



Career Plan of Study

2011-2012 Cluster: Finance
Pathway: Business Financial Management & Accounting
Career Major: Accounts Payable/Receivable Clerk

Learner Name _____ Date _____

Learner Signature _____ Advisor Signature _____

Parent/Guardian Signature (if required) _____ Student Status Secondary Post-Secondary

This plan of study, along with other career planning material, should serve as a guide 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.

	Grade	Date Completed	Hours		Grade	Date Completed	Hours
Recommended Course Sequence							
Fundamentals of Technology			120				
Accounting I			120				
Accounting II			120				
Fundamentals of Administrative Technologies			120				
Computerized Accounting			120				
Career Major Capstone			220				
Total Hours							820

ACCOUNTS PAYABLE/RECEIVABLE CLERK Year _____ Name _____

Articulation: Northern Oklahoma College Credit

Post-Secondary	Northern Oklahoma College		High Plains Tech Courses	Grade	Date Completed	Instructor Signature
	OFAD 1103	Beginning Keyboarding & Formatting	Keyboarding & Formatting			
	OFAD 1113	Business Calculations	Business Calculations			
	OFAD 2112	Records Management	Filing			
	OFAD 2333	Beginning Word Processing	Intro to Microsoft Word			
	BMGT 1213	Spreadsheets	Intro to Microsoft Excel			
	ITEC 2213	Employability Skills	Career Development I & II			
	ACCT 1113	Basic Business Records	Basic Accounting I			
	ACCT 2123	Microcomputer Accounting I	Recordkeeping, Quicken & QuickBooks			

Career Enhancement	Work-Based Learning Options		Certifications			
			BrainBench Required Certifications			
			Computer Fundamentals	Microsoft Word		
	<small>(A = Active, NA = Not Active)</small>		Telephone Etiquette	Microsoft Excel		
	Business Professionals of America Years _____		Office Procedures	Microsoft PowerPoint		
	____ Member	____ Committee Member	Business Math or Math Fundamentals	Microsoft Access		
	____ Officer	____ Committee Chair	Data Entry 10-Key	QuickBooks or Quicken		
	____ State Competitions	____ National Competitions	Accounts Receivable/Billing Fundamentals	Bookkeeping Fundamentals		
	Other:		Accounts Payable Fundamentals	Payroll Fundamentals		
	On the Job Training Date _____		Oklahoma Department of Career Tech Recommended Certifications			
Location _____		BMITE Fundamentals Skills Standards OD6601	Accounts Receivable Clerk			
		Full Charge Bookkeeper	Accounts Payable Clerk			
Special Notes:						
<small>**High Plains Technology Center does not condone discrimination with regard to race, color, national origin, religion, gender, age, disability or veteran status in enrollment or employment, nor in the educational programs or activities which it operates.</small>						

***To earn a Completion Certificate, student must maintain an 80% in each course and pass required certification exams.**



Career Plan of Study

2011-2012

Cluster: Business Management and Administration
Pathway: Administrative & Information Support
Career Major: Administrative Assistant

Learner Name _____ **Date** _____

Learner Signature _____ **Advisor Signature** _____

Parent/Guardian Signature (if required) _____ **Student Status** ___Secondary ___Post-Secondary

Recommended Course Sequence	Grade	Completed	Hours		Grade	Completed	Hours
Fundamentals of Technology			120				
Fundamentals of Administrative Technologies			120				
Administrative Technologies II			120				
Office Administration & Management			120				
Career Major Capstone			220				
Total Hours							700

ADMINISTRATIVE ASSISTANT Year _____ Name _____

Articulation: Northern Oklahoma College Credit

Post-Secondary	Northern Oklahoma College		High Plains Tech Courses	Grade	Date Completed	Instructor Signature
	OFAD 1103	Beginning Keyboarding & Formatting	Keyboarding & Formatting			
	OFAD 1113	Business Calculations	Business Calculations			
	OFAD 2112	Records Management	Filing			
	OFAD 2213	Office Procedures	Simulations			
	OFAD 2333	Beginning Word Processing	Intro to Microsoft Word			
	OFAD 2343	Advanced Word Processing	Advanced Microsoft Word			
	BMGT 1213	Spreadsheets	Intro to Microsoft Excel			
	ITEC 1323	Web Graphics II	Web Graphics: Fireworks			
	ITEC 2213	Employability Skills	Career Development I & II			
	ITEC 2336	Web Animation	Web Animation I: Flash			
	ACCT 1113	Basic Business Records	Basic Accounting I			
	ACCT 1123	Basic Business Records II	Basic Accounting II			

Career Enhancement	Work-Based Learning Options		Certifications				
				BrainBench Required Certifications			
				Computer Fundamentals	Microsoft Word		
	<small>(A = Active, NA = Not Active)</small>			Telephone Etiquette	Microsoft Excel		
	Business Professionals of America Years _____			Office Procedures	Microsoft PowerPoint		
	____ Member	____ Committee Member		Interpersonal Communications	Microsoft Access		
	____ Officer	____ Committee Chair		Office Management	Microsoft Office Fundamentals		
	____ State Competitions	____ National Competitions		Managing People	Adobe InDesign		
	Other:			Web Design Concepts	Fireworks or Adobe Photoshop		
				WWW Concepts or HTML or Dreamweaver			
	On the Job Training Date _____			Oklahoma Department of Career Tech Recommended Certifications			
	Location _____			BMITE Fundamentals Skills Standards OD6601	Media Production: Production Assistant OD20603		
				Advertising Design Graphic Designer OD 44112			
Special Notes:							
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Career Plan of Study

2011-2012

Cluster: Information Technology
Pathway: Interactive Media
Career Major: Animator

Learner Name _____ **Date** _____

Learner Signature _____ **Advisor Signature** _____

Parent/Guardian Signature (if required) _____ **Student Status** Secondary Post-Secondary

This plan of study, along with other career planning material, should serve as a guide 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.

Recommended Course Sequence	Grade	Date Completed	Hours		Grade	Date Completed	Hours
Fundamentals of Technology			120				
Multimedia & Image Management Techniques			120				
Design Tools & Electronic Marketing Strategies			120				
Advanced Design Techniques			120				
Advanced Animation Techniques			120				
Career Major Capstone			250				
Total Hours							850

ANIMATOR

Year _____ Name _____

Articulation: Northern Oklahoma College Credit

Post-Secondary

Northern Oklahoma College		High Plains Tech Courses	Grade	Date Completed	Instructor Signature
ITEC 1323	Web Graphics II	Web Graphics: Fireworks			
ITEC 2213	Employability Skills	Career Development I & II			
ITEC 1313	Web Design I	Web Design Concepts			
ITEC 2316	Web Design II	Web Design: Dreamweaver			
ITEC 2336	Web Animation	Web Animation I: Flash			

Career Enhancement

Work-Based Learning Options		Certifications	
		BrainBench Required Certifications	
		Computer Fundamentals	Presentation Skills
<small>(A = Active, NA = Not Active)</small> Business Professionals of America Years _____ _____ Member _____ Committee Member _____ Officer _____ Committee Chair _____ State Competitions _____ National Competitions Other: _____		Adobe Flash	Marketing Concepts
		Adobe Photoshop	Web Design for Accessibility
		Fireworks	Dreamweaver
		Adobe Illustrator	
		3D Max	
On the Job Training	Date _____	Oklahoma Department of Career Tech Recommended Certifications	
Location _____		BMITE Fundamentals Skills Standards OD6601	Media Production: Production Assistant OD20603
			Media Production: Motion Graphics Artist OD 020602
Special Notes:			
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Career Plan of Study

2011-2012 Cluster: Finance
 Pathway: Banking & Related Services
 Career Major: Financial Customer Service

Learner Name _____

Date _____

Learner Signature _____

Advisor Signature _____

Parent/Guardian Signature (if required) _____

Student Status ___ Secondary ___ Post-Secondary

This plan of study, along with other career planning material, should serve as a guide 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.

Recommended Course Sequence	Grade	Date Completed	Hours		Grade	Date Completed	Hours
Fundamentals of Technology			120				
Fundamentals of Administrative Technologies			120				
Math of Finance			120				
Banking & Financial Services			120				
Accounting I			120				
Career Major Capstone			220				
Total Hours							820

FINANCIAL CUSTOMER SERVICE Year _____ Name _____

Articulation: Northern Oklahoma College Credit

Post-Secondary

Northern Oklahoma College		High Plains Tech Courses	Grade	Date Completed	Instructor Signature
OFAD 1103	Beginning Keyboarding & Formatting	Keyboarding & Formatting			
OFAD 2112	Records Management	Filing			
Possible Electives					
OFAD 2333	Beginning Word Processing	Intro to Microsoft Word			
BMGT 1213	Spreadsheets	Microsoft Excel			

Career Enhancement

Work-Based Learning Options			Certifications			
			BrainBench Required			
Attendance Grade	Year _____	Year _____	Test	Date	Test	Date
			Computer Fundamentals		Microsoft Word	
(A = Active, NA = Not Active) Business Professionals of America Years _____ _____ Member _____ Committee Member _____ Officer _____ Committee Chair _____ State Competitions _____ National Competitions Other: _____			Telephone Etiquette		Microsoft Excel	
			Office Procedures		Microsoft Powerpoint	
			Interpersonal Communications		Microsoft Access	
			Office Management		Microsoft Office Fundamentals	
			Managing People			
On the Job Training	Date _____		Oklahoma Department of Career Tech Certifications			
Location _____			BMITE Fundamentals Skills Standards 0D6601			
Special Notes:						
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Career Plan of Study

2011-2012 Cluster: Finance

Pathway: Business Financial Management Accounting

Career Major: Full Charge Bookkeeper

Learner Name _____

Date _____

Learner Signature _____

Advisor Signature _____

Parent/Guardian Signature (if required) _____

Student Status Secondary Post-Secondary

This plan of study, along with other career planning material, should serve as a guide 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.

Recommended Course Sequence	Grade	Date Completed	Hours		Grade	Date Completed	Hours
Fundamentals of Technology			120				
Accounting I			120				
Computerized Accounting			120				
Payroll Accounting			120				
Accounting II			120				
Fundamentals of Administrative Technologies			120				
Administrative Technologies II			120				
Career Major Capstone			220				
Total Hours							1060

FULL CHARGE BOOKKEEPER

Year _____ Name _____

Articulation: Northern Oklahoma College Credit

Post-Secondary	Northern Oklahoma College		High Plains Tech Courses	Grade	Date Completed	Instructor Signature
	OFAD 1103	Beginning Keyboarding & Formatting	Keyboarding & Formatting			
	OFAD 1113	Business Calculations	Business Calculations			
	OFAD 2112	Records Management	Filing			
	OFAD 2333	Beginning Word Processing	Intro to Microsoft Word			
	OFAD 2343	Advanced Word Processing	Advanced Word Processing			
	BMGT 1213	Spreadsheets	Intro to Microsoft Excel			
	ITEC 2213	Employability Skills	Career Development I & II			
	ACCT 1113	Basic Business Records	Basic Accounting I			
	ACCT 1123	Basic Business Records II	Basic Accounting II			
	ACCT 2123	Microcomputer Accounting I	Recordkeeping, Quicken & Quickbooks			

Career Enhancement	Work-Based Learning Options		Certifications			
			BrainBench Required Certifications			
			Computer Fundamentals	Microsoft Word		
			Telephone Etiquette	Microsoft Excel		
	Business Professionals of America Years _____ <small>(A = Active, NA = Not Active)</small> _____ Member _____ Committee Member _____ Officer _____ Committee Chair _____ State Competitions _____ National Competitions Other: _____		Office Procedures	Microsoft PowerPoint		
			Business Math or Math Fundamentals	Microsoft Access		
			Data Entry 10-Key	QuickBooks or Quicken		
			Accounts Receivable/Billing Fundamentals	Bookkeeping Fundamentals		
			Accounts Payable Fundamentals	Payroll Fundamentals		
			Financial Accounting			
	On the Job Training Date _____		Oklahoma Department of Career Tech Recommended Certifications			
Location _____		BMITE Fundamentals Skills Standards OD6601	Accounts Receivable Clerk			
		Full Charge Bookkeeper	Accounts Payable Clerk			
Special Notes:						
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Career Plan of Study

2011-2012

Cluster: Information Technology

Pathway: Interactive Media

Career Major: Desktop Publisher/Graphic Designer

Learner Name _____

Date _____

Learner Signature _____

Advisor Signature _____

Parent/Guardian Signature (if required) _____

Student Status Secondary Post-Secondary

This plan of study, along with other career planning material, should serve as a guide 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.

Recommended Course Sequence	Grade	Date Completed	Hours		Grade	Date Completed	Hours
Fundamentals of Technology			120				
Desktop Publishing and Graphic Design			120				
Multimedia & Image Management Technique			120				
Digital Editing and Production Photography			120				
Career Major Capstone			250				
Total Hours							730

DESKTOP PUBLISHER/GRAPHIC DESIGNER

Year _____ Name _____

Articulation: Northern Oklahoma College Credit

Post-Secondary	Northern Oklahoma College		High Plains Tech Courses	Grade	Date Completed	Instructor Signature
	ITEC 1323	Web Graphics II	Web Graphics: Fireworks			
	ITEC 2213	Employability Skills	Career Development I & II			
	ITEC 1313	Web Design I	Web Design Concepts			
	ITEC 2316	Web Design II	Web Design: Dreamweaver			
	ITEC 2336	Web Animation	Web Animation I: F			

Career Enhancement	Work-Based Learning Options		Certifications			
			BrainBench Required Certifications			
			Computer Fundamentals	Fireworks		
			InDesign	Adobe Photoshop		
	Business Professionals of America Years _____			Illustrator		
	____ Member	____ Committee Member				
	____ Officer	____ Committee Chair				
	____ State Competitions	____ National Competitions				
	Other:					
	On the Job Training Date _____		Oklahoma Department of Career Tech Recommended Certifications			
Location _____		BMITE Fundamentals Skills Standards OD6601	Media Production: Production Assistant OD20603			
		Advertising Design OD44112	Advertising Design Production Artist OD44114 OR Photographer OD 44115			
Special Notes:						
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Career Plan of Study

2011-2012

Cluster: Information Technology
Pathway: Interactive Media
Career Major: Graphic Design Specialist

Learner Name _____

Date _____

Learner Signature _____

Advisor Signature _____

Parent/Guardian Signature (if required) _____

Student Status ___ **Secondary** ___ **Post-Secondary**

This plan of study, along with other career planning material, should serve as a guide 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.

Recommended Course Sequence	Grade	Date Completed	Hours		Grade	Date Completed	Hours
Fundamentals of Technology			120				
Desktop Publishing and Graphic Design			120				
Multimedia & Image Management Techniques			120				
Digital Editing and Production Photography			120				
Design Tools and Electronic Marketing Strategies			120				
Advanced Design Techniques			120				
Career Major Capstone			250				
Total Hours							970

GRAPHIC DESIGN SPECIALIST

Year _____ Name _____

Articulation: Northern Oklahoma College Credit

Post-Secondary	Northern Oklahoma College		High Plains Tech Courses	Grade	Date Completed	Instructor Signature
	ITEC 1323	Web Graphics II	Web Graphics: Fireworks			
	ITEC 2213	Employability Skills	Career Development I & II			
	ITEC 1313	Web Design I	Web Design Concepts			
	ITEC 2316	Web Design II	Web Design: Dreamweaver			
	ITEC 2336	Web Animation	Web Animation I: F			

Career Enhancement	Work-Based Learning Options		Certifications			
			BrainBench Required Certifications			
			Computer Fundamentals	Fireworks		
	<small>(A = Active, NA = Not Active)</small>		InDesign	Adobe Photoshop		
	Business Professionals of America Years _____			Illustrator		
	____ Member	____ Committee Member				
	____ Officer	____ Committee Chair				
	____ State Competitions	____ National Competitions				
	Other:					
	On the Job Training Date _____		Oklahoma Department of Career Tech Recommended Certifications			
Location _____		BMITE Fundamentals Skills Standards OD6601	Media Production: Production Assistant OD20603			
		Advertising Design OD44112	Advertising Design Production Artist OD44114 OR Photographer OD 44115			
Special Notes:						
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Career Plan of Study

2011-2012

Cluster: Business Management & Administration
Pathway: Administrative & Information Support
Career Major: Medical Transcriptionist

Learner Name _____

Date _____

Learner Signature _____

Advisor Signature _____

Parent/Guardian Signature (if required) _____

Student Status Secondary Post-Secondary

This plan of study, along with other career planning material, should serve as a guide 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.

Recommended Course Sequence	Grade	Date Completed	Hours		Grade	Date Completed	Hours	
Fundamentals of Technology			120					
Fundamentals of Administrative Technologies			120					
Foundations of Medical Office/Medical Terminology			170					
Patient Billing			170					
Medical Insurance			170					
Medical Transcription			170					
Career Major Capstone			220					
							Total Hours	1140

MEDICAL TRANSCRIPTIONIST

Year _____ Name _____

Articulation: Northern Oklahoma College Credit

Post-Secondary

Northern Oklahoma College		High Plains Tech Courses	Grade	Date Completed	Instructor Signature
OFAD 1103	Beginning Keyboarding & Formatting	Keyboarding & Formatting			
OFAD 1113	Business Calculations	Business Calculations			
OFAD 2112	Records Management	Filing			
OFAD 2333	Beginning Word Processing	Intro to Microsoft Word			
BMGT 1213	Spreadsheets	Intro to Microsoft Excel			
OFAD 2213	Office Procedures	Simulations			
OFAD 1103	Beginning Keyboarding & Formatting	Keyboarding & Formatting			
OFAD 1113	Business Calculations	Business Calculations			

Career Enhancement

Work-Based Learning Options		Certifications	
		BrainBench Required Certifications	
		Computer Fundamentals	Accounts Receivable/Billing Fundamentals
<small>(A = Active, NA = Not Active)</small>		Microsoft Word	Accounts Payable Fundamentals
Business Professionals of America Years _____		Microsoft Excel	Medical Billing
____ Member	____ Committee Member	Telephone Etiquette	Health Insurance
____ Officer	____ Committee Chair	Office Procedures	
____ State Competitions	____ National Competitions		
Other:			
On the Job Training Date _____		Oklahoma Department of Career Tech Recommended Certifications	
Location _____		BMITE Fundamentals Skills Standards OD6601	Accounts Receivable Clerk
			Accounts Payable Clerk
Special Notes:			
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Career Plan of Study

2011-2012

Cluster: Business Management & Administration
Pathway: Administrative & Information Support
Career Major: Medical Office Asst.

Learner Name _____

Date _____

Learner Signature _____

Advisor Signature _____

Parent/Guardian Signature (if required) _____

Student Status Secondary Post-Secondary

This plan of study, along with other career planning material, should serve as a guide 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.

Recommended Course Sequence	Grade	Date Completed	Hours		Grade	Date Completed	Hours
Fundamentals of Technology			120				
Fundamentals of Administrative Technologies			120				
Foundations of Medical Office/Medical Terminology			170				
Patient Billing			170				
Medical Insurance			170				
Career Major Capstone			220				
Total Hours							970

MEDICAL OFFICE ASSISTANT

Year _____ Name _____

Articulation: Northern Oklahoma College Credit

Post-Secondary

Northern Oklahoma College		High Plains Tech Courses	Grade	Date Completed	Instructor Signature
OFAD 1103	Beginning Keyboarding & Formatting	Keyboarding & Formatting			
OFAD 1113	Business Calculations	Business Calculations			
OFAD 2112	Records Management	Filing			
OFAD 2333	Beginning Word Processing	Intro to Microsoft Word			
BMGT 1213	Spreadsheets	Intro to Microsoft Excel			
OFAD 2213	Office Procedures	Simulations			
OFAD 1103	Beginning Keyboarding & Formatting	Keyboarding & Formatting			
OFAD 1113	Business Calculations	Business Calculations			

Career Enhancement

Work-Based Learning Options		Certifications	
		BrainBench Required Certifications	
		Computer Fundamentals	Accounts Receivable/Billing Fundamentals
<small>(A = Active, NA = Not Active)</small>		Microsoft Word	Accounts Payable Fundamentals
Business Professionals of America Years _____		Microsoft Excel	Medical Billing
____ Member	____ Committee Member	Telephone Etiquette	Health Insurance
____ Officer	____ Committee Chair	Office Procedures	
____ State Competitions	____ National Competitions		
Other:			
		Oklahoma Department of Career Tech Recommended Certifications	
On the Job Training	Date _____	BMITE Fundamentals Skills Standards OD6601	Accounts Receivable Clerk
Location _____			Accounts Payable Clerk
Special Notes:			
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***To earn a Completion Certificate, student must maintain an 80% in each course and pass required certification exams.**



Career Plan of Study

2011-2012 Cluster: Finance
Pathway: Business Financial Management & Accounting
Career Major: Payroll Accounting Clerk

Learner Name _____ Date _____

Learner Signature _____ Advisor Signature _____

Parent/Guardian Signature (if required) _____ Student Status Secondary Post-Secondary

This plan of study, along with other career planning material, should serve as a guide 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.

Recommended Course Sequence	Grade	Date Completed	Hours		Grade	Date Completed	Hours
Fundamentals of Technology			120				
Accounting I			120				
Computerized Accounting			120				
Payroll Accounting			120				
Fundamentals of Administrative Technologies			120				
Administrative Technologies II			120				
Career Major Capstone			220				
Total Hours							940

PAYROLL ACCOUNTING CLERK

Year _____ Name _____

Articulation: Northern Oklahoma College Credit

Post-Secondary	Northern Oklahoma College		High Plains Tech Courses	Grade	Date Completed	Instructor Signature
	OFAD 1103	Beginning Keyboarding & Formatting	Keyboarding & Formatting			
	OFAD 1113	Business Calculations	Business Calculations			
	OFAD 2112	Records Management	Filing			
	OFAD 2333	Beginning Word Processing	Intro to Microsoft Word			
	BMGT 1213	Spreadsheets	Intro to Microsoft Excel			
	ITEC 2213	Employability Skills	Career Development I & II			
	ACCT 1113	Basic Business Records	Basic Accounting I			
	ACCT 2123	Microcomputer Accounting I	Recordkeeping, Quicken & QuickBooks			

Career Enhancement	Work-Based Learning Options		Certifications			
			BrainBench Required Certifications			
			Computer Fundamentals	Microsoft Word		
	<small>(A = Active, NA = Not Active)</small>		Telephone Etiquette	Microsoft Excel		
	Business Professionals of America Years _____		Office Procedures	Microsoft PowerPoint		
	____ Member	____ Committee Member	Business Math or Math Fundamentals	Microsoft Access		
	____ Officer	____ Committee Chair	Data Entry 10-Key	QuickBooks or Quicken		
	____ State Competitions	____ National Competitions	Accounts Receivable/Billing Fundamentals	Bookkeeping Fundamentals		
	Other:		Accounts Payable Fundamentals	Payroll Fundamentals		
	On the Job Training Date _____		Oklahoma Department of Career Tech Recommended Certifications			
Location _____		BMITE Fundamentals Skills Standards OD6601	Accounts Receivable Clerk			
		Full Charge Bookkeeper	Accounts Payable Clerk			
Special Notes:						
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Career Plan of Study

2011-2012

Cluster: Information Technology

Pathway: Interactive Media

Career Major: Web Designer (Entry Level)

Learner Name _____

Date _____

Learner Signature _____

Advisor Signature _____

Parent/Guardian Signature (if required) _____

Student Status Secondary Post-Secondary

This plan of study, along with other career planning material, should serve as a guide 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.

Recommended Course Sequence	Grade	Date Completed	Hours		Grade	Date Completed	Hours
Fundamentals of Technology			120				
Fundamentals of Web Design			120				
Multimedia & Image Management Techniques			120				
Design Tools and Electronic Marketing Strategies			120				
Career Major Capstone			250				
Total Hours							730

WEB DESIGNER

Year _____ Name _____

Articulation: Northern Oklahoma College Credit

Post-Secondary

Northern Oklahoma College		High Plains Tech Courses	Grade	Date Completed	Instructor Signature
ITEC 1323	Web Graphics II	Web Graphics: Fireworks			
ITEC 2213	Employability Skills	Career Development I & II			
ITEC 1313	Web Design I	Web Design Concepts			
ITEC 2316	Web Design II	Web Design: Dreamweaver			
ITEC 2336	Web Animation	Web Animation I: Flash			

Career Enhancement

Work-Based Learning Options		Certifications	
		BrainBench Required Certifications	
		Computer Fundamentals	Presentation Skills
		Adobe Flash	Marketing Concepts
Business Professionals of America Years _____ _____ Member _____ Committee Member _____ Officer _____ Committee Chair _____ State Competitions _____ National Competitions Other: _____		Adobe Photoshop	Web Design for Accessibility
		Fireworks	Dreamweaver
		Adobe Illustrator	
		3D Max	
On the Job Training Date _____		Oklahoma Department of Career Tech Recommended Certifications	
Location _____		BMITE Fundamentals Skills Standards OD6601	Media Production: Production Assistant OD20603
			Media Production: Motion Graphics Artist OD 020602
Special Notes:			
<small>**High Plains Technology Center does not condone discrimination with regard to race, color, national origin, religion, gender, age, disability or veteran status in enrollment or employment, nor in the educational programs or activities which it operates.</small>			

***To earn a Completion Certificate, student must maintain an 80% in each course and pass required certification exams.**

Career Plan of Study

2011-2012

Cluster: Business Management & Administration
Pathway: Administrative & Information Support
Career Major: Office Information Specialist

Learner Name _____

Date _____

Learner Signature _____

Advisor Signature _____

Parent/Guardian Signature (if required) _____

Student Status Secondary Post-Secondary

This plan of study, along with other career planning material, should serve as a guide 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.

Recommended Course Sequence	Grade	Date Completed	Hours		Grade	Date Completed	Hours	
Fundamentals of Technology			120					
Fundamentals of Administrative Technologies			120					
Administrative Technologies II			120					
Office Administration & Management			120					
Desktop Publishing and Graphic Design			120					
Fundamentals of Web Design			120					
Multimedia & Image Management Techniques			120					
Career Major Capstone			220					
				Total Hours	1060			

