

# Career Plan of Study

Learner Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 E-mail Address \_\_\_\_\_

Date \_\_\_\_\_  
 Advisor Signature \_\_\_\_\_  
 Learner Signature \_\_\_\_\_  
 Parent/Guardian Signature \_\_\_\_\_

	9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
<b>High School</b>	English I	English II	English III	English IV
	Algebra I or Geometry	Geometry or Algebra II	Algebra II, Trigonometry or Statistics	Pre-Calculus, Trigonometry or Statistics
	Physical Science or Biology I	Biology I or Chemistry I	Chemistry, or Physics	Physics
	Geography/State History	World History	American History	Economics/Government
	<b>Required Electives</b> PE, Health, Art, Foreign Language, or Computer Technology	<b>Required Electives</b> PE, Health, Art, Foreign Language, or Computer Technology	<b>Additional High School Electives</b> Computer Science Business Computer Applications I Business Computer Applications II	<b>Technology Center Options</b> Office Administrative Technologies Business and Computer Technology Computerized Accounting
<b>Career Electives</b> Computer Science Business Computer Applications	<b>Career Electives</b> Computer Science Business Computer Applications			
<b>Post-Secondary</b>	<b>Technology Center</b>		<b>Community College - NOC</b>	<b>College/University - NWOSU</b>
	<input type="checkbox"/> Administrative Assistant <input type="checkbox"/> Legal Office Assistant <input type="checkbox"/> Medical Office Assistant <input type="checkbox"/> Medical Transcriptionist <input type="checkbox"/> Medical Insurance Coder <input type="checkbox"/> Billing Clerk <input type="checkbox"/> Accounts Receivable Clerk <input type="checkbox"/> Accounts Payable Clerk <input type="checkbox"/> Payroll Accounting Clerk <input type="checkbox"/> Full Charge Bookkeeper For more information visit: <a href="http://www.okcareertech.org">www.okcareertech.org</a> or <a href="http://www.nwtechonline.com">http://www.nwtechonline.com</a>		<input type="checkbox"/> Office Management A.A.S.* <input type="checkbox"/> Office Management—Medical Assistant Option A.A.S.* <input type="checkbox"/> Accounting—Business Management A.A.S. <input type="checkbox"/> Business Administration A.S.  *Technical courses offered through alliance agreements only. For more information visit: <a href="http://www.okhighered.org">http://www.okhighered.org</a> and <a href="http://www.north-ok.edu/">http://www.north-ok.edu/</a>	<input type="checkbox"/> Business Administration B.S. <input type="checkbox"/> Business Education B.S. <input type="checkbox"/> Accounting B.S.  For more information visit: <a href="http://www.okhighered.org">http://www.okhighered.org</a> and <a href="http://www.nwosu.edu">http://www.nwosu.edu</a>
<b>Career Enhancement Options</b>	<b>Work-based Learning Options</b>		<b>Short-Term Training Options and/or Industry Certifications</b>	
	<input type="checkbox"/> Job Shadowing <input type="checkbox"/> Work Site Learning		<input type="checkbox"/> Brainbench Certifications <input type="checkbox"/> MOUS <input type="checkbox"/> Oklahoma Department of Career Tech	

*This plan of study should serve as a guide, along with other career planning materials, as you continue your career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each learner's educational and career goals. All plans should meet high school graduation requirements as well as college entrance requirements.*