



Career Plan of Study



Learner Name _____
 Address _____
 Phone Number _____
 E-mail Address _____

Date _____
 Advisor Signature _____
 Learner Signature _____
 Parent/Guardian Signature _____

	9 th Grade	10 th Grade	11 th Grade	12 th Grade
High School	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
	Required Electives PE, Health, Art, Foreign Language, or Computer Technology	Required Electives PE, Health, Art, Foreign Language, or Computer Technology	Additional High School Electives Computer Science Business Computer Applications I Business Computer Applications II	Technology Center Options Business and Information Technology
Career Electives Computer Science Business Computer Applications	Career Electives Computer Science Business Computer Applications			
Post-Secondary	Technology Center		Community College - NOC	College/University - NWOSU
	<input type="checkbox"/> Administrative Assistance <input type="checkbox"/> Legal Secretary <input type="checkbox"/> Medical Office Assistant <input type="checkbox"/> Entrepreneur <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: www.okcareertech.org or http://www.nwtechonline.com		<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: http://www.okhighered.org and http://www.north-ok.edu/	<input type="checkbox"/> Business Administration B.S. <input type="checkbox"/> Business Education B.S. <input type="checkbox"/> Accounting B.S. <input type="checkbox"/> Mass Communications B.S. For more information visit: http://www.okhighered.org and http://www.nwosu.edu
Career Enhancement Options	Work-based Learning Options		Short-Term Training Options and/or Industry Certifications	
	<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.