



Career Plan of Study

Accounts Payable/Receivable Clerk
Year _____

Learner Name _____

Date _____

Learner Signature _____

Advisor Signature _____

Parent/Guardian Signature (if required) _____

Student Status Secondary Post-Secondary

| | Grade | Start Date | Date Complete | Hours | | Grade | Start Date | Date Complete | Hours | |
|--|-------|------------|---------------|-------|--|--------------------|------------|---------------|-------|------------|
| Recommended Course Sequence | | | | | | | | | | |
| | | | | | | | | | | |
| Fundamentals of Technology BT00182 | | | | 120 | | | | | | |
| Accounting I BT00011 | | | | 120 | | | | | | |
| Math of Finance BT00134 | | | | 120 | | | | | | |
| Fundamentals of Administrative Technologies BT00014 | | | | 120 | | | | | | |
| Computerized Accounting BT00035 | | | | 120 | | | | | | |
| Career Major Capstone BT00110 | | | | 220 | | | | | | |
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| | | | | | | | | | | |
| | | | | | | Total Hours | | | | 820 |

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|---|--|----------------------------|--|---------------------------|
| Post-Secondary | | | | |
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| 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

Administrative Assistant

Year _____

Learner Name _____

Date _____

Learner Signature _____

Advisor Signature _____

Parent/Guardian Signature (if required) _____

Student Status Secondary Post-Secondary

| Recommended Course Sequence | Grade | Start Date | Date Complete | Hours | | Grade | Start Date | Date Complete | Hours | |
|--|-------|------------|---------------|-------|--|--------------------|------------|---------------|-------|------------|
| Fundamentals of Technology BT00182 | | | | 120 | | | | | | |
| Fundamentals of Administrative Technologies BT00014 | | | | 120 | | | | | | |
| Administrative Technologies II BT00114 | | | | 120 | | | | | | |
| Office Administration & Management BT00049 | | | | 120 | | | | | | |
| Career Major Capstone BT00110 | | | | 220 | | | | | | |
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| | | | | | | | | | | |
| | | | | | | Total Hours | | | | 700 |

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



Career Plan of Study

Financial Customer Service
Year _____

Learner Name _____

Date _____

Learner Signature _____

Advisor Signature _____

Parent/Guardian Signature (if required) _____

Student Status ___Secondary ___Post-Secondary

| Recommended Course Sequence | Grade | Start Date | Date Complete | Hours | | Grade | Start Date | Date Complete | Hours |
|---|-------|------------|---------------|-------|--|-------|------------|--------------------|------------|
| Fundamentals of Technology BT00182 | | | | 120 | | | | | |
| Fundamentals of Administrative Technologies BT00014 | | | | 120 | | | | | |
| Math of Finance BT00134 | | | | 120 | | | | | |
| Banking & Financial Services BT00111 | | | | 120 | | | | | |
| Accounting I BT00011 | | | | 120 | | | | | |
| Career Major Capstone BT00110 | | | | 120 | | | | | |
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| | | | | | | | | Total Hours | 720 |

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| Career Enhancement | Work-Based Learning Options | | | Certifications | | | |
| | | | | BrainBench Required | | | |
| | Attendance Grade | Year ____ | Year ____ | Test | Date | Test | Date |
| | | | | 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 | | | |
| | Other: | | | | | | |
| On the Job Training Date _____ | | | Oklahoma Department of Career Tech Certifications | | | | |
| Location _____ | | | BMITE Fundamentals Skills Standards 0D6601 | | | | |
| 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 Major Certifications = Financial Customer Service



Career Plan of Study

Full Charge Bookkeeper
Year _____

Learner Name _____

Date _____

Learner Signature _____

Advisor Signature _____

Parent/Guardian Signature (if required) _____

Student Status Secondary Post-Secondary

| Recommended Course Sequence | Grade | Start Date | Date complete | Hours | | Grade | Start Date | Date Complete | Hours |
|--|-------|------------|---------------|-------|--|-------|------------|---------------|-------------|
| Fundamentals of Technology BT00182 | | | | 120 | | | | | |
| Accounting I BT00011 | | | | 120 | | | | | |
| Computerized Accounting BT00035 | | | | 120 | | | | | |
| Payroll Accounting BT00119 | | | | 120 | | | | | |
| Accounting II BT00013 | | | | 120 | | | | | |
| Fundamentals of Administrative Technologies BT00014 | | | | 120 | | | | | |
| Administrative Technologies II BT00114 | | | | 120 | | | | | |
| Career Major Capstone BT00110 | | | | 220 | | | | | |
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| | | | | | | | | Total Hours | |
| | | | | | | | | | 1060 |

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



Career Plan of Study

Desktop Publisher/Graphic Designer
Year _____

Learner Name _____

Date _____

Learner Signature _____

Advisor Signature _____

Parent/Guardian Signature (if required) _____

Student Status Secondary Post-Secondary

| Recommended Course Sequence | Grade | Start Date | Date Complete | Hours | | Grade | Start Date | Date Complete | Hours |
|---|-------|------------|---------------|-------|--|--------------------|------------|---------------|-------|
| Fundamentals of Technology BT00182 | | | | 120 | | | | | |
| Desktop Publishing and Graphic Design BT00063 | | | | 120 | | | | | |
| Multimedia & Image Management Technique BT00128 | | | | 120 | | | | | |
| Digital Editing and Production Photography BT00064 | | | | 120 | | | | | |
| Career Major Capstone BT00110 | | | | 250 | | | | | |
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| | | | | | | Total Hours | 730 | | |

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



Career Plan of Study

Graphic Design Specialist
Year _____

Learner Name _____

Date _____

Learner Signature _____

Advisor Signature _____

Parent/Guardian Signature (if required) _____

Student Status ___ Secondary ___ Post-Secondary

| Recommended Course Sequence | Grade | Start Date | Date Complete | Hours | | Grade | Start Date | Date Complete | Hours |
|---|-------|------------|---------------|-------|--|-------|------------|---------------|------------|
| Fundamentals of Technology BT00182 | | | | 120 | | | | | |
| Desktop Publishing and Graphic Design BT00063 | | | | 120 | | | | | |
| Multimedia & Image Management Techniques BT00128 | | | | 120 | | | | | |
| Digital Editing and Production Photography BT00064 | | | | 120 | | | | | |
| Design Tools and Electronic Marketing Strategies BT00031 | | | | 120 | | | | | |
| Advanced Design Techniques BT00044 | | | | 120 | | | | | |
| Career Major Capstone BT00110 | | | | 250 | | | | | |
| | | | | | | | | | |
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| | | | | | | | | | |
| Total Hours | | | | | | | | | 970 |

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



Career Plan of Study

Medical Office Assistant

Year _____

Learner Name _____

Date _____

Learner Signature _____

Advisor Signature _____

Parent/Guardian Signature (if required) _____

Student Status Secondary Post-Secondary

| Recommended Course Sequence | Grade | Start Date | Date Complete | Hours | | Grade | Start Date | Date Complete | Hours |
|---|-------|------------|---------------|-------|--|--------------------|-------------|---------------|-------|
| Fundamentals of Technology BT00182 | | | | 120 | | | | | |
| Fundamentals of Administrative Technologies BT00014 | | | | 120 | | | | | |
| Foundations of Medical Office/Medical Terminology BT00009 | | | | 180 | | | | | |
| Patient Billing BT00078 | | | | 180 | | | | | |
| Medical Insurance BT00106 | | | | 180 | | | | | |
| Career Major Capstone BT00110 | | | | 220 | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | Total Hours | 1000 | | |

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



Career Plan of Study

Payroll Accounting Clerk

Year _____

Learner Name _____

Date _____

Learner Signature _____

Advisor Signature _____

Parent/Guardian Signature (if required) _____

Student Status Secondary Post-Secondary

| Recommended Course Sequence | Grade | Start Date | Date Complete | Hours | | Grade | Start Date | Date Complete | Hours |
|---|-------|------------|---------------|-------|--|-------|------------|--------------------|------------|
| Fundamentals of Technology BT00182 | | | | 120 | | | | | |
| Accounting I BT00011 | | | | 120 | | | | | |
| Computerized Accounting BT00035 | | | | 120 | | | | | |
| Payroll Accounting BT00119 | | | | 120 | | | | | |
| Fundamentals of Administrative Technologies BT00014 | | | | 120 | | | | | |
| Administrative Technologies II BT00114 | | | | 120 | | | | | |
| Career Major Capstone BT00110 | | | | 220 | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | Total Hours | 940 |

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



Career Plan of Study

Web Designer (Entry Level)
Year _____

Learner Name _____ Date _____

Learner Signature _____ Advisor Signature _____

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

| Recommended Course Sequence | Grade | Start Date | Date Complete | Hours | | Grade | Start Date | Date Complete | Hours |
|---|-------|------------|---------------|-------|--|--------------------|------------|---------------|-------|
| Fundamentals of Technology BT00182 | | | | 120 | | | | | |
| Fundamentals of Web Design BT00003 | | | | 120 | | | | | |
| Multimedia & Image Management Techniques BT00128 | | | | 120 | | | | | |
| Design Tools and Electronic Marketing Strategies BT00031 | | | | 120 | | | | | |
| Career Major Capstone BT00110 | | | | 120 | | | | | |
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| | | | | | | | | | |
| | | | | | | Total Hours | 600 | | |

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|---|--|--|--|------------------------------|
| | | | | |
| Career Enhancement | Work-Based Learning Options | | Certifications | |
| | | | BrainBench Required Certifications | |
| | | | Computer Fundamentals | Presentation Skills |
| | <small>(A = Active, NA = Not Active)</small> | | Adobe Flash | Marketing Concepts |
| | Business Professionals of America | Years _____ | Adobe Photoshop | Web Design for Accessibility |
| | ____ Member | ____ Committee Member | Fireworks | Dreamweaver |
| | ____ Officer | ____ Committee Chair | Adobe Illustrator | |
| | ____ State Competitions | ____ National Competitions | | |
| | Other: | | | |
| | | | 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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| *To earn a Completion Certificate, student must maintain an 80% in each course and pass required certification exams. | | | | |



Career Plan of Study

Office Information Specialist

Year _____

Learner Name _____

Date _____

Learner Signature _____

Advisor Signature _____

Parent/Guardian Signature (if required) _____

Student Status Secondary Post-Secondary

| Recommended Course Sequence | Grade | Start Date | Date Complete | Hours | | Grade | Start Date | Date Complete | Hours |
|--|-------|------------|---------------|-------|--|-------|------------|---------------|-----------------------------------|
| Fundamentals of Technology BT00182 | | | | 120 | | | | | |
| Fundamentals of Administrative Technologies BT00014 | | | | 120 | | | | | |
| Administrative Technologies II BT00114 | | | | 120 | | | | | |
| Office Administration & Management BT00049 | | | | 120 | | | | | |
| Desktop Publishing and Graphic Design BT00063 | | | | 120 | | | | | |
| Fundamentals of Web Design BT00003 | | | | 120 | | | | | |
| Multimedia & Image Management Techniques BT00128 | | | | 120 | | | | | |
| Career Major Capstone BT00110 | | | | 220 | | | | | |
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| | | | | | | | | | |
| | | | | | | | | | Total Hours 1060 |

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| Career Enhancement | Work-Based Learning Options | | Certifications | |
| | | | BrainBench Required Certifications | |
| | | | | |
| | <small>(A = Active, NA = Not Active)</small> | | | |
| | Business Professionals of America Years _____ | | | |
| | ____ 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 | | |
| | | | | |
| 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

Financial Clerk

Year _____

Learner Name _____

Date _____

Learner Signature _____

Advisor Signature _____

Parent/Guardian Signature (if required) _____

Student Status ___ Secondary ___ Post-Secondary

| Recommended Course Sequence | Grade | Start Date | Date Complete | Hours | | Grade | Start Date | Date Complete | Hours |
|--|-------|------------|---------------|-------|--|--------------------|------------|---------------|-------|
| Fundamentals of Technology BT00182 | | | | 120 | | | | | |
| Fundamentals of Administrative Technologies BT00014 | | | | 120 | | | | | |
| Accounting I BT00011 | | | | 120 | | | | | |
| Career Major Capstone BT00110 | | | | 120 | | | | | |
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| | | | | | | | | | |
| | | | | | | Total Hours | 480 | | |

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| | | | |
| Career Enhancement | Work-Based Learning Options | | Certifications |
| | | | BrainBench Required Certifications |
| | | | |
| | <small>(A = Active, NA = Not Active)</small> | | |
| | Business Professionals of America Years _____ | | |
| | ____ 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 | |
| | | | |
| 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

Financial Assistant

Year _____

Learner Name _____

Date _____

Learner Signature _____

Advisor Signature _____

Parent/Guardian Signature (if required) _____

Student Status Secondary Post-Secondary

| Recommended Course Sequence | Grade | Start Date | Date Complete | Hours | | Grade | Start Date | Date Complete | Hours | |
|---|-------|------------|---------------|-------|--|--------------------|------------|---------------|-------|------------|
| Accounting I BT00011 | | | | 120 | | | | | | |
| Administrative Technologies II BT00114 | | | | 120 | | | | | | |
| Business & Personal Finance BT00125 | | | | 120 | | | | | | |
| Career Major Capstone BT00110 | | | | 120 | | | | | | |
| Fundamentals of Administrative Technology BT00014 | | | | 120 | | | | | | |
| Fundamental of Technology BT00182 | | | | 120 | | | | | | |
| Math of Finance BT00134 | | | | 120 | | | | | | |
| Office Administration & Management BT00049 | | | | 120 | | | | | | |
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| | | | | | | | | | | |
| | | | | | | Total Hours | | | | 960 |

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| Career Enhancement | Work-Based Learning Options | | Certifications |
| | | | BrainBench Required Certifications |
| | | | |
| | <small>(A = Active, NA = Not Active)</small> | | |
| | Business Professionals of America Years _____ | | |
| | ____ 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 | |
| | | | |
| 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

Executive Administrative Assistant

Year _____

Learner Name _____

Date _____

Learner Signature _____

Advisor Signature _____

Parent/Guardian Signature (if required) _____

Student Status Secondary Post-Secondary

| Recommended Course Sequence | Grade | Start Date | Date Complete | Hours | | Grade | Start Date | Date Complete | Hours |
|--|-------|------------|---------------|-------|--|-------|------------|---------------|-------|
| Accounting I BT00011 | | | | 120 | | | | | |
| Administrative Technologies II BT00114 | | | | 120 | | | | | |
| Career Major Capstone BT00110 | | | | 120 | | | | | |
| Computerized Accounting BT00035 | | | | 120 | | | | | |
| Customer Assistance BT00232 | | | | 120 | | | | | |
| Fundamentals of Administrative Technologies BT00014 | | | | 120 | | | | | |
| Fundamentals of Technology BT00182 | | | | 120 | | | | | |
| Office Administration & Management BT00049 | | | | 120 | | | | | |
| | | | | | | | | | |
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| Total Hours | | | | | | | | 960 | |

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| Career Enhancement | Work-Based Learning Options | | Certifications | |
| | | | BrainBench Required Certifications | |
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| | <small>(A = Active, NA = Not Active)</small> | | | |
| | Business Professionals of America Years _____ | | | |
| | ____ 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 | | |
| | | | | |
| 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

Customer Service

Year _____

Learner Name _____

Date _____

Learner Signature _____

Advisor Signature _____

Parent/Guardian Signature (if required) _____

Student Status Secondary Post-Secondary

| Recommended Course Sequence | Grade | Start Date | Date Complete | Hours | | Grade | Start Date | Date Complete | Hours |
|--|-------|------------|---------------|-------|--|-------|------------|------------------------|-------|
| Career Major Capstone BT00110 | | | | 120 | | | | | |
| Customer Assistance BT00232 | | | | 120 | | | | | |
| Fundamentals of Administrative Technologies BT00014 | | | | 120 | | | | | |
| Fundamentals of Technology BT00182 | | | | 120 | | | | | |
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| | | | | | | | | Total Hours 480 | |

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| Career Enhancement | Work-Based Learning Options | | Certifications |
| | | | BrainBench Required Certifications |
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| | <small>(A = Active, NA = Not Active)</small> | | |
| | Business Professionals of America Years _____ | | |
| | ____ 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 | |
| | | | |
| 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

Adobe Quick Course

Year _____

Learner Name _____

Date _____

Learner Signature _____

Advisor Signature _____

Parent/Guardian Signature (if required) _____

Student Status Secondary Post-Secondary

| Recommended Course Sequence | Grade | Start Date | Date Complete | Hours | | Grade | Start Date | Date Complete | Hours |
|---|-------|------------|---------------|-------|--|-------|------------|---------------|--------------------|
| Multimedia & Image Management Techniques BT00128 | | | | 120 | | | | | |
| Desktop Publishing & Graphic Design BT00063 | | | | 120 | | | | | |
| Advanced Design Techniques BT00044 | | | | 120 | | | | | |
| Digital Editing and Production Photography BT00064 | | | | 120 | | | | | |
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| Career Enhancement | Work-Based Learning Options | | Certifications |
| | | | BrainBench Required Certifications |
| | | | |
| | <small>(A = Active, NA = Not Active)</small> | | |
| | Business Professionals of America Years _____ | | |
| | ____ 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 | |
| | | | |
| 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

Accounting Quick Course

Year _____

Learner Name _____

Date _____

Learner Signature _____

Advisor Signature _____

Parent/Guardian Signature (if required) _____

Student Status Secondary Post-Secondary

| Recommended Course Sequence | Grade | Start Date | Date Complete | Hours | | Grade | Start Date | Date Complete | Hours |
|--|-------|------------|---------------|-------|--|------------|------------|---------------|-------|
| Accounting I BT00011 | | | | 120 | | | | | |
| Accounting II BT00114 | | | | 120 | | | | | |
| Computerized Accounting BT00035 | | | | 120 | | | | | |
| Fundamentals of Administrative Technologies BT00014 | | | | 120 | | | | | |
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| Total Hours | | | | | | 480 | | | |

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| Career Enhancement | Work-Based Learning Options | | Certifications | |
| | | | BrainBench Required Certifications | |
| | | | | |
| | <small>(A = Active, NA = Not Active)</small> | | | |
| | Business Professionals of America Years _____ | | | |
| | ____ 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 | | |
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