

NAME _____

- I have an account on Oklahoma Career Guide
- I have undated my resume on Oklahoma Career Guide
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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 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"/> Administering Windows Server 2012 <input type="checkbox"/> Business and Computer Technology <input type="checkbox"/> Career Major Capstone <input type="checkbox"/> Computer Repair and Troubleshooting I <input type="checkbox"/> Computer Repair and Troubleshooting II <input type="checkbox"/> Fundamentals of Database Design <input type="checkbox"/> Installing and Configuring Windows Server 2012 <input type="checkbox"/> Installing and Configuring Windows 10 <input type="checkbox"/> Network + <input type="checkbox"/> Network and Routing Fundamentals-CCNA 1 <input type="checkbox"/> Network and Routing Fundamentals-CCNA 2 <input type="checkbox"/> Network Security-Cyber Security <input type="checkbox"/> Operating System/Command Line <input type="checkbox"/> Routing, Switching and WAN Technologies-CCNA 3 <input type="checkbox"/> Routing, Switching and WAN Technologies-CCNA 4 <input type="checkbox"/> User Interface Design *Optional Certifications: CompTIA A+, CompTIA Network+, CCENT, CCNA, Microsoft Certified Professional (MCP), Microsoft Certified Technology Specialist (MCTS), Brainbench, IC3	Banks Computer Repair and IT Support Educational Entities Entrepreneurship Government Insurance Legal Manufacturing Oil and Gas Telecommunication Transportation
	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 AAS DEGREES WITH OSUIT								
POSTSECONDARY	13	<input type="checkbox"/> English Comp I	<input type="checkbox"/> College Algebra	<input type="checkbox"/>	<input type="checkbox"/> US History	Humanities (3 hrs) Gen Ed Elective (3 hrs) Oral Communications (3 hrs) College Strategies (1 hr) Ethics (3 hrs) Social Science (6 hrs)	Database Systems Hardware Systems Support Introduction to Computer Logic Network Systems Object-Oriented Programing using C# Operating Systems Principles of Information Security Script Programming Technical Electives Web Development	
	14	<input type="checkbox"/> English Comp II/		<input type="checkbox"/>	<input type="checkbox"/> American Government			
	15							
	16							

*Different requirements may be required at other colleges/universities

*Bachelor's Degree may be available