

Date: \_\_\_\_\_

SCHOOL YEAR: \_\_\_\_ 2018-2019 \_\_\_\_ 2019-2020

Student Name: \_\_\_\_\_  
(Please Print) Last Name, First Name

DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_  
                  month     Day     Year

ID# \_\_\_\_\_

Student ID Number \_\_\_\_\_  
Orientation (circle): Y N  
Ed Plan completed (circle): Y N  
SPRO                             Y N

Student Goal: Check  all that apply

- Earn a Career Technical Education Certificate      Transition from Noncredit to Credit Courses      Retain Job/Work based project      Personal Goal  
 Advance in Current Job / Career (Update Job Skills)      Formulate Career Goals/ Prepare for New Career (Acquire Job Skills)      Transition to HS Diploma or GED

Location:

CWPC  SCC  CHAP

SCHOOL YEAR	TERM			3D Printing/Advanced Manufacturing (OEC.3DPAM.CC)	Completed	Needed
	FAN	SPN	SUN			
				VBUS 101, Intro to 3D Modeling using Blender		
				VBUS 105, Intro to 3D Animation using Blender		
				VBUS 130, Intro to 3D Printing		
SCHOOL YEAR	TERM			Customer Service Representative (OEC.CSTSV.CC)	Completed	Needed
	FAN	SPN	SUN			
				VBUS 012, Workforce Readiness		
				VBUS 119, Intro to Keyboarding and Basic Windows		
				VBUS 258, Navigating the Internet		
				VBUS 260, Intro to Word Processing using MS Word		
SCHOOL YEAR	TERM			Digital Marketing Specialist (OEC.DMS.CC)	Completed	Needed
	FAN	SPN	SUN			
				VBUS 014, Intro to Mobile and Social Media Tools		
				VBUS 150, Intro to Digital Marketing		
				VBUS 152, Intro to Digital Marketing Analytics		
SCHOOL YEAR	TERM			Executive Secretary/Administrative Assistant (OEC.EXSEC.CC)	Completed	Needed
	FAN	SPN	SUN			
				VBUS 012, Workforce Readiness		
				VBUS 013, Intro to Personal Management using MS Outlook		
				VBUS 096, Intro to the use of Digital Cameras		
				VBUS 102, Intro to Desktop Publishing using Adobe InDesign		
				VBUS 117, Intro to Document Processing using Adobe Acrobat		
				VBUS 119, Intro to Keyboarding and Basic Windows		
				VBUS 258, Navigating the Internet		
				VBUS 260, Intro to Word Processing using MS Word		
				VBUS 261, Intro to Databases using MS Access		
				VBUS 262, Intro to Spreadsheets using MS Excel		
				VBUS 304, Intro to Electronic Presentations using MS PowerPoint		
SCHOOL YEAR	TERM			Web Associate (OEC.WEB.CC)	Completed	Needed
	FAN	SPN	SUN			
				VBUS 010, Intro to Web Design using Adobe Dreamweaver		
				VBUS 107, Intro to Seminar in Adobe Tools		
				VBUS 242, Intro to Vector Graphics using Adobe Illustrator		
				VBUS 302, Intro to Web Page Development using HTML		
				VBUS 303, Intro to Electronic Imaging using Adobe Photoshop		
SCHOOL YEAR	TERM			Home-Based Business (OEC.HMBB.CC)	Completed	Needed
	FAN	SPN	SUN			
				VBUS 014, Intro to Mobile and Social Media Tools		
				VBUS 030, How to Build a Home-Based Business		
				VBUS 040, Accounting for Non-Accountants		
				VBUS 097, Intro to Personal Commerce on the Internet		

SCHOOL YEAR	TERM			First-Line Supervisor/Manager, Office and Administrative Support Workers	Completed	Needed
	FAN	SPN	SUN			
				VBUS 014, Intro to Mobile and Social Media Tools		
				VBUS 097, Intro to Personal Commerce on the Internet		
				VBUS 103, Intro to MS Project		
				VBUS 118, Intro to Windows		
				VBUS 257, Seminar in Business Applications		
				VBUS 260, Intro to Word Processing using MS Word		
				VBUS 262, Intro to Spreadsheets using MS Excel		
				VBUS 304, Intro to Electronic Presentations using MS PowerPoint		
SCHOOL YEAR	TERM			General Office Clerk (OEC.GOC.CC)	Completed	Needed
	FAN	SPN	SUN			
				VBUS 012, Workforce Readiness		
				VBUS 118, Intro to Windows		
				VBUS 119, Intro to Keyboarding and Basic Windows		
				VBUS 140, Intro to Google Applications for Work		
				VBUS 258, Navigating the Internet		
				VBUS 260, Intro to Word Processing using MS Word		
				VBUS 262, Intro to Spreadsheets using MS Excel		
SCHOOL YEAR	TERM			Multi-Media Artists and Animators (OEC.MMAA.CC)	Completed	Needed
	FAN	SPN	SUN			
				VBUS 096, Intro to the use of Digital Cameras		
				VBUS 101, Intro to 3D Modeling using Blender		
				VBUS 105, Intro to 3D Animation using Blender		
				VBUS 109, Intro to Desktop Video Editing using Adobe Premiere		
				VBUS 120, Intro to Animations using Adobe Animate		

TERM	SECTION #	SECTION/COURSE TITLE	SITE/ROOM	DAY(S)	START TIME	END TIME

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Counselor initials: \_\_\_\_\_ Date: \_\_\_\_\_