

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 & Entrepreneurship 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 Medical Office	OCCUPATIONS Relating to Medical Office
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"/> Advanced Excel <input type="checkbox"/> Business Math <input type="checkbox"/> Career Major Capstone/Medical Office <input type="checkbox"/> Electronic Health Records <input type="checkbox"/> Fundamentals of Administrative Technologies <input type="checkbox"/> Foundations of Medical Office I <input type="checkbox"/> Foundations of the Medical Office II <input type="checkbox"/> ICD-CPT coding <input type="checkbox"/> Medical Insurance <input type="checkbox"/> Office Administration and Management <input type="checkbox"/> Patient Billing <input type="checkbox"/> Social Media for Business <input type="checkbox"/> Web Design for Business	Hospitals Medical Offices Clinics Adult Care Facilities
	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 COWLEY COUNTY COMMUNITY COLLEGE								
POSTSECONDARY	13	<input type="checkbox"/> English Comp I	<input type="checkbox"/> Intermediate Algebra	<input type="checkbox"/> Lab Science		Computer App (3 hrs) Ethics (3 hrs) Social Science (6 hrs) Public Speaking (3 hrs)	An Associate of General Studies degree may be obtained after the completion of 30 hours of college credit (15 of those hours must be at Cowley County Community College) and the completion of Medical Office at Autry Technology Center.	
	14	<input type="checkbox"/> English Comp II						
	15							
	16							

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