

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 Finance 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 Accounting Services	OCCUPATIONS Relating to Accounting Services
<b>OKLAHOMA CAREER GUIDE INTEREST INVENTORY ADMINISTERED</b>								
<b>SECONDARY</b>	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"/> Accounting II <input type="checkbox"/> Advanced Excel <input type="checkbox"/> Business Management <input type="checkbox"/> Business Math <input type="checkbox"/> Career Major Capstone/Accounting <input type="checkbox"/> Computerized Accounting <input type="checkbox"/> Customer Service <input type="checkbox"/> Fundamentals of Administrative Technologies <input type="checkbox"/> Financial Accounting <input type="checkbox"/> MS Access <input type="checkbox"/> MS PowerPoint <input type="checkbox"/> Payroll Accounting I & II <input type="checkbox"/> Social Media for Business <input type="checkbox"/> Web Design for Business  <b>*Optional Certifications:</b> Brainbench, Certified Bookkeeper (CB), Financial Accounting CLEP Exam, Fundamental Payroll Certification (FPC), Microsoft Office Specialist (MOS), QuickBooks Certified User	Accounting Firms Banks Entrepreneurship General Bookkeeping Hospitals Law Firms
	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			
	<b>COLLEGE PLACEMENT ASSESSMENT-ACADEMIC/CAREER ADVISEMENT PROVIDED</b>							
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				
<b>POSTSECONDARY PROGRAMS AND DEGREES WITH NORTHERN OKLAHOMA COLLEGE</b>								
<b>POSTSECONDARY</b>	13	<input type="checkbox"/> English Comp I	<input type="checkbox"/> College Algebra		<input type="checkbox"/> US History	Business Ethics (3 hrs) Computer Science (3 hrs) Freshman Orientation (1 hr)	Accounting I-Financial Accounting II-Managerial (3 hrs) Business Law (3 hrs) Business Technology & Applications Business/Accounting Internship (3 hrs) Computerized Accounting I (3 hrs) Elementary Statistics (3 hrs) Fundamentals of Accounting (3 hrs) Human Resource Management Introduction to Business Microeconomic Principles Payroll Accounting (3 hrs) Principles of Management Professional Development (1 hr)	
	14	<input type="checkbox"/> English Comp II/ Business Communications			<input type="checkbox"/> American Government			
	15							
	16							

\*Different requirements may be required at other colleges/universities

\*Bachelor's Degree may be available