

NAME _____

- I have an account on Oklahoma Career Guide
- I have updated my resume on Oklahoma Career Guide

Career Cluster Plan of Study for > Learners > Parents > Counselors > Teacher/Faculty

This Career Cluster Plan of Study (based on the Business Management & Administration Career Cluster) can serve as a guide, along with other career planning materials, as learners continue on a career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each learner's educational and career goals. *This Plan of Study, used for learners at an educational institution, should be customized with course titles and appropriate high school graduation requirements, as well as college entrance requirements.

| EDUCATION LEVELS | GRADE | ENGLISH/ LANGUAGE ARTS | MATH | SCIENCE | SOCIAL STUDIES/ SCIENCES | Other required courses, other electives, recommended electives, learner activities | Career and Technical Courses and/or Degree Major Courses for Executive Administrative Assistant | OCCUPATIONS Relating to Executive Administrative Assistant |
|--|---|---|--|---|--|---|---|---|
| OKLAHOMA CAREER GUIDE INTEREST INVENTORY ADMINISTERED | | | | | | | | |
| SECONDARY | 8 | <input type="checkbox"/> 8th Grade English | <input type="checkbox"/> Pre-Algebra or Algebra I | <input type="checkbox"/> 8th Grade Science | <input type="checkbox"/> 8th Grade Civics | <input type="checkbox"/> Financial Literacy <input type="checkbox"/> Computer Technology I and <input type="checkbox"/> Computer Technology II Or <input type="checkbox"/> Foreign Language I and <input type="checkbox"/> Foreign Language II <input type="checkbox"/> Fine Arts or Speech | <input type="checkbox"/> Accounting I <input type="checkbox"/> Administrative Technologies II <input type="checkbox"/> Advanced Excel <input type="checkbox"/> Business Management <input type="checkbox"/> Business Math <input type="checkbox"/> Career Major Capstone <input type="checkbox"/> Computerized Accounting <input type="checkbox"/> Customer Service <input type="checkbox"/> Fundamentals of Administrative Technologies <input type="checkbox"/> Office Administration and Management <input type="checkbox"/> Payroll Accounting I <input type="checkbox"/> Social Media for Business <input type="checkbox"/> Web Design for Business *Optional Certifications: Brainbench, Microsoft Office Specialist (MOS), Quickbooks | Business Offices Corporate Settings Local, State, and Federal Government Agencies Schools and Colleges |
| | 9 | <input type="checkbox"/> English/ Language Arts I | <input type="checkbox"/> Algebra I/ Geometry | <input type="checkbox"/> Biology/ Physical Science | <input type="checkbox"/> OK History/ Civics | | | |
| | 10 | <input type="checkbox"/> English/ Language Arts II | <input type="checkbox"/> Geometry/ Algebra II | <input type="checkbox"/> Chemistry/ Biology/ Astronomy | <input type="checkbox"/> World History/ European History | | | |
| | 11 | <input type="checkbox"/> English/ Language Arts III | <input type="checkbox"/> Algebra II/ Pre-Calculus/ Trigonometry | <input type="checkbox"/> Physics/Zoology/ Environmental Science | <input type="checkbox"/> US History | | | |
| | COLLEGE PLACEMENT ASSESSMENT-ACADEMIC/CAREER ADVISEMENT PROVIDED | | | | | | | |
| 12 | <input type="checkbox"/> English/ Language Arts IV | <input type="checkbox"/> Pre-Calculus/ Trigonometry/ AP Calculus Statistics/Algebra III | <input type="checkbox"/> AP Science/ Meteorology/ Physiology/ Botany | <input type="checkbox"/> World Geography/ AP History/ Economics | | | | |
| POSTSECONDARY PROGRAMS AND DEGREES WITH NORTHERN OKLAHOMA COLLEGE | | | | | | | | |
| POSTSECONDARY | 13 | <input type="checkbox"/> English Comp I | <input type="checkbox"/> College Algebra | | <input type="checkbox"/> US History | Computer Science (3 hrs) Freshman Orientation (1 hr) Gen Ed Electives (3 hrs) Social Science (3 hrs) | Accounting I-Financial Accounting II-Managerial Business Ethics Business Internship Business Technology & Applications Business Law Computer Accounting I Elementary Statistics Human Resource Management Introduction to Business Macroeconomic Principles Marketing Microeconomic Principles Principles of Management Professional Development | |
| | 14 | <input type="checkbox"/> English Comp II | | | <input type="checkbox"/> American Government | | | |
| | 15 | <input type="checkbox"/> Intro to Oral Communications | | | | | | |
| | 16 | | | | | | | |

*Different requirements may be required at other colleges/universities *Bachelor's Degree may be available