications * Business * Information Technology * Accounting * Math * English * Economics | **Total number checked in Box 4:**  \_\_\_\_\_\_\_\_ |
| 1. **What I like to do:**  * Communicate with different types of people. * Help others with their homework or to learn new things. Go to school. * Direct and plan activities for others. * Handle several responsibilities at once. * Acquire new information. * Help people overcome their challenges. | **My personal qualities:**   * Friendly * Decision maker * Helpful * Innovative/ Inquisitive * Good listener | **School subjects I like:**   * Language Arts * Social Studies * Math * Science * Psychology | **Total number checked in Box 5:**  \_\_\_\_\_\_\_\_ |
| 1. **What I like to do:**  * Work with numbers. * Work to meet a deadline. * Make predictions based on existing facts. * Have a framework of rules by which to operate. * Analyze financial information and interpret it to others. * Handle money with accuracy and reliability. * Take pride in the way I dress and look. | **My personal qualities:**   * Trustworthy * Orderly * Self-confident * Logical * Methodical or efficient | **School subjects I like:**   * Accounting * Math * Economics * Banking/ Financial Services * Business Law | **Total number checked in Box 6:**  \_\_\_\_\_\_\_\_ |
| 1. **What I like to do:**  * Be involved in politics. * Negotiate, defend, and debate ideas and topics. * Plan activities and work cooperatively with others. * Work with details. * Perform a variety of duties that may change often. * Analyze information and interpret it to others. * Travel and see things that are new to me. | **My personal qualities:**   * Good communicator * Competitive * Service minded * Well organized * Problem solver | **School subjects I like:**   * Government * Language Arts * History * Math * Foreign Language | **Total number checked in Box 7:**  \_\_\_\_\_\_\_\_ |
| 1. **What I like to do:**  * Work under pressure. * Help sick people and animals. * Make decisions based on logic and information. * Participate in health and science classes. * Respond quickly and calmly in emergencies. * Work as a member of a team. * Follow guidelines precisely and meet strict standards of accuracy. | **My personal qualities:**   * Compassionate and caring * Good at following directions * Conscientious and careful * Patient * Good listener | **School subjects I like:**   * Biological Sciences * Chemistry * Math * Occupational Health * Language Arts | **Total number checked in Box 8:**  \_\_\_\_\_\_\_\_ |

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| 1. **What I like to do:**  * Work under pressure. * Help sick people and animals. * Make decisions based on logic and information. * Participate in health and science classes. * Respond quickly and calmly in emergencies. * Work as a member of a team. * Follow guidelines precisely and meet strict standards of accuracy. | **My personal qualities:**   * Compassionate and caring * Good at following directions * Conscientious and careful * Patient * Good listener | **School subjects I like:**   * Biological Sciences * Chemistry * Math * Occupational Health * Language Arts | **Total number checked in Box 9:**  \_\_\_\_\_\_\_\_ |
| 1. **What I like to do:**  * Investigate new places and activities. * Work with all ages and types of people. * Organize activities in which other people enjoy themselves. * Have a flexible schedule. * Help people make up their minds. * Communicate easily, tactfully, and courteously. * Learn about other cultures. | **My personal qualities:**   * Tactful * Self-motivated * Works well with others * Outgoing * Slow to anger | **School subjects I like:**   * Language Arts, Speech * Foreign Languages * Social Sciences * Marketing * Food Services | **Total number checked in Box 10:**  \_\_\_\_\_\_\_\_ |
| 1. **What I like to do:**  * Care about people, their needs, and their problems. * Participate in community services and/or volunteering. * Listen to other people’s viewpoints. * Help people be at their best. * Work with people from preschool age to old age. * Think of new ways to do things. * Make friends with different kinds of people. | **My personal qualities:**   * Good communicator, good listener * Caring * Non-materialistic * Uses intuition and logic * Non-judgmental | **School subjects I like:**   * Language Arts * Psychology, Sociology * Family and Consumer Sciences * Finance * Foreign Language | **Total number checked in Box 11**:  \_\_\_\_\_\_\_\_ |
| 1. **What I like to do:**  * Work with computers. * Reason clearly and logically to solve complex problems. * Use machines, techniques, and processes. * Read technical materials and diagrams and solve technical problems. * Adapt to change. * Play video games and figure out how they work. * Concentrate for long periods without being distracted. | **My personal qualities:**   * Logical/ analytical thinker * See details in the big picture * Persistent * Good concentration skills * Precise and accurate | **School subjects I like**:   * Math * Science * Computer Technology, Computer Applications * Communications * Graphic Design | **Total number checked in Box 12:**  \_\_\_\_\_\_\_\_ |

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| 1. **What I like to do:**  * Work under pressure or in the face of danger. * Make decisions based on my own observations. * Interact with other people. * Be in positions of authority. * Respect rules and regulations. * Debate and win arguments. * Observe and analyze people’s behavior. | **My personal qualities:**   * Adventurous * Dependable * Community-minded * Decisive * Optimistic | **School subjects I like:**   * Language Arts * Psychology, Sociology * Government, History * Law Enforcement * First Aid, First Responder | **Total number checked in Box 13:**  **\_\_\_\_\_\_\_\_** |
| 1. **What I like to do:**  * Shop and go to the mall. * Be in charge. * Make displays and promote ideas. * Give presentations and enjoy public speaking. * Persuade people to buy products or to participate in activities. * Communicate my ideas to other people. * Take advantage of opportunities to make extra money. | **My personal qualities:**   * Enthusiastic * Competitive * Creative * Self-motivated * Persuasive | **School subjects I like:**   * Language Arts * Math * Business Education, Marketing * Economics * Computer Applications | **Total number checked in Box 14:**  \_\_\_\_\_\_\_\_ |
| 1. **What I like to do:**  * Interpret formulas. * Find the answers to questions. * Work in a laboratory. * Figure out how things work and investigate new things. * Explore new technology. * Experiment to find the best way to do something. * Pay attention to details and help things be precise. | **My personal qualities:**   * Detail oriented * Inquisitive * Objective * Methodical * Mechanically inclined | **School subjects I like:**   * Math * Science * Drafting, Computer-Aided Drafting * Electronics, Computer Networking * Technology Education | **Total number checked in Box 15:**  \_\_\_\_\_\_\_\_ |
| 1. **What I like to do:**  * Travel. * See well and have quick reflexes. * Solve mechanical problems. * Design efficient processes. * Anticipate needs and prepare to meet them. * Drive or ride. * Move things from one place to another. | **My personal qualities:**   * Realistic * Mechanical * Coordinated * Observant * Planner | **School subjects I like:**   * Math * Trade and Industry * Physical Sciences * Economics * Foreign Language | **Total number checked in Box 16:**  \_\_\_\_\_\_\_\_ |

Turn to the next page and copy down your scores from each box. Then circle your top three Career Clusters.

**WHAT ARE YOUR TOP CAREER INTEREST AREAS?**

Copy down your scores from each box from the previous pages. Then circle your top three Career Clusters.

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| **CAREER CLUSTER AREA** | **YOUR SCORE** |
| **CAREER CLUSTER AREA 1:**  Agriculture, Food & Natural Resources | Total number checked in Box 1: **\_\_\_\_\_\_\_** |
| **CAREER CLUSTER AREA 2:**  Architecture & Construction | Total number checked in Box 2: **\_\_\_\_\_\_\_** |
| **CAREER CLUSTER AREA 3:**  Arts, A/V Technology & Communications | Total number checked in Box 3: **\_\_\_\_\_\_\_** |
| **CAREER CLUSTER AREA 4:**  Business Management & Administration | Total number checked in Box 4: **\_\_\_\_\_\_\_** |
| **CAREER CLUSTER AREA 5:**  Education & Training | Total number checked in Box 5: **\_\_\_\_\_\_\_** |
| **CAREER CLUSTER AREA 6:**  Finance | Total number checked in Box 6: **\_\_\_\_\_\_\_** |
| **CAREER CLUSTER AREA 7:**  Government & Public Administration | Total number checked in Box 7: **\_\_\_\_\_\_\_** |
| **CAREER CLUSTER AREA 8:**  Health Science | Total number checked in Box 8: **\_\_\_\_\_\_\_** |
| **CAREER CLUSTER AREA 9:**  Hospitality & Tourism | Total number checked in Box 9: **\_\_\_\_\_\_\_** |
| **CAREER CLUSTER AREA 10:**  Human Services | Total number checked in Box 10: **\_\_\_\_\_\_\_** |
| **CAREER CLUSTER AREA 11:**  Information Technology | Total number checked in Box 11: **\_\_\_\_\_\_\_** |
| **CAREER CLUSTER AREA 12:**  Law, Public Safety & Security | Total number checked in Box 12: **\_\_\_\_\_\_\_** |
| **CAREER CLUSTER AREA 13:**  Manufacturing | Total number checked in Box 13: **\_\_\_\_\_\_\_** |
| **CAREER CLUSTER AREA 14:**  Marketing | Total number checked in Box 14: **\_\_\_\_\_\_\_** |
| **CAREER CLUSTER AREA 6:**  Science, Technology, Engineering & Mathematics | Total number checked in Box 6: **\_\_\_\_\_\_\_** |
| **CAREER CLUSTER AREA 16:**  Transportation, Distribution & Logistics | Total number checked in Box 16: **\_\_\_\_\_\_\_** |

HIGH SCHOOL AND BEYOND PLAN

LESSON 10-7 STUDENT HANDOUT

PROGRAM OF STUDY TEMPLATE

Name: Career Cluster: Career Cluster Pathway:

*This Career Pathway Program of Study can serve as a guide along with other career planning materials as learners continue on a career path. Courses listed within this program are only recommended and should be individualized to meet each learner’s education and career goals. This Program of Study should be customized with course titles and appropriate high school graduation requirements as well as college entrance requirements. Find customized Programs of Study at:* [*http://www.k12.wa.us/CareerTechEd/ProgramsofStudy.aspx*](http://www.k12.wa.us/CareerTechEd/ProgramsofStudy.aspx)*.*

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| **SECONDARY GRADUATION REQUIREMENTS** | | | | | | | | | |
| **SUBJECT**  *(Required credits)* | **English/ Language Arts** *(3.0 credits)* | **Social Studies** *(2.5 credits)* | **Math** *(2.0 credits)* | **Science** *(2.0 credits)* | **Fine Arts** *(1.0 credits)* | **Health/ Fitness** *(2.0 credits)* | **Other** *(5.5 credits)* | **Related Career & Technical/ Occupational Education** *(1.0 credits)* | **SAMPLE Occupations Related To This Pathway** |
| **GRADE** | *Visit the OSPI or State Board of Education web sites for more information on state graduation requirements. (****Note:*** *Local districts often require additional credits.)* | | | | | | | | |
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| 10 |  |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |  |

Name: Career Cluster: Career Cluster Pathway:

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| **POSTSECONDARY PROGRAMS** | | | | |
| **Technical Certification**  *(Instruction provided through certified training and/or testing centers)* | **Apprenticeship Opportunities**  *(To learn more, visit the Department of Labor & Industries’ web site)* | **2-yr or ATA Degree**  *(Find specific colleges at  www.checkoutacollege.com)* | **4-yr Degree of Adv Training**  *(Find specific colleges at the Higher Education Coordinating Board)* | **SAMPLE Occupations Related To This Pathway** |
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CAREER AND COLLEGE DEVELOPMENT

LESSON 10-7 FAMILY HANDOUT

CAREER CLUSTERS AND SAMPLE JOBS

CAREER

What does your student want to do? One way to answer that question is to help your student select a Career Cluster. Career clusters are groups of jobs that are based on similar interests, skills, and abilities.

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| **CAREER**  **CLUSTER** | **CLUSTER**  **DESCRIPTION** | **FOCUS AREAS** | **SAMPLE JOBS** |
| **Agriculture, Food, and Natural Resources** | The production, processing, marketing, distribution, financing, and development of agricultural commodities and resources, including food, fiber, wood products, natural resources, horticulture, and other plant and animal products and resources. | * Food Products and Processing Systems * Plant Systems * Animal Systems * Power, Structural & Technical Systems * Natural Resource Systems * Environmental Science Systems * Agribusiness Systems | * Aquaculturalist * Botanist * Ecologist * Environmental Compliance-Assurance Manager * Farmer/Rancher * Fish & Game Officer * Recycling Technician * Veterinarian * Wildlife Manager |
| **Architecture and Construction** | Careers in designing, planning, managing, building, and maintaining the built environment. | * Design/Pre-Construction * Construction * Maintenance/Operations | * Architect * Carpenter * Civil Engineer * Demolition Engineer * Drywall Installer * Electrician * Interior Designer * Painter * Plumber * Roofer * Sheet and Metal Worker |
| **Arts, A/V Technology and Communications** | Designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services. | * Audio and Video Technology and Film * Journalism and Broadcasting * Performing Arts * Printing Technology * Telecommunications * Visual Arts | * Actor * Broadcast Technician * Computer Animator * Curator * Director * Fashion Designer * Journalist * Musician * Telecommunication Tech * Web Page Designer |

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| **CAREER**  **CLUSTER** | **CLUSTER**  **DESCRIPTION** | **FOCUS AREAS** | **SAMPLE JOBS** |
| **Business, Management and Administration** | Planning, organizing, directing, and evaluating business functions essential to efficient and productive business operations. | * General Management * Business Information Management * Human Resources Management * Operations Management * Administrative Support | * Administrative Assistant * Auditor * Entrepreneur * Finance Director * Marketing Analyst * Office Manager * Public Relations Manager * Wholesale and Retail Buyer |
| **Education and Training** | Planning, managing, and providing education and training services and related learning support services. | * Teaching and Training * Professional Support Services * Administration and Administrative Support | * Administrator * Career Tech Administrator * Child Care Worker * Clinical Psychologist * Coach * Counselor * Principal * Teacher |
| **Finance** | Services for financial and investment planning, banking, insurance, and business financial management. | * Securities and Investments * Business and Finance * Banking Services * Insurance * Accounting | * Accountant * Bill and Account Collector * Controller * Debt Counselor * Economist * Financial Planner * Loan Officer * Tax Examiner * Underwriter |
| **Government and Public Administration** | Executing governmental functions, including governance, national security, foreign service, planning, revenue and taxation, regulation, and management and administration at the local, state, and federal levels. | * Governance * National Security * Foreign Service * Planning * Revenue and Taxation * Regulation * Public Management and Administration | * Ambassador * Armed Services member * City Manager * Cryptographer * Elected Official * Foreign Service Officer * Intelligence Analyst * Policy Advisor |
| **Law, Public Safety Corrections and Security** | Planning, managing, and providing legal, public safety, protective services, and homeland security, including professional and technical support services. | * Corrections Services * Emergency and Fire Management Services * Security and Protective Services * Law Enforcement Services * Legal Services | * Attorney * Bomb Technician * Corrections Officer * Firefighter * Hazardous Materials Responder * Police Officer * Security Director |

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| --- | --- | --- | --- |
| **CAREER**  **CLUSTER** | **CLUSTER**  **DESCRIPTION** | **FOCUS AREAS** | **SAMPLE JOBS** |
| **Manufacturing** | **The processing of materials into intermediate or final products and related professional and technical support activities, such as production planning and control, maintenance and manufacturing/process engineering.** | * **Production** * **Manufacturing Production Process Development** * **Maintenance, Installation and Repair** * **Quality Assurance** * **Logistics and Inventory Control** * **Health, Safety, and Environmental Assurance** | * **Assembler** * **Boilermaker** * **Design Engineer** * **Environmental Engineer** * **Freight, Stock, and Material Mover** * **Industrial Machinery Mechanic** * **Manufacturing Technician** * **Pattern and Model Maker** * **Production Manager** * **Tool and Diemaker** * **Welder** |
| **Marketing** | **Researching and identifying customer needs and preferences, planning and implementing customer outreach, preparing materials to support sales activities.** | * **Marketing Management** * **Professional Sales** * **Merchandising** * **Marketing Communication** * **Marketing Research** | * **Copywriter** * **E-Commerce Director** * **Field Marketing Rep** * **Interactive Media Specialist** * **Inventory Manager** * **Merchandise Buyer** * **Public Relations Manager** * **Sales Executive** * **Telemarketer** * **Webmaster** |
| **Science, Technology, Engineering & Mathematics** | **Scientific research and professional and technical services in the physical sciences, social sciences, and engineering, including laboratory and testing services, and research and development services.** | * **Science and Mathematics** * **Engineering and Technology** | * **Aerospace Engineer** * **Biomedical Engineer** * **Chemist** * **Geologist** * **Mathematician** * **Metallurgist** * **Statistician** * **Zoologist** |
| **Transportation, Distribution and Logistics** | **Planning, management, and movement of people, materials, and goods by road, pipeline, air, rail, and water; and related professional and technical support services, such as transportation infrastructure planning and management, logistics services, mobile equipment, and facility maintenance.** | * **Transportation Operations** * **Logistics Planning and Management Services** * **Warehousing and Distribution Center Operations** * **Facility and Mobile Equipment Maintenance** * **Transportation System/ Infrastructure Planning, Management, and Regulation** * **Health, Safety, and Environmental Management** * **Sales and Service** | * **Airplane Pilot** * **Air Traffic Controller** * **Cargo and Freight Agent** * **Customs Inspector** * **Facility Engineer** * **International Logistics Specialist** * **Locomotive Engineer** * **Port Manager** * **Safety Analyst** * **Urban and Regional Planner** * **Warehouse Manager** |

For more information about the 16 Career Clusters or to find detailed booklets or plans of study for the cluster that is most interesting to your student, please visit the following resources:

The Washington State Workforce Training and Education Coordinating Board’s ***Where Are You Going? Guidebook***

The States’ Career Clusters organization: [www.careerclusters.org](http://www.careerclusters.org).

The Superintendent of Public Instruction:http://www.k12.wa.us/CareerTechEd/ProgramsofStudy.aspx